

# CITY OF PORTLAND COUNCIL MINUTES

## Monday March 10, 2014

The Portland City Council met in regular session on Monday March 10, 2014 in the Memorial Hall Building. The meeting was called to order by Mayor Mickels. Also present were Aldermen Josh Braaten, Heather Amb, Shirley Rux, Ryan Domier and Public Works Director Ben Basol.

Deputy Sheriff Tony Ernst was present.

Greg Thykeson was present to inform the city that the Norseman Archery club will be applying for grant funds to replace the current building structure. The proposed new building would be a 40'X120' or 50'X120' single level structure. As this building would be in a residential zoned area, a variance letter will be sent to adjacent residents requesting their approval of the new structure. Motion Amb, second Braaten to approve plans pending variance agreement from residents, all aye, motion carried. Motion Braaten, second Domier for City of Portland to include a letter stating that the City of Portland is in favor of the new structure project in the paperwork when applying for grand funds, all aye, motion carried.

Moore Engineering Kyle Meyer and Justin Hall and Cassie J Tostenson from Brudvik Law were present to discuss the next step in the City of Portland street improvement project. Mr. Meyer reviewed the 5 bids that the City of Portland received for the street improvement project. Motion Rux, second Braaten to accept the 5 bids, all aye, motion carried. Motion Braaten, second Amb to accept the bid from Knife River Materials in Bemidji, MN, on roll, all aye, motion carried. Motion Amb, second Domier to hire Mr. John Shockley from Ohnstad Twichell as Bond Counsel, on roll, all aye, motion carried. Motion Rux, second Braaten to hire Dougherty & Co. as bond sales company, on roll, all aye, motion carried.

Motion Amb, second Braaten for the assessment committee of Craig Klabo, Bruce Nelson and Mickie DePaolis to meet in June or July with Moore Engineering and all assessments finalized by October 2014, all aye, motion carried. Ben Basol to contact MayPort Farmers Coop about possible space to place millings for re-use.

Minutes for the February 10, 2014 regular meeting were presented. Motion Amb, second Braaten to approve regular meeting minutes, all aye, motion carried.

Mail reviewed. Letter from Mayville Park Board regarding a request for donation to bring Prairie Fire Children's Theatre to Mayville for a production of "Pinocchio". Auditor to contact the Mayville Park Board to get additional information on the production. Motion Amb, second Braaten for the City of Portland to cover the costs of 4 recycle totes at \$5.25 per tote, for the MayPort Food Pantry, on roll, all aye, motion carried. Motion Amb, second Domier for the City of Portland to apply for North Dakota Forest Service grant fund for trees for Heskin Meadows and to replace median trees that have been removed, on roll, all aye, motion carried. Reminder that the April council meeting will be 5:30 pm for the Board of Equalization Meeting. Motion Amb, second Domier to approve cost of \$20.00 fee for Public Works Director Ben Basol to attend wastewater training and testing April 14, 15, 16 in Bismarck, ND, on roll, all aye, motion carried.

Motion Amb, second Rux to approve the payment of \$1750.00 to Dakota Supply Group for 1 year service contract for new water meter reading programs, on roll, all aye, motion carried.

Permit requested by Aurdal Church for raffle permit. Motion Rux, second Braaten to approve permit request, all aye, motion carried. Permit requested by Norsemen Archery for annual raffle, motion Domier, second Rux to approve permit, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,036.17
American Funds	\$136.62
Aflac	\$229.19
Mayville State	\$1,316.26
IRS	\$1,141.24
American Funds	\$357.74
Ben Basol	\$391.53
City of Mayville	\$1,600.00
ComMark	\$110.00
David Groven	\$336.00
Jeff's Electric	\$535.00
Karen Nelson	\$35.00
MayPort Hardware Hank	\$23.56
ND Workforce Safety & Insur	\$503.45
Office of State Auditor	\$165.00
Office of Treasurer	\$4,084.24
Polar Communications	\$159.07
Postmaster	\$151.00
Traill Rural Water District	\$5,377.24
Xcel Energy	\$972.15
Farmers Union Oil	\$2,313.91
Jerod	\$195.00
One Call Concepts	\$3.30
Traill County Tribune	\$253.64
Alco Stores	\$141.38
Dakota Supply Group	\$25.99
Waste Management	\$3,613.55
Xcel Energy	\$1,017.55
<b>Total</b>	<b>\$29,224.78</b>

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

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

**Department Head Reports:** **Police** – Ryan Domier: City Auditor expressed concerns regarding the alley between the Veterans Memorial Hall and Floyds, the former Gunderson Heating & Cooling building and the Portland Golden Age Club being blocked numerous times during the past month. **Streets** – Heather Amb: A couple of street lights were noted as being out. Excel to be contacted. **Water** – Josh Braaten: Over due bills discussed. Eleven (11) accounts scheduled

to be turned off on Monday March 17, 2014 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 \$50 turn on fee must be paid before water service will be restored.

**Buildings/Grounds/Equipment** – Shirley Rux: New city mower costs reviewed. Motion Braaten, second Amb to replace mower this year for \$3000.00, on roll , all aye, motion carried.

**Director of Public Works:** No report.

Motion Braaten, second Domier for the City of Portland to cover costs of cancer and accident insurance as part of employment package for Public Works Director, on roll, all aye, motion carried.

No further business, meeting adjourned.

---

Nadine Rygg, Auditor

---

Sven Mickels, Mayor