

# CITY OF PORTLAND COUNCIL MINUTES

## Monday November 14, 2016

The Portland City Council met in regular session on Monday November 14, 2016 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, Heather Hutchins, and Ed Lenaburg. Absent was Alderman Jerod Basol and Public Works Director Ben Basol. Also in attendance was Tom Capouch from First & Famers Bank and City Attorney Cassie Tostenson.

Mr. Capouch reviewed the previous year's activities for MPEDC. Motion Hutchins, second Lenaburg to approve expenditures and funding requests, on roll, all aye, motion carried. Additionally, a refinance loan was discussed to refinance a current loan that is with USDA. Motion Hutchins, second Nielson to proceed with a 5 year loan at 2.38% to refinance the loan with USDA that is at 5.15% in the amount of \$117,414.09 less our last payment of \$7049.43 and interest that will accrue to a December 5, 2016 payoff, or roll, all aye, motion carried.

Attorney Cassie Tostenson was in attendance to review the previous discussion regarding the residents concerns regarding tax incentives for Heskin Meadows. Attorney Tostenson to provide a written communication to resident.

Minutes for the October 10, 2016 regular meeting were presented. Motion Hutchins, second Nielson to approve meeting minutes as presented, all aye, motion carried.

Mail reviewed. FSA ballot discussed, motion Nielson, second Lenaburg to approve Kip Knudson at FSA candidate, all aye, motion carried. Clean water state revolving fund questionnaire reviewed and presented. Motion Nielson, second Lenaburg to approve request and submit to the state, all aye, motion carried.

Permits - 2 alternate location permits presented for PLS on 11/26/16 at the Norseman Archery and Floyds on 12/3/16 at the Norseman Archery. Motion Nielson, second Lenaburg to approve permits, Lenaburg, Nielson and Mickels aye, Hutchins abstain.

The following bills were presented:

SALARIES	\$4,592.10
Aflac	\$314.08
American Funds	\$283.82
American Funds	\$165.13
MSU	\$2,436.82
IRS	\$1,467.68
Park District	\$1,495.52
Traill Rural Water	\$1,309.80
Bank of ND	\$10,102.06
Barbara Rygg	\$50.00
Ben Basol	\$541.34
City of Fargo	\$14.00

City of Mayville	\$1,600.00
Farmers Union Oil	\$343.08
H E Everson	\$35.03
Jeff's Electric	\$572.40
Ohnstad Twichell	\$3,186.00
Paulson Gravel	\$1,806.00
Postmaster	\$151.00
RVS Software	\$464.00
Traill Rural Water	\$5,781.41
Twedt Sweepers	\$2,370.00
Xcel Energy	\$605.72
Flaten Contruction	\$240.00
MayPort Hardware	
Hank	\$46.72
ND One Call	\$6.00
Traill County Tribune	\$151.52
USDA	\$7,049.43
Midco	\$146.33
Office of Treasurer	\$4,061.18
Waste Management	\$3,529.54
Waste Management	\$419.42
Nadine Rygg	\$41.54
Ben Basol	\$1,332.80
<b>Total</b>	<b>\$56,711.47</b>

Motion Nielson, second Lenaburg to pay bills with correction, on roll, all aye, motion carried.

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

**Department Head Reports:** **Police** – Ed Lenaburg: no report. **Streets** – Jerod Basol: no report. **Water** – Heather Hutchins: Overdue bills discussed. Eight (8) accounts scheduled to be turned off on Monday November 28, 2016 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. **Buildings/Grounds/Equipment** – no report. **Director of Public Works:** there is a leaking water fountain at the Portland Park with a broken curb stop that needs to be dug up and replaced. City to contact President of Portland Park District.

No further business, meeting adjourned.

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Nadine Rygg, Auditor

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Sven Mickels, Mayor