

City Council Meeting  
February 4, 2019

Regular meeting of the Center City Council was called to order by Mayor Wilkens at 7:00 pm at the Betty Hagel Memorial Civic Center. Council members present: Hoffman, Schutt, Hanson as well as City Auditor, City Clerk, and City Attorney.

**Hoffman moved to approve the January meeting minutes, seconded by Schutt, roll vote, all voting aye, motion passed.**

**Hanson moved to approve the agenda, seconded by Hoffman, roll vote, all voting aye, motion passed.**

Treasurer's report included the 2018 Schedule of funds that will be ran in the paper. Nehring discussed generals and asked for questions. Nehring will email a pdf version to council and told audience that paper and pdf versions are available in the office. Discussion on January 2019 excel. **Hanson moved to approve the 2018 annual Excel of funds and Jan 2019 Excel of funds, seconded by Hoffman, roll vote all aye, motion passed.**

Budget vs Actual Discussion. Nehring pointed out that street utilities will probably be over budget this year as \$6,000 has been spent and only \$25,000 was budgeted. Water shut off discussion. Trailer Court rental accounts are all current.

Bills on hand were presented for payment. **Hoffman moved to approve claims approval, seconded by Schutt, roll vote, all aye, motion passed.** Bills paid: Ameripride 279.26, Bank of ND 2,250.00, BHG 608.68, Black Mountain Software 4,428.00, Center Coal 477.79, Guardian Lock & Safe Co. 4.00, HZ Electric, LLC 235.05, MDU 3,348.25, Menards 748.55, ND Rural Water Systems 205.00, Oliver County Auditor 9,831.50, Rud Propane 964.90, Runnings 94.56, Security First Agency of ND 6.00, Security First Bank 2,797.15, SW Water 6,970.03, Waste Management of ND 4,640.29, WRT 242.47.

#### Personal Appearances

Sherriff Department represented by Deputy Christoff. Junk vehicle discussion. Hanson asked about a new deputy being hired. Christoff confirmed that's true. Discussion on Weeks junk vehicle. Nehring asked Christoff about the calls of service. The service list didn't match the officer that responded to her about a city incident. Christoff said he did a follow up and reported it to the system. Nehring expressed concern on the calls of service not matching statements coming from the office.

CJ Sivesend junk vehicle hearing. Not present.

Kelly Miller junk vehicle hearing. Mr. Miller asked for more time. Discussion. **Hanson moved to give Mr. Miller three months to move vehicle, seconded by Hoffman, roll vote, all voting aye, motion passed.**

#### Old Business.

Portfolios: Schutt addressed a frozen sewer line. Discussion. Mayor Wilkens addressed the heating system at the Civic Center and a company will be up tomorrow to look at it.

Floor Bid discussion. Garage Logic was present to answer questions. Baseboards can be changed if needed. Costs can be broke down by sections. Hoffman stated he was against changing the floor unless the school approved as they utilize the Civic Center the most. Discussion. Hanson and Hoffman will go to the school regarding the flooring.

Christmas light discussion. **Hanson moved to purchase six new Christmas decorations to be chosen by Hoffman, seconded by Hoffman, roll vote, all voting aye, motion passed.**

Civic Center oven discussion. Tabled indefinitely.

Staff meeting and employee reviews. Nehring read from the personal policy manual about reviews. Hanson asked what changes need to be made. Nehring stated new hire benefits. Discussion. Nehring will reach out to comparable cities and request their review process. Tabled.

New Business.

March Madness will be in Bismarck the 26-27. Nehring requested council let her know if they want to attend so they can be registered.

Vacation requests. **Hoffman moved to approve the Auditors vacation request of March 4-8<sup>th</sup>, seconded by Hanson, roll vote, all aye, motion passed.** Discussion on Golf Superintendent's vacation request and snow. **Hanson moved to approve the Golf Superintends vacation request of Feb 6-13<sup>th</sup>, seconded by Hoffman, roll vote, all voting aye, motion passed.**

ND Rural Water Survey. Nehring presented the study to council and the result that the City has an operation ratio of .99%. This is a loss. The study showed that the City had 6.5 million gallons of unaccounted water from Nov 2017 to Oct 2018. Discussion. Nehring asked for a plan of action and made suggestions of a City wide water meter audit. Discussion. Nehring would like to start auditing below average users. Mayor Wilkens asked about water at the old machine shop, if it was on or even service there.

Office Space and Lot purchase request from Lands Stewards Inc. Discussion. Land discussion. Office discussion. **Hoffman moved to rent the east office space to Land Stewards Inc., seconded by Schutt, roll vote, all aye, motion passed.** Discussion on land sale. Nehring will bring land information to Engineer.

Joint Power Agreement discussion. **Hanson moved to approve the Oliver/Mercer joint powers agreement between the City and Oliver County, seconded by Hoffman, roll vote, all voting aye, motion passed.**

Raffle Request for Center Angles. **Hanson moved to approve the Center Angles raffle request, seconded by Hoffman, roll vote, all voting aye, motion passed.**

Banked vacation. City Maintenance employee did not take the required hours per personal policy manual to bank unused vacation hours over the rollover amount of 96 hours. Nehring stated only 66.5 hours were used of the mandatory 80 being 13.5 hours short. Nehring brought the issue to council for direction on how to proceed due to the vacation hours being written down but employee was called in

to move snow. Discussion. **Hanson moved to allow Berger to bank 2018 vacation hours even though the 80 hour required threshold was not met, seconded by Hoffman, roll vote, all aye, motion passed.**

Snow removal discussion. Isaak would like to start hauling snow out of town and bring on additional staff to do so. Council agrees.

Meeting adjourned at 9:27 pm

Next Meeting March 4 @ 7:00pm