Rutland City Council
April 3, 2023

The monthly City Council meeting was convened at 5:15 p.m. by Mayor Mahrer. Council President Erickson and Council Members Anderson, Lysne, McLaen present.

Agenda: Erickson/Lysne moved approval of the agenda. Motion carried.

Minutes: Anderson/Lysne moved approval of the March 6, 2023 minutes. Motion carried.

Hall Doors: Erickson is waiting for an estimate on the replacement of the two South doors.

Water Mains: Mahrer stated there are still two more valves that need to be replaced. All the water main valves should be turned at least annually.

Bill asked about replacing the 6" mains with 8" lines. That would be needed for the City to retain the Class A fire protection rating that helps with insurance. The Mayor said the City should have street project right after and main replacements but the valves should be done first. It was noted that there are some copper lines in the southwest side of town. The Mayor will talk to Jacobson Plumbing about the valve replacements.

Lead Service Line Inventory: The Auditor presented information on State assistance to inventory the City's water lines. It was noted that there may be some old artesian well copper lines in town. Another option is to have residents photograph their indoor service line/meter area to assist in an inventory. The City should not have any lead water service lines left in town that would need to be identified.

Financial Report: Erickson/Lysne moved approval of the February 2023 financial report as presented. Motion carried.

Bills: Erickson/Anderson moved approval of the payment of bills:

ACH	DRN	$		
13575	Scott Haan		145.15	telephone
13576	Vining Oil & Gas		1,073.79	Feb. 25-March 11
13577	Scott Haan		1,436.00	800 gals. Hall propane
13578	B. Mahrer Construction		907.50	March 12-25, 2023
13579	Deborah Banish		135.00	pile snow
13580	ND League of Cities		1,296.33	March salary, travel reimbursement
13581	Otter Tail Power		200.00	Spring workshop
13582	Rutland Oil		1,373.42	electricity
13583	SE Water Users		1,057.50	250 gals. #1 fuel
13584	US Treasury		663.00	221,000 gals. February
			2,207.66	f941 1st Qtr 2023

Motion carried.

The Auditor is authorized to pay the routine bills for Waste Management and Sargent County Teller, and others, as they are received and due.

Delinquents: There are three delinquents at this time.

The Auditor discussed the process to post water bill receipts into the system. Residents with accounts at Stock Growers Bank have funds withdrawn which they are posted individually into the billing account, then funds are transferred through the bank online from the General Fund to the Sewer & Lagoon Fund; a similar process is used for the eight-nine individuals who pay through the GovPay service. Those individuals also pay a service fee to GovPay. There is an add-on software module for ACH payments for automatic payment from any bank and would be a direct software module which would streamline the current process to help reduce human error. The cost is about $1,100 for the initial program and $200 yearly. The Auditor will present additional information at the next meeting.

The Certification of Uncollected Taxes was received and filed.

The Auditor noted that the annual Records Retention Disposal form is due in May. There are several documents that would be eligible for transfer to the State Historical Society for permanent retention. Minutes from 1908 to 2012 would be a good candidates to transfer. The State Archives would scan the minutes keeping the originals stored in a humidity and temperature controlled atmosphere; that would be better than in a file drawer in the office that is subject to varying temperature and humidity. Council Members asked for additional information including any cost, access to the documents, and return of the originals if and when requested. The Auditor will provide further information at the May meeting.

The Auditor provided a summary of the spring conference items including the ND Insurance Reserve Fund and changes to insurance, the grant funding that will be available to cover 60% of snow removal costs

The meeting adjourned at 5:50 p.m.

ATTEST:

Deborah Banish, City Auditor

Michael Mahrer, Mayor