

CITY OF PORTLAND COUNCIL MINUTES

Monday September 8, 2014

The Portland City Council met in regular session on Monday September 8, 2014 in the Memorial Hall Building. The meeting was called to order by Mayor Mickels. Also present were Aldermen Heather Amb, JoAnna Nielson, Josh Braaten, Ed Lenaburg and Public Works Director Ben Basol. Justin Hall from Moore Engineering and Cassie Tostenson from Brudvik Law were also in attendance.

Sheriff's Deputy Tony Ernst was in attendance to present the preliminary 2015 budget information for the Traill County sheriff Office.

Justin Hall from Moore Engineering presented progress report #4 for the 2014 Street Replacement Project. Punch list items were reviewed. The seal coat and chip coat were discussed with the time extension to 2015 decided was the best option. The City of Portland has one week to add items to the punch list as Knife River will be back to complete the punch list than. Motion Braaten, second Amb to accept progress report #4 and change order #2 in the amount of \$13,577.20, on roll, all aye, motion carried. Motion Nielson, second Braaten to accept Certificate of Substantial Completion, all aye, motion carried.

Mr. Hall presented invoices for Moore Engineering in the amount of \$61,488.00 and Knife River in the amount of \$488,785.33. In addition, the city received an invoice from the Traill County Tribune in the amount of \$24.15 for the advertising of the assessments and Brudvik Law for \$5000.00. Motion Lenaburg, second Braaten to pay Knife River invoice of \$448,785.33, on roll, all aye, motion carried. Motion Amb, second Nielson to pay Moore Engineering invoice of \$61,488.00, on roll, all aye, motion carried. Distribution of re-mills discussed. Motion Braaten, second Amb to accept final assessments, on roll, all aye, motion carried. City Auditor to sign certification document for the list of special assessments for the 2014 Street Replacement Project as correct and forward to the Traill County Auditor. **Residents who wish to pay assessments in full prior to 2015 property tax assessments must do so by October 15, 2014 to the City of Portland Auditor.**

Minutes for the August 11, 2014 regular meeting were presented. Motion Braaten, second Amb to approve both meeting minutes, all aye, motion carried.

Mail reviewed. Motion Braaten, second Lenaburg to approve Widmer Roel PC to prepare financial statements for required state audits for years 2012 and 2013 for the estimated cost of \$4500.00 to \$5500.00, on roll, all aye, motion carried. Motion Braaten, second Amb for Judge Krogh to attend the 2014 Municipal Judges Conference October 6, 2014 in Bismarck, on roll, all aye, motion carried. Motion Braaten, second Nielson to approve Public Works Director Ben Basol to attend the annual rural water expo February 11-13, 2015 in Bismarck, or roll, all aye, motion carried.

Motion Braaten, second Lenaburg to approve 3 building permits; install fence in yard, new shed in back yard and replace siding and new doors on existing garage, all aye, motion carried.

Motion Amb, second Braaten to accept bid from Precision in the amount of \$5000.00 to remove and replace existing oil furnace with 135,000 BTU Lennox SLP98% variable capacity/variable

speed gas furnace with FocusPro thermostat, venting, drain, sheet metal and labor, on roll, all aye, motion carried.

The following bills were presented:

SALARIES	\$4,007.31
American Funds	\$367.74
Aflac	\$256.75
Farmers Union Oil	\$9,327.50
MSU	\$2,237.55
IRS	\$1,154.24
Ben Basol	\$429.83
City of Fargo	\$14.00
City of Mayville	\$1,600.00
Dakota Supply Group	\$313.94
Flaten Construction	\$120.00
Karen Nelson	\$35.00
MayPort Insurance & Realty	\$3,230.00
ND Rural Water Systems	\$150.00
Office of Treasurer	\$4,084.24
Polar Communications	\$175.39
Postmaster	\$151.00
Traill Rural water	\$1,694.72
Tri-State Paving	\$1,760.00
Valley Plains Equipment	\$3,000.00
Xcel Energy	\$643.59
City of Mayville	\$55.00
Crane Johnson Lumber	\$39.91
H E Everson	\$23.95
MayPort Hardware Hank	\$109.80
Reynolds United Co-op	\$59.67
Traill Rural water	\$6,846.58
USA Bluebook	\$122.37
Ben Basol	\$260.73
Farmers Union Oil	\$1,016.93
Jacob Reynolds	\$35.00
Mayville, Plumbing & Heating	\$1,321.40
ND One Call	\$14.30
Ralph's Sharp Shop	\$140.95
Richard Aamold	\$135.00
Alco Stores	\$49.40
City of Fargo	\$14.00
ND Department of Health	\$491.98
Traill County Tribune	\$170.43

Waste Management	\$3,724.61
Xcel Energy	\$1,017.39
Jaxon Hoffmeyer	\$50.00
Total	\$50,452.20

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

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

Preliminary 2015 Budget presented. Motion Braaten, second Amb to accept preliminary budget, **second/final budget meeting scheduled for Monday September 29, 2014 at 6pm**, on roll, all aye, motion carried.

Department Head Reports: **Police** – Ed Lenaburg: no additional report. **Streets** – Heather Amb: no additional report. **Water** – Josh Braaten: Over due bills discussed. Eleven (11) accounts scheduled to be turned off on Monday September 22, 2014 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 \$50 turn on fee must be paid before water service will be restored. A letter received from a resident regarding not paying the \$50.00 turn on fee was reviewed with the council. 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. **Buildings/Grounds/Equipment** – JoAnna Nielson : no report. **Director of Public Works:** Motion Braaten, second Amb to procure a new pay loader for \$27,000.00 on roll, all aye, motion carried. Discussed the bid of \$64,867.00 received from Bobcat of Grand Forks for a new Bobcat with attachments. Ben has requested demonstration arrangements be made for the equipment and attachments. Photos reviewed of individuals unloading a pickup and a trailer of branches and sticks and dropping them in the compost pile instead of placing them down into the landfill. City Auditor to send letters restating the policy stated on the sign they parked next to when they dumped the branches into the compost pile regarding the \$100.00 fine for such actions.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor