

CITY OF PORTLAND COUNCIL MINUTES

Monday September 12, 2016

The Portland City Council met in regular session on Monday September 12, 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, Jerod Basol, Ed Lenaburg and Public Works Director Ben Basol.

Resident in attendance to request property tax and 2014 specials information for lender. Auditor to provide information needed.

Minutes for the August 8, 2016 regular meeting were presented. Motion Hutchins, second Nielson to approve meeting minutes as presented, all aye, motion carried.

Mail reviewed. Recycle schedule to be mailed to all residents.

City Attorney Cassie Tostenson in attendance to present street vacate procedure for resident Penny Hanson on 5th Street. Motion Hutchins, second Basol to approve petition for vacate of street. Petition to run in Traill County Tribune, public hearing to be held in 4 weeks, all aye, motion carried. Motion Basol, second Lenaburg to approve quit deed to Ron Braseth, all aye, motion carried.

Permits - 2 alternate location permits presented, PLS to Norseman Archers and Floyds to MayPort Insurance, all aye, motion carried. Motion Hutchins, second Nielson to approve gaming permit for Portland Golden Age Club, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,373.98
Aflac	\$314.08
American Funds	\$143.45
American Funds	\$242.68
MSU	\$1,806.62
IRS	\$1,374.28
Traill Rural Water District	\$1,309.80
Barbara Rygg	\$50.00
Ben Basol	\$514.34
City of Fargo	\$14.00
City of Mayville	\$1,600.00
Flaten Construction	\$240.00
John Deere Financial	\$391.13
Nadine Rygg	\$65.00
Ohnstad Twichell	\$581.80
ND One Call	\$2.00

Paulson Gravel	\$3,784.00
Postmaster	\$149.00
Quill Corp	\$136.03
Titan Machinery	\$3.60
Traill County Tribune	\$83.52
Traill Rural Water District	\$5,759.81
Xcel	\$578.23
MayPort Hardware Hank	\$24.46
Office of Treasurer	\$4,113.99
Univar	\$800.00
Waste Management	\$3,529.54
Ben Basol	\$33.84
Midco	\$145.17
Xcel	\$1,100.00
City of Fargo	\$400.00
Jacob Reynolds	\$90.00
John Deere Financial	\$348.31

Total \$34,102.66

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

Financial reports presented. Motion Hutchins second Nielson to approve financial report, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: 2017 budget information discussed. City of Portland to contract with Circle of Friends for any stray animals. Parking issues near city hall discussed and Traill County Sheriff’s office to assist in maintaining parking policies for private lots. **Streets** – Jerod Basol: no report. **Water** – Heather Hutchins: Overdue bills discussed. Eight (8) accounts scheduled to be turned off on Monday August 15, 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.

Buildings/Grounds/Equipment – JoAnna Nielson: no report. **Director of Public Works:** no report.

Motion Hutchins, second Nielson to approve 1 pass of 2017 budget, on roll, all aye, motion carried. Motion Hutchins, second Lenaburg to bring salary of Public Works Director Ben Basol in compliance with the new Fair Labor Standard Act beginning October 2016 at \$47,500.00 annual, or roll, Lenaburg aye, Hutchins aye, Nielson aye, Basol abstain, motion carried. Contract with city attorney discussed and will continue as current. Ben Basol to conduct furnace check on all furnaces in preparation for winter season. Fall cleanup to be scheduled in October. Street sweeping to be scheduled for fall season.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor