

## City of McVile

### Minutes of Regular Meeting of City Council – Monday, November 6, 2017

**PRESENT:** Mayor Douglas Stein; Council Members Patt Czarnik (remotely via speakerphone), Douglas Trostad, and Dianne Urvand; City Auditor, Marie Adams; Deputy Auditor, Joanne Brennan; Public Works Director, Ryan Johnson; and Public Works II, Jonathon Trostad.

**OTHERS IN ATTENDANCE:** Chad Berger; Eric Gilbertson (Moore Engineering); Marian Hendrickson; Sheila Oye-Beglau; Donovan Oye; and Peggy Ruud.

**CALL TO ORDER:** Mayor Stein declared the presence of a quorum and called the meeting to order at 7:03 PM.

**APPROVE AGENDA:** Motion by Member Trostad, seconded by Member Czarnik, to approve meeting agenda as distributed; all voted 'aye', motion carried.

**APPROVE MINUTES:** Motion by Member Trostad, seconded by Member Urvand, to approve minutes of October 2<sup>nd</sup>, 2017 regular meeting and October 19, 2017 special meeting as written; all voted 'aye', motion carried.

**PUBLIC WORKS REPORT:** Director Johnson reported snow removal from City streets began early Saturday morning following first snowfall of the season that began Friday evening and continued through the night. Rod Ressler assisted with his Bobcat and pickup-mounted snow blade. Ryan suggested that a snow blower mount for the new skid steer would increase efficiency in clearing streets and parking lots.

#### **OLD BUSINESS:**

**Utility Rate Increase:** Member Trostad introduced results of his own research on current water and sewer rates most recently established in 2014; he proposed a marginal increase at this time to offset rising cost of chemicals and other necessities to maintain water quality and wastewater drainage systems. **Motion** by member Czarnik to increase water usage rate by 25 cents per 1000 gallons used and the sewer flow rate by 25 cents per 1000 gallons, effective January 1, 2018; seconded by member Urvand; discussed the inequity of sewer flow that is based on metered water usage, especially during high-volume water usage such as watering lawns, wherein the water soaks into the ground and does not flow into sewer; PW Director Johnson responded that to abate this problem, a separate meter would need to be installed in each residence at approximate cost of \$325 per household; roll call vote on the motion: Czarnik – aye, Trostad – aye, Urvand – aye; **motion carried.**

**Renewal of Café Lease:** Member Urvand reported she is scheduled to meet with café owners tomorrow, November 7<sup>th</sup>, to discuss renewal and terms of the café lease. **Motion** by member Trostad **to table** this matter until December City Council meeting; seconded by member Urvand; on voice vote, all voted aye, **motion carried.**

**City Council Vacancy:** Mayor Stein reported that no one has come forward with expressed interest in serving out the remainder of former member Reiten's term; no response to ads in McVile Messenger, on McVile Channel, and posters placed around town, all of which will be repeated and time for responses will be extended.

#### **PUBLIC COMMENTS:**

1. Complaint re: snow thrown onto residential sidewalks/driveways by City plow after property owner has shoveled sidewalks and driveways open and clear of snow. Citizen requested Public Works research options, such as using a driveway gate mounted on the plow to resolve the problem.

2. Several citizens inquired as to feasibility of City keeping alleyways cleared of snow now that private contractor, Jeremy Lilleoien, is no longer providing this service. Public Works noted that clearing alleyways would be a lower priority task after emergency routes, Main Street business sector, Dakota Prairie Elementary school, and residential streets have been cleared. A list of individuals who have snow removal equipment and who may be available for hire by City residents will be developed and made available at the City office.

#### **FINANCIAL REPORT:**

Revenue and disbursement report for period ending October 31, 2017 was presented, along with bills for same period, listed as follows: \$8062.55 employee salaries; \$1616.32 golf course salaries; \$584.87 State Tax Commissioner; \$42,000.00 Titan Machinery (skid steer loader); \$400.79 Visa; \$31.56 Farmers Union Lumber-Tolna; \$80.59 Hawkin's; \$4,943.10 BCBS of ND (Oct.); \$162.84 Ness Press; \$295.95 Quill Corp.; \$4.00 ND One Call; \$2,144.00 Brager Disposal (Sept. garbage pick-up); \$1,204.05 Nelson County Sheriff's Dept. (Oct. policing); \$63.50 Nelson County Hwy Dept.; \$60.00 NDTC website); \$198.16 Tolna Plumbing (golf course); \$360.89 D & M Service; \$72.47 Farmer Union Oil; \$1,902.42 Otter Tail Power (Sept.); \$1,444.71 NDPERS; \$386.03 Renae Arneson (auditor consult); \$2,818.18 F & M Bank; \$1,099.00 Mac's Hdwre. (bucket – skid steer); \$1,072.02 NDPERS; \$268.46 NDTC; \$2,663.78 F&M Bank (st. rep. loan); \$151.26 Verizon; \$2,060.25 Brager Disposal (Oct. garbage pick-up); \$85.96 Vinyl Vision; \$1.00 ND One Call; \$157.00 Nardini Fire Equip. (café); \$72.60 Central Business Systems; \$150.30 Ness Press; \$83.69 Quill Corp.; \$227.88 Eberline Analytical (water testing); \$2,856.20 BCBS of ND (Nov.); \$88.58 D&M Service; \$8.70 New Century Press; \$70.20 Lakota American; \$1,432.29 Otter Tail Power (Oct.); \$25.00 Ness Press (subscription); \$1,204.05 Nelson County Sheriff's Dept. (Nov. policing); \$40.00 ND LOC Municipal Gov't. Academy (Grant Finder).

**Motion** by member Urvand to approve the Revenues & Disbursements and the bills as presented; seconded by member Trostad, all voted aye on voice vote, **motion carried.**

**NEW BUSINESS:**

**Engineering Proposal:** Eric Gilbertson, representing Moore Engineering, made a brief presentation on their services that are available to municipalities.

**Policing Contract:** Unanimous agreement to **table** action until next month to allow member Czarnik, who holds the Policing portfolio, the opportunity to discuss portions of the contract directly with Nelson County Sheriff.

**Building Permit:** **Motion** by member Trostad to approve building permit for Donovan Oye to construct a 36’ X 40’ X 12’ storage building at a total labor and material cost of \$26,000; motion seconded by member Urvand; all voted aye on voice vote, **motion carried.**

**Ordinance Review:** **Motion** by member Trostad to adopt by Resolution the re-numbering of Restaurant & Lodging Sales Tax Ordinance to #97.1; seconded by member Czarnik; on voice vote, all voted aye, **motion carried.** For the record and to clarify paragraph 2 on page 1 of Ordinance #97.1, Mayor Stein appointed the City Council as having oversight of revenues derived from City of McVile Restaurant & Lodging SalesTax

**Snow Removal in Alleyways for Residences on North Main Street That Do Not Have Driveways:**  
(Refer to Item 2 under Public Comments section above).

**Contract for Snow Removal at Dakota Prairie School:** **Motion** by member Trostad to approve the contract with amendment to include a \$60 per hour fee, with a minimum of ½ hour/\$30 per occurrence, for use of the City-owned skid steer in snow removal operations; motion seconded by member Czarnik; on voice vote, all ayes; **motion carried.**

**Interim City Auditor:** Due to action taken at a previous meeting to accept the resignation of Marie Adams as City Auditor, and the immediate need to maintain the City’s financial accounts, member Trostad offered a **motion** to re-hire Marie Adams as interim City Auditor to perform the duties and responsibilities of the position at her previous rate of pay but without benefits, until a new Auditor has been appointed; motion seconded by member Czarnik; on roll call vote: Urvand, aye; Trostad, aye; Czarnik, aye; **motion carried.**

**Request to Lease City-owned Lot:** Kenneth Quanbeck was present and requested the opportunity to rent vacant, city-owned lots to be used for display-parking of pre-owned vehicles for McVile Motor, his retail sales business. **Motion** by member Trostad to lease Lots 1 & 2 of Block 17(OT) to Mr. Quanbeck at a rate of \$50 per month, with lease agreement to be drawn up by the City Auditor and made effective immediately; motion seconded by member Urvand; on roll-call vote: Urvand, aye; Trostad, aye; Czarnik, aye; **motion carried.**

**Utility Account Delinquencies:** Computer-generated report of outstanding/delinquent utility accounts that are 3 months or more past due, was distributed for Council review and action. Discussed that several residents listed on the report have been contact either in person or by phone in an attempt to collect the past due amounts, and in several cases, payment arrangements have been proposed by the City and agreed to by the resident(s); however, the resident(s) have failed to follow-through on the agreement. Result of this discussion was to implement the policy of placing a ‘disconnect notice’ on each delinquent resident’s door that outlines consequences of disconnection (i.e. payment within 48 hours of full past due amount + \$50 disconnect fee + \$50 re-connect fee + \$125 security deposit), and then follow-through with actual disconnect within the prescribed time line.

**ANNOUNCEMENTS:**

1. Town Hall Meeting: Wednesday, November 15, 2017 @ 7:00 pm @ City Auditorium
2. Winterfest 2017: Sunday, November 26, 2017 from 4:00 Pm – 6:00 PM @ City Auditorium
3. Next regular Council meeting: Monday, December 4, 2017 @ 7 pm at City Office conference room

**ADJOURNMENT: 9:40 PM** by declaration of the Chair.

Respectfully submitted:

ATTEST:

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Joanne Brennan  
Deputy Auditor

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Marie A. Adams  
Interim City Auditor

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Douglas Stein  
Mayor