

# CITY OF PORTLAND COUNCIL MINUTES

## Monday September 11, 2017

The Portland City Council met in regular session on Monday September 11, 2017 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by President Heather Hutchins. Also present were Aldermen Ed Lenaburg, JoAnna Nielson and Public Works Director Ben Basol. Alderman Jerod Basol joined the meeting in progress. Absent was Mayor Sven Mickels.

Sheriff Steve Hunt was in attendance to discuss the proposed 2018 budget. Motion Nielson, second Lenaburg to accept the proposed 2018 budget for the City of Portland, on roll, all aye, motion carried. Department visibility in the community was discussed.

Minutes for the August 14, 2017 regular meeting were presented. Motion Lenaburg, second Nielson to approve minutes, all aye, motion carried.

Mail reviewed. Cardiac Ready Community signage discussed

Permits: Alternate location permit for Floyds at the Norseman Archery for September 16, 2017. Motion Nielson, second Lenaburg to approve permit, all aye, motion carried.

The following bills were presented:

SALARIES	\$5,301.84
Aflac	\$314.08
American Funds	\$173.38
American Funds	\$235.70
MSU	\$2,086.05
Farmers Union Oil	\$4,840.00
IRS	\$1,665.28
Bank of ND	\$20,921.25
B.W. Allen Company	\$77.69
Barbara Rygg	\$49.00
Ben Basol	\$557.31
Brad Beck	\$400.00
Brudvik Law	\$620.00
City of Mayville	\$1,600.00
Dakota Supply Group	\$1,060.34
John Deere Financial	\$18.80
Mayville Plumbing & Heating	\$258.80
phd Pros	\$1,767.50
Postmaster	\$151.00
Xcel Energy	\$652.39
Ben Basol	\$19.73
City of Fargo	\$14.00
Crane Johnson	\$40.91
H E Everson	\$39.24

Jeff's Electric	\$959.10
MayPort Farmers Co-op	\$22.73
MayPort Hardware Hank	\$122.14
Medlin Software	\$69.00
ND One Call	\$6.55
Strand Ready Mix	\$192.60
Traill Rural Water District	\$7,996.50
Traill Rural Water District	\$1,309.80
Traill County Tribune	\$105.00
Ben Basol	\$188.85
Ralph's Sharp Shop	\$623.84
Office of Treasurer	\$4,479.45
Waste Management	\$3,611.29
Midco	\$143.70
Xcel Energy	\$1,055.14
Countryside Creations Floral	\$57.00
<b>Total</b>	<b>\$63,806.98</b>

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

Financial reports presented. Motion Nielson, second Lenaburg to approve transfer of \$14,000 from revenue share account to police car fund, on roll, all aye, motion carried. Motion Lenaburg, second Nielson to approve financial reports as presented, all aye, motion carried.

**Department Head Reports:** **Police** – Ed Lenaburg: no additional report. **Streets** – Jerod Basol: Discussion regarding possible vacate of 2<sup>nd</sup> Street between Grand Forks Avenue and Arnold Avenue. City to contact city attorney to discuss possible vacate of only partial section of the street. **Water** – Heather Hutchins: Overdue bills discussed. Six (6) accounts scheduled to be turned off on Monday September 18, 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 Hutchins, second Lenaburg to approve \$800 to replace a curb stop on Broadway Avenue, on roll, all aye, motion carried. **Buildings/Grounds/Equipment** – JoAnna Nielson: Wasps discussed. No additional 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. Ben to get estimates from local vendors on cost for both purchase and rental fees for next meeting.

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

Furnace maintenance to be done by Public Works Director and contractor to be contacted if issues are incurred.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Heather Hutchins, President