

CITY OF PORTLAND COUNCIL MINUTES

Monday May 8, 2017

The Portland City Council met in regular session on Monday May 8, 2017 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen Ed Lenaburg, Jerod Basol, JoAnna Nielson and Public Works Director Ben Basol. Absent was Alderman Heather Hutchins.

Traill County Sheriff Steve Hunt was in attendance to review the monthly bill. Motion Nielson, second Lenaburg to approve Sheriff Hunt to use list of top candidates from last hiring to fill current position, all aye, motion carried. Alderman Lenaburg notified Sheriff Hunt of the bike ride that will be occurring on May 20 from MPCG to Portland Junction at 1pm.

Minutes for the April 10, 2017 Board of Equalization and the April 10, 2017 regular meeting were presented. Motion Nielson, second Basol to approve both meeting minutes as presented, all aye, motion carried.

Mail reviewed. Audit conducted by Job Service of ND reviewed.

Permits: Motion Lenaburg, second Nielson to approve a special event permit for alcoholic beverage for Rumors Tavern for an event on June 3, 2017 from 6pm - 1am pending payment of permit fee of \$50.00 and special license applied for and received by the State of ND, on roll, all aye, motion carried. Motion Basol, second Nielson to approve a building permit for a deck on Broadway and an egress window on 8th Street, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,788.59
Aflac	\$314.08
American Funds	\$173.38
American Funds	\$235.70
MSU	\$1,891.46
Portland Park District	\$1,209.23
One Call Now	\$310.50
IRS	\$1,550.78
BND	\$2,252.53
Barbara Rygg	\$50.00
Ben Basol	\$557.31
Brudvik Law Office	\$1,283.54
City of Mayville	\$1,600.00
First & Farmers Bank	\$2,418.07
Municipal Government Academy	\$25.00
Postmaster	\$102.00
Quill Corporation	\$158.32
Ralph's Sharp Shop	\$92.97
The Meyer Group	\$3,250.00
Traill Rural Water	\$5,669.41

Valley Plains Equipment	\$11,900.00
Xcel Energy	\$843.34
Ben Basol	\$64.48
Farmers Union Oil	\$301.87
H E Everson	\$46.05
MayPort Hardware Hank	\$12.48
North Dakota One Call	\$5.00
NAPA Auto Parts	\$96.45
TeamLab	\$3,690.00
Traill Rural Water	\$1,309.80
Traill County Tribune	\$190.96
Waste Management	\$3,544.37
City of Fargo	\$14.00
Midco	\$146.76
Norseman Field Services	\$105.00
Xcel Energy	\$1,040.40
Office of Treasurer	\$3,283.97
TOTAL	\$54,527.80

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

Financial reports presented. Motion Basol, second Lenaburg to approve financial report as presented, all aye, motion carried. Motion Nielson, second Basol to approve up to \$500.00 for the purchase of flowers for display on main street, on roll, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: Mayor reported that he had been contacted regarding traffic violations being issued to the county instead of to the City of Portland. Mayor Mickels to contact Sheriff Hunt to resolve this issue. **Streets** – Email from resident regarding the dip on Broadway Ave and 5th Street, which could cause potential damage to vehicles. Ben to review options for possible signage to alert drivers to the dip in the street and those options to be reviewed at next meeting. Street sweeping discussed and will be scheduled after the trees have finished blooming. Motion Nielson, second Basol to approve up to \$5000.00 for street sweeping, on roll, all aye, motion carried. **Water** – Heather Hutchins: Overdue bills discussed. Motion Nielson, second Basol for eleven (11) accounts scheduled to be turned off on Monday May 22, 2017 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 Nielson, second Basol to approve up to \$4000.00 for the repair or maintenance of drains on 8th, 9th, and 11th Streets on Jahr Avenue, Morrison Avenue and the SRS platform to be cleaned and/or repaired, on roll, all aye, motion carried. Motion Basol, second Lenaburg to approve up to \$6000.00 to replace a broken fire hydrant and repair a fire hydrant in the City of Portland, on roll, all aye, motion carried. **Buildings/Grounds/Equipment** – no report. **Director of Public Works:** Motion Lenaburg, second Basol to hire Tom Nielson at \$15.00/hour to assist with mowing for the City of Portland, on roll, Basol and Lenaburg aye, Nielson abstain, motion carried. Ben Basol approached to city council about the City of Portland purchasing the empty lot on the corner of Helen Avenue and Parke Avenue from Reynolds United to be

graveled and no longer mowed and used for snow in the winter. Ben Basol to contact Reynolds United to see if there is interest in selling this lot.

Motion Basol, second Nielson to have the City of Portland Alert Notification system charged to all city residents on a monthly basis. This is a change from the voluntary \$0.25 charge for the residents who completed the EDDM form and an effective date of May 1, 2017. Effective with the July billing, all residents will be charged \$0.25 monthly for the alert notification system. Any resident who did not submit contact information in the past may contact the city office for the necessary form and additional information, all aye, motion carried.

Motion Nielson, second Basol to authorize the Office of State Tax Commissioner to administer the City of Portland's local sales, use and gross receipts taxes for the 2017-2019 biennium, all aye, motion carried.

Motion Nielson, second Lenaburg to designate the Traill County Tribune as the City of Portland's official newspaper, all aye, motion carried.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor