

# CITY OF PORTLAND COUNCIL MINUTES

## Monday February 17, 2020

The Portland City Council met in regular session on Monday February 17, 2020 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, Craig Klabo and Public Works Director Ben Basol. Absent were Aldermen Jerod Basol and Troy Grinde.

Sheriff Steve Hunt was in attendance to discuss the 2020 spring flood plan. Sheriff Hunt is concerned that this could be a top 5 flood event and that all should prepare for such. Any individual interested in the purchase of flood insurance should contact their insurance agent as soon as possible.

Justin Hall and Brandon Oye from Moore Engineering were in attendance to present the requested RFQ for the city water tower project. The City of Portland received 2 other RFQ's from AE2S and Ulteig Engineers, Inc. The next step in the process is for the City of Portland to schedule interviews with firms who submitted RFQ's. Moore Engineering also presented a proposed plan for improvements to the city sanitary sewer system. Motion Klabo, second Nielson to approve \$35,000.00 for Moore Engineering to proceed with the study needed to determine the scope of work that is needed for the sanitary sewer system, on roll, all aye, motion carried.

Minutes for the January 13, 2020 regular meeting and January 29, 2020 special meeting were presented. Motion Nielson, second Klabo to approve both minutes as presented, all aye, motion carried.

Mail reviewed.

Permits. Motion Nielson, second Klabo to approve a permit for the MPCG NASP on 3/1/2020 at the Norseman Archery, all aye, motion carried.

The following bills were presented:

SALARIES	\$5,581.08
Aflac	\$420.94
American Funds	\$200.71
American Funds	\$272.85
ND Tax	\$150.00
State of ND	\$8.83
Mayville State	\$2,309.94
Park District	\$1,643.12
IRS	\$1,681.16
City of Fargo	\$14.00
City of Mayville	\$1,600.00
David Groven	\$360.00
East Regional Water	\$9,688.40
ND Work Force Safety & Ins	\$755.05

Nilson Brand Law	\$375.00
Paulson Gravel	\$375.00
Traill County Treasurer	\$4,819.34
Traill County Tribune	\$328.32
Xcel Energy	\$1,102.07
Barbara Rygg	\$49.00
Ben Basol	\$563.01
PC Plus	\$80.00
Postmaster	\$105.00
East Regional Water	\$1,309.80
ComMark	\$135.00
Farmers Union Oil	\$1,392.09
H E Everson	\$25.57
Interstate Billing	\$204.59
Midco	\$200.69
Powerplan	\$200.00
Quill	\$678.91
Ben Basol	\$306.77
Chris Karlstad	\$220.00
MFOA	\$30.00
Paulson Gravel	\$840.00
Waste Management	\$3,858.84
Xcel Energy	\$1,072.04
TOTAL	\$42,957.12

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

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

**Department Head Reports:** **Police** – Jerod Basol: no report. **Streets** – Craig Klabo: compliments to Public Works Director Ben Basol for snow removal. **Water** – JoAnna Nielson: Overdue bills discussed. Seven (7) accounts scheduled to be turned off on Monday March 2, 2020 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. Call to be made to Waste Management to cancel trash pick up for resident that is past due in payment for trash pickup service. **Buildings/Grounds/Equipment** – Troy Grinde: Updating of current equipment discussed. Motion Klabo, second Nielson to approve \$34,500.00 for the purchase of a snow blower for the City of Portland, on roll, all aye, motion carried. Motion Nielson, second Klabo to approve the mower upgrade for \$8950.00, on roll, all aye, motion carried. **Director of Public Works** - Ben Basol: no report.

No further business, meeting adjourned.

---

Nadine Rygg, Auditor

---

Sven Mickels, Mayor