

CITY OF PORTLAND COUNCIL MINUTES

Monday October 9, 2017

The Portland City Council met in regular session on Monday October 9, 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 and Jerod Basol. Absent was Alderman Heather Hutchins and Public Works Director Ben Basol.

Minutes for the September 11, 2017 regular meeting were presented. Motion Nielson, second Lenaburg to approve minutes as presented, all aye, motion carried.

Mail reviewed.

Permits: Four building permits presented: new deck, replace windows & doors, two permits to replace windows & door and siding, motion Basol, second Lenaburg to approve permits, all aye, motion carried.

The following bills were presented:

SALARIES	\$5,118.05
Aflac	\$314.08
American Funds	\$173.38
American Funds	\$235.70
MSU	\$2,267.16
IRS	\$1,608.84
Barbara Rygg	\$49.00
Ben Basol	\$557.31
Brudvik Law	\$145.00
City of Fargo	\$14.00
City of Mayville	\$1,600.00
Ferguson Waterworks	\$78.26
H E Everson	\$132.29
MayPort Hardware Hank	\$39.45
MayPort Insurance	\$3,560.00
Office of Treasurer	\$4,268.64
Ohnstad Twichell PC	\$1,030.00
ND One Call	\$7.10
Postmaster	\$102.00
Reynolds United	\$703.64
Starion Bond Services	\$22,954.50
Traill Rural Water District	\$6,457.50
Xcel Energy	\$568.59
Butler Machinery	\$522.00
Midco	\$144.56
RVS Software	\$693.00

Trail County Tribune	\$95.10
Waste Management	\$3,626.40
Trail Rural Water District	\$1,309.80
Ben Basol	\$148.16
Job Service of ND	\$165.25
ND League of Cities	\$345.00
ND Office of State Tax Comm	\$135.00
Quill Corp	\$418.39
Sven Mickels	\$179.24
Xcel Energy	\$1,055.14
Total	\$60,821.53

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

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

Department Head Reports: **Police** – Ed Lenaburg: no report. **Streets** – Jerod Basol: Discussion regarding possibly adding additional street light in two locations. Auditor to get pricing for new street lights for November meeting. Additional yield signs requested on Grand Forks Avenue and 5th Street, and Arnold Ave and 5th Street. Motion Nielson, second Lenaburg for city to purchase and install these signs, on roll, all aye, motion carried. **Water** – Heather Hutchins: Overdue bills discussed. Seven (7) accounts scheduled to be turned off on Wednesday October 25, 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 Trail County Sheriff’s office. All accounts for Trail County Housing to be mailed to Trail 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: Request for non-running pick up to be sold, ad to be placed for bids. Discussion regarding the purchase of a truck or trailer to haul items. Estimate submitted for one dump trailer for \$6,899.00. Additional estimates for trailers and/or used trucks requested for the November meeting, in addition to the cost for delivery of treated sand for winter prior to decision on the purchase of a trailer for the City of Portland.

Preliminary 2018 budget presented. Motion Basol, second Lenaburg to approve 2018 final budget, on roll, all aye, motion carried.

Review of current water rates for the City of Portland reviewed. Motion Nielson, second Basol for the City of Portland to change current rates from a rate of \$33.00/month with \$2.30/thousand gallons to \$25.00/month rate and \$7.00/thousand gallons, on roll, all aye, motion carried.

Discussion held on the application process for liquor license within the City of Portland. Motion Nielson, second Basol for the application to include the current status of property tax payment, all aye, motion carried.

Mayor Mickels reviewed items from the North Dakota League of Cities Convention. Motion Lenaburg, second Basol for the city to acquire the grant writing software offered by the NDLC for \$50.00, on roll, all aye, motion carried.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor