

# CITY OF PORTLAND COUNCIL MINUTES

## Monday May 9, 2016

The Portland City Council met in regular session on Monday May 9, 2016 at 6:00pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen JoAnna Nielson, Heather Hutchins, Josh Braaten, Ed Lenaburg and Public Works Director Ben Basol.

Minutes for the April 11, 2016 regular meeting, Board of Equalization meeting and the April 20, 2016 special meeting were presented. Motion Hutchins, second Nielson to approve all meeting minutes as presented, all aye, motion carried.

Mail reviewed. Motion Braaten, second Lenaburg to become a sponsor for MayPort Summerfest with a \$500.00 contribution if an activity is held in the City of Portland, on roll, Braaten aye, Hutchins aye, Lenaburg aye, Nielson abstained, motion carried. Motion Nielson, second Hutchins to complete authorization for automatic ACH transactions with BND, all aye, motion carried.

Motion Braaten, second Hutchins to approve a building permit for garage on Jahr Avenue, all aye, motion carried.

The following bills were presented:

SALARIES	\$ 4,374.00
Aflac	\$ 314.08
American Funds	\$ 242.68
American Funds	\$ 143.45
MSU	\$ 4,129.46
IRS	\$ 1,374.26
Park Board	\$ 1,441.46
Traill Rural Water	\$ 1,309.80
BND	\$ 2,377.83
Barbara Rygg	\$ 50.00
Ben Basol	\$ 1,098.29
City of Fargo	\$ 14.00
City of Mayville	\$ 1,600.00
Dakota Supply Group	\$ 28.90
First & Farmers Bank	\$ 2,454.64
RVS Software	\$ 169.68
The Meyer Group	\$ 3,000.00
Traill Rural Water	\$ 4,173.41
Xcel Energy	\$ 875.06
Farmers Union Oil	\$ 251.34

MayPort Hdwr Hank	\$ 154.39
Postmaster	\$ 149.00
NAPA Auto Parts	\$ 2.93
ND One Call	\$ 5.00
Traill County Tribune	\$ 161.36
Ben Basol	\$ 172.24
Jacob Reynolds	\$ 65.00
Waste Management	\$ 3,464.48
Midco	\$ 145.68
Maguire Iron	\$ 1,550.00
Xcel Energy	\$ 1,081.87
USDA	\$ 2,949.43
<b>Total</b>	<b>\$39,323.72</b>

Motion Hutchins, second Braaten to pay bills as presented, on roll, all aye, motion carried.

Financial reports presented. Motion Nielson, second Braaten to move \$16,385.38 from Special Fund accounts to the General Fund, all aye, motion carried. Motion Braaten second Lenaburg to approve financial report, all aye, motion carried.

**Department Head Reports:** **Police** – Ed Lenaburg: no report. **Streets** – Heather Hutchins: All roads and alleys are in need of gravel. Motion Braaten, second Nielson to have Oak, Ash and Madison Avenues and all alleys graveled, on roll all aye, motion carried. **Water** – Josh Braaten: Over due bills discussed. Six (6) accounts scheduled to be turned off on Monday April 18, 2016 for non-payment. Letter to be sent to overdue accounts stating that the balance of these accounts must be **paid in full** to prevent water from being shut off. A \$100 turn on fee must be paid before water service will be restored. Failure to pay the fee and turn water on without the city approval will result in theft of services charges being filed by the City of Portland through the Traill County Sheriff’s office. All accounts for Traill County Housing to be mailed to Traill County Housing in Hillsboro with a copy of the bills sent to the Fargo office, and not to individual customers. Motion Braaten, second Hutchins to approve \$500.00 for signage for City of Portland equipment, on roll, all aye, motion carried. Motion Braaten, second Lenaburg to submit bid to the Portland Fire Department for the 1974 GMC advertised for sale, on roll, all aye, motion carried. **Buildings/Grounds/Equipment** – JoAnna Nielson: Housing numbers on Jahr Avenue to be checked with 911 coordinator for the City of Portland. **Director of Public Works:** Presented estimates from Tri-State paving for \$6300.00 for crack seal within the city and \$1760 for crack seal on the bike path. Motion Braaten, second Hutchins to approve both estimates for crack sealing of streets and bike path, on roll, all aye, motion carried. Motion Nielson, second Braaten to remove large overgrown tree on Broadway Avenue for \$1500.00, on roll, all aye, motion carried. Water tower was cleaned and inspected and no issues found. Ben to contact Hunter Equipment regarding possible change in mower. Discussion concerning culverts and ditch maintenance on Jahr and Morrison Avenues. Ben to get estimates to clean culverts and ditches. City to contact SRS regarding the control of weeds on a lot on Jahr Avenue.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Sven Mickels, Mayor