

CITY OF PORTLAND COUNCIL MINUTES

Monday November 13, 2017

The Portland City Council met in regular session on Monday November 13, 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, JoAnna Nielson, Heather Hutchins, Jerod Basol and Public Works Director Ben Basol. Jim Johnson from the Traill County Tribune in attendance.

Minutes for the October 9, 2017 regular meeting were presented. Motion Hutchins, second Lenaburg to approve minutes as presented, all aye, motion carried.

Mail reviewed. Motion Nielson, second Hutchins for the City of Portland to use UI EASY to manage reports and make unemployment payments starting in 2018, all aye, motion carried.

Permits: no permits to present

The following bills were presented:

SALARIES	\$4,927.14
Aflac	\$314.08
American Funds	\$173.38
American Funds	\$235.70
MSU	\$1,651.26
Park District	\$1,414.67
IRS	\$1,573.70
Bank of ND	\$10,283.99
Barbara Rygg	\$49.00
Ben Basol	\$557.31
City of Mayville	\$1,600.00
Farmers Union Oil	\$305.67
Ferguson Waterworks	\$727.40
First & Farmers Bank	\$13,875.50
ND League of Cities	\$40.00
ND One Call	\$4.00
Postmaster	\$102.00
Precision Electric	\$100.00
Traill County Tribune	\$99.40
Xcel Energy	\$560.19
Traill Rural Water	\$1,309.80
Midco	\$142.80
Office of Treasurer	\$4,828.14
Traill Rural Water	\$5,895.10
Waste Management	\$3,626.40
Xcel Energy	\$1,076.43
Portland Fire Department	\$1,000.00

Twedt Sweepers	\$707.50
Jerod Basol	\$60.00
Total	\$57,240.56

Motion Hutchins, second Lenaburg to approve \$1000.00 gift to Portland Fire Department, on roll, Lenaburg, Nielson and Hutchins aye, Basol abstain, motion carried.

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

Financial reports presented. Motion Basol, second Hutchins to approve financial reports as presented, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: no report. **Streets** – Jerod Basol: Motion Basol, second Nielson for the City of Portland to install a stop sign on the corner of Bennett Ave and 8th Street, on roll, all aye, motion carried. **Water** – Heather Hutchins: Overdue bills discussed. Nine (9) accounts scheduled to be turned off on Monday November 20, 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.

Buildings/Grounds/Equipment – JoAnna Nielson: no report. **Director of Public Works** - Ben Basol: Discussion held regarding the need for a trailer for the City of Portland. Motion Lenaburg, second Hutchins to approve purchase of a 14' dump trailer for \$6899.00 for the City of Portland, on roll, all aye, motion carried. Discussion held regarding spring 2018 clean up and the possibility of placing the open top containers behind the gate to the inert landfill. Current open top containers have been filled with tree branches that should have been placed in the landfill and corrugated boxes that should have been recycled. Alderman Lenaburg to find volunteers and do a schedule of open gate times for spring clean up with open top containers behind the gate to the landfill.

Ken Kornkven was in attendance to inquire about the possibility of vacating 5th Street from the alley behind Arnold Avenue to BNSF railroad right of way. Mr. Kornkven currently mows and maintains that parcel and if the city is to vacate, he would like to purchase. City of Portland to consider at December meeting.

Motion Nielson, second Basol to authorize signature for questionnaire completed by Moore Engineering for the City of Portland to be considered for assistance with upgrades to the City of Portland existing sanitary sewer system, all aye, motion carried.

2018 Liquor License renewals submitted for both Floyd's and PLS. City of Portland has verified with the county that both are current on property taxes. Motion Basol, second Lenaburg to renew liquor licenses, all aye, motion carried.

Update on the status of 2014-2015 audit. Plan presented for 2016-2017 audit to be done during December 2017 and January 2018. Motion Hutchins, second Lenaburg to have Brady Martz perform 2016-2017 city audit, on roll, all aye, motion carried.

Discussion held regarding the leaves that are dropped off at the compost pile and blow away. The City of Portland will build a bunker in the current location to limit the amount of leaves that blow into residents yards for spring of 2018.

Auditor bond discussed. City has a bond with current insurance policy and an additional commercial blanket bond with the ND Insurance Department.

Discussion held regarding the purchase of replacement banners for the city streets.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor