

September 6, 2016 – Meeting Minutes

The McVilleville City Council met in regular session on September 6, 2016 at 7:00 pm, Mayor Douglas Stein presiding.

Council Members Present: Kevin Stein, Neil Reiten, Dianne Urvand, and Doug Trostad.

Public works: Ryan Johnson and Jon Trostad

Auditor: Shelly Carlson, Deputy Auditor: Joanne Brennan Others in attendance: Renae Arneson, Scott Erickson Mayor Stein called the meeting to order at 7:01 pm and went over additions and changes to the agenda. At the request of Mayor Stein city staff with the exception of Deputy Auditor Brennan will be asked to step out of the meeting prior to adjournment. Motion by Member Urvand seconded by Member Reiten, to adopt agenda, all vote aye, motion carried.

Motion by Member Stein, seconded by Member Trostad to approve the August 1, 2016 meeting minutes, all vote aye, minutes approved.

Public Works report: Public Works Director, Ryan Johnson presented the report\* to the council. Johnson proposed charging a fee to measure city lots. Item will be placed on the October agenda to allow time for review. Mosquito spraying in Pekin was also discussed and tabled until the October meeting with regards to a rate increase.

Financial Report: Motion by member Reiten, seconded by member Stein, followed by discussion to approve revenues and disbursements as presented, all vote aye, motion carried. Motion by Member Reiten, seconded by Member Urvand and carried by unanimous voice vote to approve August bills as presented to wit;

Check

No.	Payee	Description	Amount
		city payroll	\$9,045.74
		country club payroll	\$1,616.13
EFTPS-7	McVilleville Bank	Tax payment	\$2,767.26
ACH	NDPERS	employee retirement	\$1,466.08
20326	Renae Arneson	str 669.50/gen 420.00/ café 67.50/dame 52.50	\$1,207.50
20327	Nelson County Sheriff	August Policing	\$1,204.05
20328	Ihry Insurance	Country Club golf cart insurance	\$28.00
20329	Ness Press	Publication	\$338.10
20330	Oxton's	Office supplies	\$205.41
20331	Farmers Union Oil	str 74.40/grds 16.89	\$91.29
20332	Morken	trees(storm) 125.00/wtr 35.00/str light 20.00	\$180.00
20333	L. Arneson Creative	McVilleville brochures	\$276.48
20334	NCHD	street light project -backhoe	\$195.00
20335	Ferguson Waterworks	fire hydrant repair	\$101.25
20336	KLJ	Engineering Streetlight Project	\$10,452.62
20337	D & M	grds 119.71/pest 14.71/veh 47.83	\$182.25
20338	void	void	\$0.00
20339	Leroy Mahnke	Auditorium rental refund	\$50.00
20340	GF Lab	water testing	\$41.00
20341	Brager	Aug garbage collection	\$2,177.50
20342	Verizon	Cell phones	\$95.82
20343	Fire & Tornado	Insurance	\$685.09
20344	Postmaster	Postage-streets paving project RFDC	\$6.70
NDTC	Telephone	water plant telephone	\$84.68
NDTC1	Telephone	Office 88.12/Aud-88.11	\$176.23
20345	Quill	Office supplies	\$140.83

20346	MCI	long distance	\$30.05
20347	Hawkins	Chemical	\$1,024.78
20348	void	void	\$0.00
20349	Kolenda	café-4440.95 insurance pending(1000.00 ded) 538.78 R & M	\$4,979.73
20350	Braun Electric	café-storm damage insurance pending	\$1,109.52
20351	Ottertail	new streetlight acct (9) includes 15.00 connection	\$47.66
20352	Ottertail	w-366.12/SL's-555.33/Aud-212.50/Caf-592.43/Air 21.72/Ofc 209.56/str-20.84	\$1,978.50
20353	Ness Press	election 12.00 /trees 28.80	\$1,978.50
20354	BCBS	Sept employee health	\$40.80
20355	Ottertail	Lee St Rv Park	\$4,887.60
20356	Jon Trostad	Reimbursement for Sams Club renewal	\$76.10
20357	ONECall	line locates	\$45.00
20358	F & M Visa	office-retirement gift	\$3.00
20359	Quill	office supplies	\$106.14
20360	NDTC	website updates	\$50.72
20361	Ryan Johnson	reimbursement for Airport hangar door seal	\$30.00
20362	Postmaster	water-billing postage 196.00/wtr parcel 10.60	\$117.43
ACH	BND	Meter Project Loan SRF 4000/principal 650/int 130/admin	\$206.60
Transfer	to lagoon reserve	Annual transfer to lagoon reserve usda require	\$4,780.00
			\$540.00

Auditor's Report: Auditor Carlson reported the following:

- Agreements for airport hanger rental for Neil Reiten and Allen Rude have been mailed out and the Knudson agreement will need to be sent out in mid November.
- Hay land contract and payment has been received. Operator submitted contract and payment for \$2.50 less per acre than initially agreed. Motion made by Member Reiten, seconded by Member Trostad, followed by discussion to accept payment and contract at \$15.00 per acre due to dry conditions and hay quality, all vote aye motion carried. Discussion with regards to extending the terms of a future hay land lease to allow operator to fertilize and aerate the land for better production. The city will advertise for Hay land bids with extended terms for two weeks for 2 weeks, bid deadline of September 28, 2016 and is to include that the city reserves the right to reject any and all bids.
- Auditor presented a building permit for approval for Mike and Jill Donahue for the new home construction. Motion by Member Stein, seconded by Member Trostad, to approve Donahue building permit, all vote aye, motion carried.
- The Letter that was reviewed at the August 1<sup>st</sup> meeting that requested a resident to remove their dog from the city was delivered to the pet owner personally at the City Auditor's Office on 9/6/16. Auditor will follow-up and notify owner that the dog must be removed no later than Friday, September 9<sup>th</sup>.
- A complaint received with regards to a vehicle and home that may be in violation of city ordinance. Member Trostad will check if vehicle has current tags and advise auditor of findings. Council request courtesy call to another homeowner regarding trailers parked on the street in close proximately to the fire hall and ambulance.
- The loan check from RDFC in the amount of \$15,035.00 has been received.
- The fire damaged home on Sheyenne Street has been demolished

#### OLD BUSINESS:

Proposal to amend (Amendment F:) NCHS Management Agreement was discussed. Council would like more information regarding this request. Motion by Member Trostad, seconded by Member Stein, followed by discussion, to table the issues and request Steve Forde, NCHS CFO to attend council meeting to explain amendment, all vote aye, motion carried.

Streetlight Project: The streetlight project is complete and there were no contingencies with the project. Motion made by Member Trostad to approve the periodical estimate for partial payment number one in the amount of 130,972.30, which includes a deduction of \$3000.00 for city assistance and \$5000.00 difference on concrete included in the original bid for the streetlight project, seconded by Member Urvand, followed by discussion, all vote aye, motion carried.

A communication has been received from Stacy Sevigny with The Redriver Regional Council recommending that the city self nominate for the Determination Award on the Streetlight Project to be awarded by the RRRC. The award is for a great project. Motion made by Member Urvand, for the City of McVille to self nominate for the Determination Award for the Streetlight Project to be awarded and presented at the Ideas to Actions Summit Awards on November 1, 2016 in Grafton, ND, seconded by Member Stein, motion carried on unanimous voice vote. Energy savings on the new street lights was also discussed based on a communication received from Erik Gilbertson, Engineer with KLJ.

Mayor Stein called for a short 3 minute break at 8:55pm, meeting reconvened at 9:00 pm

#### NEW BUSINESS:

Scott Erickson with My Town Storage presented a proposal to purchase a city lot to construct a storage rental building. He will contact the city when they are ready to move forward. Motion made by Member Trostad, seconded by Member Urvand, to sell My Town Storage, all of Block 11 of Olsгарds First Addition to the City of McVille, Nelson County, North Dakota, except the North 305 feet of said Block 11 and lying north of State Highway No. 15 as platted- said tract contains 1.1 acres more or less and is subject to all easements or right of ways existing or of record for the purchase amount of \$2016.65, all vote aye, motion carried. Mr. Erickson left the meeting at this time.

Snow removal agreement with Dakota Prairie Schools was reviewed for updating. The original agreement on file is from 2006-07 winter for \$65.00 per hour with a minimum charge of ½ hour of \$32.50. Motion by Member Trostad, to enter into a snow removal agreement for the 2016-17 winter with DPS at a rate of \$80.00 per hour with a minimum charge of ½ hour, seconded by Member Stein, all vote aye, motion carried. Carlson will mail new agreement to DPS for signature..

Mayor Stein turned the chair over to Member Stein, Council President for the next order of business.

The building lease and agreement renewal between the City of McVille and Stein Seed Company, LLC was presented and reviewed to council. The terms for the lease renewal are 2 years beginning October 1, 2016 through October 1, 2018 with a \$1000.00 per month rental charge. Motion made by Member Reiten, seconded by Member Trostad followed by discussion to accept the terms of the agreement and renew the contract, all vote aye, motion carried.

Preliminary Budget Review and consideration- The preliminary budget was reviewed. Discussion with regards to the preliminary budget ensued. Budget items of concern are the census information that ties into the state aid/revenue distribution and employee benefits. It was determined that the item should be tabled. A special budget meeting was scheduled for Tuesday, September 13<sup>th</sup> at 6:00pm.

Donahue Deed-Public Works Director notified the auditor's office regarding the property lines. It appears that a portion of the bike path may be included in the deed. Item tabled to obtain additional information on the previous survey of the property from Erik Gilbertson with KLJ.

Winter Propane Contract-Motion by Member Reiten to accept the winter propane contract with Tri-County Petroleum, effective 9/2016-3/2017 in the amount of \$6760.00, seconded by Member Trostad, all vote aye, motion carried.

**PORTFOLIO COMMENTS:**

Street Repair Project-The estimate received from Tri-State Paving was discussed. There was inquiry regarding the purchase policy and whether the council had formally approved the estimate. PW Director Johnson also requested to have the Ressler, sewer patch done as well, with no additional cost to the city. Member Stein motion to approve the Tri-State Paving estimate received in the amount of \$30,070.00, and request Tri-State Paving to include the Ressler repair, seconded by Member Reiten, followed by discussion and carried on majority voice vote. Member Trostad opposed.

Public Works Director Johnson reported on his discussion with Mike Blessum of Tri County Rural water to purchase water from the city. Item tabled at this time pending engineering reports and receipt of a sample contract.

Airport Hanger Roof-Repairs that have already been made as well as progress on the door repairs were discussed by council. Council reviewed options on project materials and advised PWD, Johnson to purchase the materials so work may begin on the hanger door. As soon as repairs are complete the city will seek reimbursement under 90/10 grant that was awarded to the city by the ND Aeronautics Commission.

**COMMITTEE REPORTS:**

Deputy Auditor Brennan reported that the Winterfest planning to date.

Shade tree committee requests council to approve payment of pending bills from Z's trees. Motion by Member Stein, seconded by Member Urvand to approve pending invoices from Z's Trees in the amounts of \$6250.00 and \$500.00. and any additional tree trimming, all vote aye, motion carried. The city received a 50/50 grant for tree removal and \$250.00 cost share will be billed to a property owner. Arneson left the meeting at this time.

AT 11:20pm, Auditor Carlson, Public Works Director Johnson and Jon Trostad were excused from the council session.

\*to be filed with official minutes

Submitted: 9/10/16

ATTEST:

ATTEST:

\_\_\_\_\_  
Shelly Carlson, Auditor

\_\_\_\_\_  
Douglas Stein, Mayor

At this point in the meeting, at the hour of 11:20 PM and having addressed and acted upon the agenda in its entirety, city employees were excused from the meeting room to accommodate discussion by City Council of employee wages/salaries for 2017. Present for this discussion: Mayor Stein and Council members Kevin Stein, Dianne Urvand, Neil Reiten and Douglas Trostad.

Discussion centered on office hours, overtime pay, work ethics, productivity, health benefits, and retirement benefits.

Recommendations specific to these and any additional personnel issues related to budgeting will be on addressed at a special City Council meeting, that has been called for the purpose of 2<sup>nd</sup> review of drafted 2017 budget, on Tuesday, September 13, 2016 at 6:00 PM.

Adjourned by Chair declaration at 11:53 PM.

Respectfully submitted by:

\_\_\_\_\_  
Joanne Brennan  
Deputy City Auditor

\_\_\_\_\_  
Douglas Stein  
Mayor

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