

**City of McVille**  
**Minutes of Regular City Council Meeting**  
**Monday, December 5, 2016, at 7:00 p.m.**

ATTENDING: Mayor Douglas Stein; Council Members Douglas Trostad, Kevin Stein and Dianne Urvand; City Auditor Marie Adams; Deputy Auditor Joanne Brennan; PW Director Ryan Johnson; and Jon Trostad, PWII.

ABSENT: Council Member Neil Reiten.

OTHERS PRESENT: Elaine Morken and Norman Morken, Steve Forde and Chad Berger.

1. CALL TO ORDER: By Mayor Stein at 7:01 p.m.
2. AGENDA: MOTION by K. Stein to approve agenda as distributed; seconded by Trostad; all voted aye; motion carried.
3. REVIEW/APPROVE MINUTES OF PREVIOUS MEETINGS: MOTION by Trostad to approve minutes of October 10, 2016 special meeting as corrected/amended and November 7, 2016 regular meeting; seconded by Urvand; all voted aye; motion carried.
4. PUBLIC WORKS REPORT: PW Director Johnson reported everything was on schedule.
5. FINANCIAL REPORT:
  - 5.1 and 5.2 Revenues & Disbursements/Bills: Written reports of revenues and disbursements that transpired through November 30th were discussed. K. Stein requested a breakdown of the water billing expenses. MOTION by K. Stein to approve revenues and disbursements report as presented and November/December bills; seconded by Urvand; all voted aye; motion carried.
  - 5.3 Transfer \$3000 from Sales Tax to Restaurant Loan: There was a discussion regarding making a bigger payment to the loan. MOTION by Trostad and seconded by Urvand to transfer \$3000 from the sales and use tax account to the restaurant loan; all voted aye; motion carried.
6. OLD BUSINESS:
  - 6.1 Proposal to Amend NCHS Management Agreement (Amendment F). NCHS representative Steve Forde appeared at the meeting to provide an explanation of Amendment F to the NCHS Management Agreement. He explained there was no liability to the City and did not affect the rate charged to the residents. MOTION by Urvand; seconded by Trostad to approve amendment. There was further explanation provided to Council Member K. Stein. A roll call vote was taken: K. Stein, aye; Urvand, aye; Trostad, aye; motion carried.

6.2 Contract – Tri-County Water District. It was reported by PW Director Johnson that there has been no recent contact with Tri-County. Mayor Stein gave overview of a recent meeting with Tri-County. There was a consensus by the Council to arrange a meeting with Mike Blessum when he is able. PW Director Johnson will contact Mr. Blessum to arrange a meeting.

6.3 Quit Claim Deed – Norman Morken. There was a discussion about the shelter belt and the condition of the trees in that shelter belt. This item was TABLED until the summer of 2017.

6.4 Balance of Undesignated Funds from Streetlight Project. Mayor Stein read an email from Renae Arneson concerning this issue. A MOTION was made by K. Stein to move the balance of the undesignated funds to pay off the Farmers and Merchant Bank Street Improvement loan. The motion was seconded by Urvand. There was further discussion by Council. K. Stein rescinded his motion.

A MOTION was made by K. Stein, seconded by Urvand, to move the undesignated funds from the streetlight project to the general fund pending further review by the Council at their January regular meeting. A roll call vote was taken: K. Stein, aye; Urvand, aye; Trostad, aye; motion carried.

6.5 McVile Dam Project. A short discussion on the issue was held and it was decided that the Council would not proceed until the SWC completes its research. This issue will be TABLED until the January regular meeting.

7. NEW BUSINESS:

7.4 Dakota Prairie Basketball Practice at City Auditorium. Chad Berger with Dakota Prairie School spoke to Council concerning the price charged for rental of the auditorium for basketball practice. MOTION by K. Stein to offer the auditorium to the Dakota Prairie School for school-sanctioned practices with supervision by a coach at no cost. Trostad seconded the motion. On roll call vote: K. Stein, aye; Trostad, aye; Urvand, nay; motion carried.

7.1 Contract for ND Dept. of Health Laboratory Services. MOTION by Trostad, seconded by K. Stein, to approve and execute the contract; all voted aye; motion carried.

7.2 Liquor License Renewal Applications. MOTION by Trostad, seconded by Urvand, to approve and accept the liquor license renewal applications for Joe's Bar and D & M Service; all voted aye; motion carried.

7.3 Amend Ordinance #83 (Regulation of Pets within City of McVile). MOTION by Trostad, seconded by Urvand, to amend Ordinance #83; all voted aye; motion carried. The second and final reading will be done at the January regular meeting.

7.5 Employee Handbook – Amended. A discussion was held concerning changes to the Employee Handbook. MOTION by Urvand to approve the updated employee handbook; seconded by Trostad; all voted aye; motion carried.

7.6 Employee Pay Rates. Mayor Stein proposed that the employee pay rates stay the same. City Auditor Adams was asked to obtain comparables. This issue was TABLED until the January regular meeting.

7.7 Kolenda Heating and Cooling – Maintenance of City Buildings. City Auditor Adams was asked to contact Kolenda to get estimates for the annual maintenance. This item was TABLED until the January regular meeting.

8. PORTFOLIO REPORTS BY COUNCIL MEMBERS:

Cafe: Urvand updated the Council with a report on the ice machine, proposed vacation of the Dezotells.

Auditorium: Urvand stated she still had concerns about sewer smell in the library/auditorium.

PW Director Johnson reported that he had talked to Troy Brandvold about doing work on the elevator roof of the auditorium.

9. COMMITTEE REPORTS: None reported.

10. PUBLIC COMMENTS: None.

11. ANNOUNCEMENTS: Mayor Stein announced an open house scheduled for December 23, 2016, 1:00 to 3:00 pm, to welcome the new auditor. Next regular City Council meeting: Monday, January 3, 2017, at 7:00 pm, in City Office Conference Room.

ADDITIONAL ITEMS FOR DISCUSSION:

There was a discussion concerning Council Member Neil Reiten’s absence from several meetings.

12. ADJOURNMENT: The meeting was adjourned at 9:47 pm.

ATTEST:

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Marie Adams  
City Auditor

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Douglas Stein  
Mayor

**These minutes are subject to the governing body's review and revision.**