

CITY OF PORTLAND COUNCIL MINUTES

Monday September 14, 2015

The Portland City Council met in regular session on Monday September 14, 2015 in the Memorial Hall Building. The meeting was called to order Mayor Sven Mickels. Also present were Aldermen JoAnna Nielson, Heather Hutchins, Josh Braaten, and Ed Lenaburg. Absent was Public Works Director Ben Basol.

Minutes for the August 10, 2015 regular meeting were presented. Motion Braaten, second Nielson to approve meeting minutes, all aye, motion carried.

Mail reviewed. Motion Nielson, second Lenaburg to sign 2016 State Revolving priority list prepared by Moore Engineering for the water tower replacement, on roll, all aye, motion carried. Motion Nielson, second Braaten to pay the interest payment of \$24,378.50 to Starion Bond Services for the 2014 Street replacement project, on roll, all aye, motion carried. Motion Hutchins, second Lenaburg to lower pledge of securities as recommended by First & Farmers Bank, all aye, motion carried.

Permits: Motion Hutchins, second Nielson to approve a building permit for a new deck, all aye, motion carried.

Motion Braaten, second Hutchins for attorney services contract to remain the same, all aye, motion carried. In response to the Traill County sheriff's department for emergency procedures, Alderman Lenaburg to contact Aurdahl and Bruflat church's regarding the use of the building as possible emergency shelter locations for city residents that do not have adequate shelter in emergency situations. Annual budget for 2016 reviewed with only one change occurring from last month's review. An increase of \$100 in general fund budget request for assessor fees. Budget approved as submitted. Continued discussion held regarding the over grown trees at a property on Parke Ave. The trees where cut down and all overgrowth was trimmed as the emergency stairwell was blocked for the renters in the building. City of Portland to send invoice to property owner for reimbursement and for direction as to how the current fencing that is in disrepair is to be addressed. Email that the city received from the City of Portland website was discussed. The issues raised regarding weeds at the elevator is being resolved. As to weeds on the property of the neighbor and the question about taxes on paper alleys, as no name or address was listed, the City of Portland is unable to assist you without knowing who to respond to. Ben Basol to work with local services to have the city furnaces checked for winter. Fall clean-up has been scheduled and all residents will be notified on the monthly water billing as to the dates. Motion Braaten, second Nielson to eliminate the current formal annual employee evaluation process and provide monthly feedback, all aye, motion carried.

The following bills were presented:

SALARIES	\$ 4,243.48
American Funds	\$ 143.45
American Funds	\$ 242.68
Aflac	\$ 314.08
MSU	\$ 3,164.57

IRS	\$ 1,301.42
Ben Basol	\$ 473.87
Brudvik Law Office	\$ 70.00
City of Fargo	\$ 14.00
City of Mayville	\$ 1,600.00
H E Everson	\$ 25.64
Highway Motor Service	\$ 197.90
Karen Nelson	\$ 35.00
MayPort Hardware Hank	\$ 3.99
MayPort Insurance & Realty	\$ 3,478.00
Metropolitan Compounds	\$ 679.67
Nadine Rygg	\$ 65.00
Office of Treasurer	\$ 4,498.00
ND One Call	\$ 11.00
Paulson Gravel	\$ 1,290.00
Postmaster	\$ 105.00
Quill Corporation	\$ 155.54
Reynolds United	\$ 265.55
Traill County Tribune	\$ 105.12
Traill Rural Water District	\$ 1,311.45
USA Blue Book	\$ 356.61
Xcel Energy	\$ 594.12
Traill Rural Water District	\$ 4,533.00
Waste Management	\$ 3,464.48
Flaten Construction	\$ 350.00
Midcontinent Communications	\$ 142.91
Xcel Energy	\$ 1,083.10
Ben Basol	\$ 341.88
Brad Beck	\$ 320.00
ND Dept. of Health	\$ 245.99

Total **\$35,226.50**

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

Financial reports presented. Motion Braaten, second Lenaburg to approve financial reports as presented, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: no additional report. **Streets** – Heather Hutchins: Alderman Lenaburg to contact Traill County Sheriffs office to increase the monitoring of trucks speeding thru town. Ben Basol to contact Flaten Construction to work out plan to improve the quality of the gravel road on Oak Avenue. **Water** – Josh Braaten: Over due bills discussed. Five (5) accounts scheduled to be turned off on Monday September 21, 2015 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.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor