

CITY OF PORTLAND COUNCIL MINUTES

Monday October 10, 2016

The Portland City Council met in regular session on Monday October 10, 2016 at 6:00pm in the Memorial Hall Building. The meeting was called to order by Mayor Sven Mickels. Also present were Aldermen JoAnna Nielson, Heather Hutchins, Jerod Basol and Public Works Director Ben Basol. Absent was Alderman Ed Lenaburg. City Attorney Cassie Tostenson and Brandon Oye and Justin Hall from Moore Engineering were also in attendance.

Motion Hutchins, second Nielson to approve to vacate a 12 foot section of the easement on 5th Street. On roll, all aye, motion carried.

Resident in attendance requesting specifics on income and property tax incentives for his property in Heskin Meadows. City attorney Cassie Tostenson explained the incentives for Heskin Meadows was for the infrastructure that was completed prior to lots being sold.

Justin Hall presented for approval the Drinking Water State Revolving Fund which the City of Portland has a request in for funding for a new water tower.

Minutes for the September 12, 2016 regular meeting were presented. Motion Hutchins, second Nielson to approve meeting minutes as presented, all aye, motion carried.

Motion Hutchins, second Basol to approve second reading of 2017 budget as previously presented, on roll, all aye, motion carried.

Mail reviewed.

Permits – 2 alternate gaming permits presented. Motion Hutchins, second Nielson to approve permits, all aye, motion carried.

Motion Nielson, second Hutchins to approve renewal of Eligibility Application for the State Surplus Property Department, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,374.01
Aflac	\$314.08
American Funds	\$143.45
American Funds	\$242.68
MSU	\$2,548.33
IRS	\$1,374.22
Traill Rural Water District	\$1,309.80
Barbara Rygg	\$50.00
Ben Basol	\$514.34
City of Fargo	\$14.00
City of Mayville	\$1,600.00
H E Everson	\$47.20
Job Service ND	\$41.41

MayPort Hardware Hank	\$55.41
MayPort Insurance & Realty	\$3,586.00
ND Office of Tax Comm	\$114.36
Office of Treasurer	\$4,205.13
Ohnstad Twichell	\$1,655.00
Starion Bond Service	\$23,676.50
Traill County Tribune	\$94.32
Traill Rural Water District	\$4,741.81
Xcel	\$603.13
North Dakota One Call	\$4.00
First & Farmers Bank	\$13,875.00
Midco	\$145.47
Waste Management	\$3,529.54
Xcel Energy	\$1,100.00
Total	\$69,959.19

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

Financial reports presented. Motion Basol, second Nielson to transfer \$3500 from General Fund to Special Fund, on roll, all aye, motion carried. Motion Hutchins second Nielson to approve financial report, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: no report. **Streets** – Jerod Basol: no report. **Water** – Heather Hutchins: Overdue bills discussed. Ten (10) accounts scheduled to be turned off on Monday August 15, 2016 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. Motion Hutchins, second Basol to replace water heater in city hall, on roll, all aye, motion carried. City of Portland to create a list of cleaning tasks on a monthly basis. **Director of Public Works:** Discussion held on the possibility of trading the one large generator in for 2 smaller generators which would service both the lift station and the water reservoir. Ben Basol to check prices on a new generator.

Motion Hutchins, second Basol to approve final 2017 Budget, on roll, all aye, motion carried.

Motion Hutchins, second Basol for City of Portland to take out a loan to pay off the current loan at USDA as requested by USDA. City of Portland to work with First & Farmers Bank for loan, on roll, all aye, motion carried.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor

