

CITY OF PORTLAND COUNCIL MINUTES

Monday November 20, 2018

The Portland City Council met in regular session on Monday November 20, 2018 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen JoAnna Nielson, Jerod Basol and Public Works Director Ben Basol. Absent was Alderman Heather Hutchins and Troy Grinde.

Resident in attendance to discuss past due water bill.

Minutes for the October 8, 2018 regular meeting were presented. Motion Nielson, second Basol to approve minutes as presented, all aye, motion carried.

Motion Nielson, second Basol to accept the resignation of Alderman Heather Hutchins, all aye, motion carried. Motion Basol, second Nielson to accept the appointment of Craig Klabo as Alderman to complete the term for alderman that resigned, all aye, motion carried.

Mail reviewed. Motion Nielson, second Klabo to contact Moore Engineering and request that an income survey be done by MAP for the City of Portland to hopefully qualify for grant funds for the purchase of a new water tower, on roll, all aye, motion carried. Motion Basol, second Klabo to approve a \$200,000 transfer from sales tax fund to general fund to balance account, all aye, motion carried. Motion Basol, second Klabo to approve the renewal of maturing CD for 5 years, all aye, motion carried.

Permits. Motion Basol, second Klabo to approve a permit for benefit that was held on 11/3/18, all aye, motion carried.

The following bills were presented:

SALARIES	\$5,427.49
Aflac	\$237.90
American Funds	\$182.06
American Funds	\$247.49
Job Service of ND	\$43.08
Park District	\$1,666.51
MSU	\$1,254.53
IRS	\$1,552.88
BND	\$10,362.66
Barbara Rygg	\$49.00
Ben Basol	\$557.31
Brudvik Law	\$250.00
Butler Machinery	\$121.44
City of Fargo	\$14.00
City of Mayville	\$1,600.00
David Groven	\$807.00
East Central Regional Water	\$6,240.20
HUB International	\$4,455.00

Nadine Rygg	\$3.00
ND Dept of Health	\$223.63
Office of State Auditor	\$165.00
Postmaster	\$155.00
Traill County Tribune	\$127.00
Twedt Sweepers	\$2,015.00
Xcel Energy	\$523.98
East Central Regional Water	\$1,309.80
Farmers Union Oil	\$641.93
H E Everson	\$318.97
Maguire Iron	\$1,596.50
MayPort Hardware Hank	\$49.99
North Dakota One Call	\$8.40
Waste Management	\$3,894.95
Ben Basol	\$380.58
Christianson Farm & Construct	\$1,125.00
Ralph's Sharp Shop	\$30.00
Reynolds United	\$303.00
Traill County Tribune	\$90.00
Waste Management	\$931.79
Jet-Way Multiple Services	\$1,330.00
Midco	\$143.24
Xcel Energy	\$1,080.80
Total	\$51,516.11

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

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

Department Head Reports: **Police** – Heather Hutchins: no report. **Streets** – Jerod Basol: no report. **Water** – JoAnna Nielson: Motion Nielson, second Klabo to write off bad debt of a water account in the amount of \$54.63, on roll, all aye, motion carried. Overdue bills discussed. Eleven (11) accounts scheduled to be turned off on Monday December 3, 2018 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 – Troy Grinde: no report. **Director of Public Works** - Ben Basol: Discussion on having a backup heater at the water tower. Motion Basol, second Klabo to approve up to \$3000.00 to purchase and install heater, on roll, all aye, motion carried. Reviewed clean up week process that was done in the City of Portland.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor