

CITY OF PORTLAND COUNCIL MINUTES

Monday January 13, 2020

The Portland City Council met in regular session on Monday January 13, 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, Jerod Basol, Craig Klabo and Troy Grinde. Absent was Public Works Director Ben Basol.

Justin Hall from Moore Engineering was in attendance to follow up on the schedule for the water tower presented at the last meeting and to get an update on the requested RFQ.

Minutes for the December 9, 2019 regular meeting were presented. Motion Klabo, second Nielson to approve as presented, all aye, motion carried.

Cassie Tostenson from Nilson Brand Law was in attendance to present a proposal for her to continue as the city attorney with Nilson Brand Law. Mayor Sven Mickels appointed Cassie Tostenson of Nilson Brand Law as the City of Portland attorney. Motion Basol, second Klabo to approve the appointment of Cassie Tostenson as city attorney, all aye, motion carried. Motion Nielson, second Grinde to approve city auditor to sign a release of file document to transfer all files from Brudvik Law to Nilson Brand Law, all aye, motion carried.

Mail reviewed. Motion Grinde, second Nielson to approve pledge of securities, all aye, motion carried. Discussion regarding possible new street decorations, tabled till February meeting. Request for new printer for auditor's office, motion Klabo, second Nielson to approve up to \$950.00 for new printer, on roll, all aye, motion carried.

Permits. None.

The following bills were presented:

SALARIES	\$5,364.28
Aflac	\$420.94
American Funds	\$191.16
American Funds	\$259.86
Mayville State	\$3,353.94
IRS	\$1,645.31
Barbara Rygg	\$49.00
Ben Basol	\$563.01
Brudvik Law	\$500.00
Chris Karlstad	\$260.00
City of Fargo	\$14.00
City of Mayville	\$1,600.00
East Central Regional Water	\$4,724.70
Farmers Union Oil	\$1,370.07
Finley Motors	\$593.54
ND Rural Water Systems	\$245.00

Phd Pros	\$2,823.72
Postmaster	\$160.00
RVS Software	\$182.69
Traill County Treasurer	\$8,479.69
Traill County Tribune	\$80.64
Xcel	\$1,203.18
East Central Regional Water	\$1,309.80
David Groven	\$1,152.00
Midco	\$202.46
ND One Call	\$1.85
State of ND Chem Lab	\$223.63
Traill County Treasurer	\$4,819.34
Xcel	\$1,052.17
Ben Basol	\$330.92
Waste Management	\$3,844.26
Total	\$47,021.16

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

Financial report presented. Motion Grinde, second Klabo to approve transfer to balance fund, on roll, all aye, motion carried. Motion Basol, second Nielson to approve financial reports as presented, all aye, motion carried.

Department Head Reports: **Police** – Jerod Basol: City of Portland received the signed contract from the Traill County Sheriff’s Office. **Streets** – Craig Klabo: City snow removal discussed. Resident is requesting that a text alert be sent out prior to snow blowing curbs. **Water** – JoAnna Nielson: Overdue bills discussed. Nine (9) accounts scheduled to be turned off on Monday January 27, 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 pickup for resident that is past due in payment for trash pickup service. **Buildings/Grounds/Equipment** – Troy Grinde: Updating of current equipment; mower, snow blower, pay loader and bobcat discussed. Craig Klabo presented 2 possible options for a snow blower to the council. Ben to review and further discussion at February meeting. **Director of Public Works** - Ben Basol: no report.

No further business, meeting adjourned.

Nadine Rygg, Auditor

Sven Mickels, Mayor

