

**Rutland City Council
Monthly Meeting Minutes
January 7, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Mahrer, and Siemieniewski present; Lysne absent. The City Auditor and City Engineer were also present.

Minutes: Erickson/Siemieniewski moved approval of the December 3, 2018 minutes. Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

Dog Complaints: The City Auditor reported that two written complaints were received regarding two dogs running loose and barking until 11 p.m. The owners, Joe and Tammy Munch, received a written notice of the complaints in accordance with City Ordinances. Follow-up action will be taken to determine if the problem has been resolved or if additional steps need to be taken to address the nuisance.

GovPayNet: The City Auditor reported on resident requests for autopay or other ways to pay their utility bills. GovPayNet has a system that will include online payment or credit and debit payments at the Hall. Individuals still have an option to have an autopay set up directly through their bank. GovPayNet will be accessible on the City's website at no charge to the City; there will be a slight fee for individuals who use the system.

Erickson/Mahrer authorized a one-year trial period of GovPayNet as another payment option for residents. Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

Public Comment: Calvin Jacobson informed the City that the water heaters have turn off options for times when the hot water is not in demand. The equipment will also need an annual cleaning.

City Lagoon: Terry Eslinger, Moore Engineering, discussed the City lagoon needed repairs. He presented cost estimates to replace existing 6" pipe or install new 12" pipes with options to add concrete collars and discharge assemblies. He believes the estimates are high. The timing is good to get the preliminary cost estimates done and time to bid out the project in order to start in the spring.

Mahrer/Siemieniewski moved that the City proceed with the project to replace the existing 6" pipes and to add concrete collars and discharge assemblies at the Lagoon. Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

Mahrer/Siemieniewski moved that the City hire Moore Engineering on a time and material basis to apply for grants for the Emergency Lagoon Repairs 2019-1 at a cost not to exceed \$8,300.00. Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

Resident Claim: The Council discussed the claim to clean up debris and replace sod due to the snow plow wing damage on October 11, 2018. Erickson removed the large pieces of asphalt from the property.

Siemieniewski/Erickson moved to deny the claim from Barry Christianson for \$100.00. Motion carried (Aye – Erickson, Siemieniewski. Nay – Mahrer).

Financials: Erickson/Siemieniewski moved approval of the December 2018 financial reports as presented. Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

Bills: Siemieniewski/Erickson moved approval of payment of bills and directed payment of bills due prior to the next meeting:

ACH	Waste Management	\$ 1647.46	Garbage contract
12671	U.S. Postmaster	140.00	Postcard stamps
12672	Bert Siemieniewski	277.05	Council, July-Dec 2018
12673	City of Fargo	14.00	Health water testing
12674	Deborah Banish	574.19	December 2018
12675	Delores Lysne	130.87	Council, July-Dec 2018
12676	Dickey Rural Networks	139.75	Telephone
12677	Larry Christensen	38.79	Meter reading
12678	Municipal Finance Officers Assn.	30.00	2019 membership
12680	ND One Call	2.40	Line locate
12681	Nelson Electrical Solutions	886.89	Water heater electric hookup
12682	Nelson Home Center	20.04	Hall interior door supplies
12683	Rodney Erickson	230.87	Council, July-Dec 2018
12684	Roger Pearson	57.26	December
12685	Ronald Narum	752.47	December; Mayor pay
12686	Rutland Oil Company	599.95	Fuel
12687	Rutland Township	111.57	Jt. Shop prop taxes, electricity
12688	Sargent County Teller	63.25	Legals
12689	Sargent County Treasurer	3211.75	2019 property tax
12690	Southeast Water Users	1143.30	381,100 gals. Nov. 2018
12691	Sweeney Controls	2369.88	Water tower repair
12692	U.S. Treasury	565.96	F941 4 th Qtr
12693	Waste Management	78.35	Hall garbage
12694	Jacobson Plumbing/Heating/Exc.	323.97	Curb Box & stop install

Motion carried (Aye – Erickson, Mahrer, Siemieniewski. Absent – Lysne).

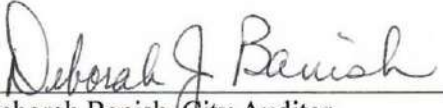
Delinquents: There are five delinquents at this time. The City will proceed to Small Claims Court to recover costs on one account that has been outstanding for several months.

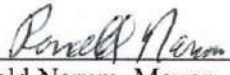
Mayor Report: Narum reported that the water tower is working. Two more exterior lights on the East side will be replaced at the Hall. One LED light was defective and was replaced.

There being no further business, the meeting adjourned at 6:15 p.m.

The next meeting will be February 4, 2019.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
February 4, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniewski present. The City Auditor and City Engineer were also present along with two residents.

Minutes: Erickson/Siemieniewski moved approval of the January 7, 2019 minutes. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent –Mahrer).

Mahrer entered the meeting at 5:05 p.m.

Speed Limit Sign: Lysne reported that the Rutland Sportsmen's Club is willing to purchase one speed limit sign if the City agrees to purchase a second; if not, the Club would donate \$1,000 toward the purchase of one sign.

Erickson asked County Commissioner Anderson if the County would be willing to help cover the cost of a sign. The City had decided to purchase one sign for the end of town. Anderson said he will ask at the next County Commissioner meeting. Anderson suggested sending a letter of request to the American Legion for funding.

The City Auditor will apply for any grant funding that may be available with the goal to have the sign installed this spring. Some funds will not be available that quickly for the purchase.

Financials: Erickson/Siemieniewski moved approval of the January 2019 financial reports as presented. Motion carried unanimously.

Bills: Siemieniewski/Erickson moved approval of payment of bills and directed payment of bills due prior to the next meeting:

ACH	Waste Management	\$ 1629.75	Garbage contract
12695	State Tax Commissioner	10.00	Fourth Qtr tax payable
12696	City of Fargo	14.00	Health water testing
12697	Dacotah Paper Company	124.34	Paper plates, silverware
12698	Deborah Banish	574.19	January 2019
12699	Dickey Rural Networks	139.88	Telephone
12700	Larry Christensen	49.00	Meter reading
12701	Delores Lysne	199.91	Conference mileage
12702	Nardini Fire Equipment	576.00	Monitoring; inspection
12703	Nelson Electrical Solutions	404.90	Exterior Hall lighting
12704	Nelson Home Center	76.97	Hall door framing
12705	Otter Tail Power	981.85	Electricity
12706	Quill Corporation	362.92	Office & Janitorial supplies
12707	Roger Pearson	57.26	January
12708	Ronald Narum	530.28	January
12709	Jerry Sapa	759.00	Labor – Door install/repairs
12710	Sargent County Auditor	755.75	Assessment books

12711	Sargent County Teller	76.53	Minutes published
12712	Southeast Water Users	841.50	280,500 gals. January
12713	Waste Management	77.83	Hall garbage
12714	Troy Siemieniowski	50.00	Hall snow removal
12716	ND One Call	3.60	Line locate
SEWER & LAGOON			
174	Moore Engineering	7300.60	Lagoon funding applications

Motion carried unanimously.

Delinquents: There are four delinquents at this time.

Mayor Report: Narum reported that snow plow truck had a hole in the fuel filter. A&W Diesel hauled the truck to Gwinner for repairs. It will also need a new/used tire and a broken front spring replaced while it is being serviced.

Mahrer asked if the City should have a written agreement for the snow plowing done by Mahrer Construction so that it is available on an as needed basis. The Council that an agreement needs to be considered when reviewing the contract with Ronald Narum for the work.

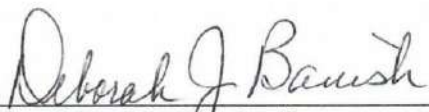
Lagoon Emergency Repair

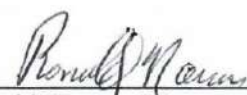
Tracy Eslinger, Moore Engineering, updated the Council on the grant funding request for the City's lagoon work. The application was forwarded to Bismarck last week and is being reviewed to determine if it qualifies for the Governor's Emergency CDBG grant funding.

There being no further business, the meeting adjourned at 5:45 p.m.

The next meeting will be March 4, 2019.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

Rutland City Council
Public Hearing on the Emergency Lagoon Repairs
March 11, 2019
Rutland Town Hall

The public hearing was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniowski present. The City Auditor, City Attorney and one resident were also present. City Engineer Tracy Eslinger participated by telephone.

Project Description: The City Auditor presented the CDBG Application project description as follows: The lagoon bank is being eroded by the sewer force main due to a broken pipe. Plugged discharge and transfer pipes do not allow the lagoon to function as needed. Potential failure of the lagoon bank will cause untreated waste water to be discharged uncontrollably with the potential to threaten land, water and residences. There is a great threat to the public health and safety if the lagoon is not repaired. The total project cost is estimated at \$220,000 with \$116,400 coming from the Governor's Fund.

Public Comments and Questions: The meeting was opened for public comment and questions. Calvin Jacobson, resident, asked about the pipe size between the lagoon and the discharge and efforts to keep turtles from entering into the system.

Eslinger addressed the issues of pipe size, line connection and discharge and steps to keep turtles from blocking the system. He noted that this meeting is to take action to obtain the funds from the Governor's Office. The design will be done at a later date.

The public hearing was closed to the public.

Resolution of Sponsorship: Lysne/Erickson moved be it resolved that the City of Rutland will act as the sponsoring unit of government for the project titled Emergency Lagoon Repairs to be conducted during the period of April 1, 2019 through October 1, 2021. Ron Narum, Mayor, is hereby authorized to apply to the North Dakota Division of Community Services for funding of this project on behalf of the City of Rutland on March 11, 2019. Motion carried unanimously.

Code of Conduct: Erickson/Lysne moved Adopt the following Code of Conduct to apply to all officers, employees, or agents of the City of Rutland engaged in the award or administration of contracts supported by federal grant funds:

No officer, employee, or agent of the City of Rutland shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above

has a financial or other interest in the firm selected for award.

Rutland officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Rutland's officers, employees or agents, or the contractor's, potential contractors, subcontractors, or their agents.

This ordinance shall be effective upon publication.

Motion carried unanimously.

Engineer Agreement: Lysne/Siemieniewski moved approval of the Agreement between the Owner (the City) and Moore Engineering subject to City Attorney approval. Motion carried unanimously.

Study and Report Phase: Erickson/Siemieniewski moved approval of the Study and Report phase, letter dated January 16, 2019 to Mitch Calkins, Program Manager with Lake Agassiz Development Group, CDBG. Motion carried unanimously.

Governor's Fund CDBG Award: Erickson/Lysne moved approval of the CDBG Final Application to the ND Department of Commerce, Division of Community Service, Governor's Fund for Community Development, in the amount of \$116,400.00 at a total project cost of \$220,000. Motion carried unanimously.

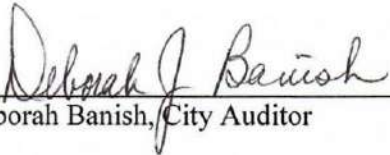
Preliminary Design Phase: Erickson/Siemieniewski moved approval of the Preliminary Design Phase. Motion carried unanimously.

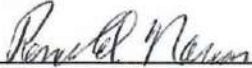
CWSRF Loan Application: Lysne/Erickson moved to direct the City Engineer to apply for a CWSRF Loan of \$220,000 per project as shown on the CWSRF Questionnaire, signed by the City Auditor on January 16, 2019. Motion carried unanimously.

Final Design Phase Detailed Plans and Specifications: Lysne/Siemieniewski moved to direct the City Engineer to prepare detailed plans and specifications for Final Design phase. Motion carried unanimously.

Lysne/Mahrer moved to adjourn the public hearing at 5:40 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
March 11, 2019
Rutland Town Hall**

The meeting was called to order at 5:40 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniewski present. The City Auditor and City Attorney were also present.

Minutes: Erickson/Lysne moved approval of the February 4, 2019 minutes as corrected. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent –Mahrer).

Public Comment: Calvin Jacobson informed that Council that the heat exchanger for the Hall kitchen no longer works. It was installed in 2009. He suggests waiting until spring to test the air conditioning to determine if it is just the heat or the entire system.

Gaming Permit: Erickson/Mahrer moved approval of gaming permit No. 230 for the Sargent Central Clay Target League raffle board on March 1, 2019. Motion carried unanimously.

Gaming Site Authorization: Mahrer/Erickson moved approval of the gaming site authorization for the Rutland Sportsmen's Club at The Lariat Bar, July 1, 2019 through June 30, 2020. Motion carried: Aye – Erickson, Mahrer, Siemieniewski. Nay – none. Abstain – Lysne.

Speed Limit Sign: Lysne reported that she attended the County Commissioner meeting and the County has agreed to contributed \$1,000 toward the City's cost for the radar speed signs. The City has received \$1,000 from the Rutland Community Club and The Lariat Bar will contribute the gaming funds received from the Sportsman's Club. Otter Tail Power may also contribute and the Rutland Sportsman's Club has agreed to pay for one of the radar signs.

Lysne presented a quote from ElanCity for the two radar signs. The Council discussed the information from ElanCity and TrafficLogix. The City Auditor will contact TrafficLogix to get another, possibly lower, quote for the April meeting when the Council will move on the purchase of the radar signs.

2018 Year-End Financial Report: The City Auditor presented the 2018 year-end financial report as published in The Teller on March 1, 2019:

City of Rutland Financial Statement Year Ending 2018

Fund	Beg. Balance	Revenues	Expenses	Fund Transfers	Ending Balance
General	\$4,550.21	\$102,564.13	\$104,967.79		\$2,146.55
City Share Specials	\$1,905.64		\$398.19		\$1,507.45
Emergency Reserve	\$1,449.50	\$83.18			\$1,532.68
Water Fund	\$42,732.78	\$32,026.03	\$22,891.28		\$51,867.53
Sewer Fund	\$26,246.42	\$6,509.74	\$2,416.00		\$30,340.16
Garbage Fund	\$1,178.99	\$22,096.07	\$20,627.20		\$2,647.86
Sewer & Lagoon	\$131,328.83	\$23,148.69	\$84,460.00		\$70,017.52
2010 Streets Fund	\$21,225.42	\$18,122.48	\$18,343.75		\$21,004.15
1994 Streets Savings	\$23,559.65	\$14.86			\$23,574.51
TOTAL ALL FUNDS	\$254,177.44	\$204,565.18	\$254,104.21	0	\$204,638.41

Financials: Siemieniewski/Erickson moved approval of the February 2019 financials as presented. Motion carried unanimously.

Bills: Siemieniewski/Erickson moved approval of payment of bills:

ACH	Waste Management	\$ 1628.73	Garbage contract
12715	City of Fargo	14.00	Health water testing
12717	Otter Tail Power Company	1138.96	Electricity
12718	Southeast Water Users	937.50	Jan 2019, 312500 gals.
12719	WSI	275.25	Workers comp insurance
12720	AW Diesel	3589.32	Snowplow truck repair
12721	B Mahrer Construction	2170.00	Snow removal – Jan-Feb
12722	Deborah Banish	574.19	February
12723	Dickey Rural Networks	153.25	Telephone
12724	McLaen's Service	16.98	Bobcat wiper
12725	Mitch Mahrer	12.66	Snowplow bolts
12726	ND Sewage Pump & Lift service	390.16	Annual lift service
12727	Ronald Narum	1250.16	February
12728	Rutland Oil Company	115.00	Diesel fuel, grease
12729	Sargent County Teller	32.54	Legals (minutes)
12730	U.S. Treasury	31.64	941X – 3 rd Qtr 2018
12731	Waste Management	78.20	Hall Garbage
12732	Troy Siemieniewski	85.00	Snow removal – City Hall
SEWER & LAGOON			
175	Moore Engineering	950.00	Project Manager fees

Motion carried unanimously.

Delinquents: There are five delinquents at this time.

Mayor Report: Narum reported the City detected a loss of 30,000 gallons of water. The source of the water loss has been determined to be 304 Bagley. The propane tank ran out of fuel and the water had been turned on without knowledge of the City. The meter was broken in the crawl space and had not been repaired since the last large water loss at the property. The City Attorney and City Auditor will work on a letter to the owner once all costs are determined.

Snow Removal

The Council discussed a recent email complaint regarding snow removal along the main business area. It is the responsibility of business owners to keep the sidewalks clear at all times; snow should be removed the same day. Prior to the next winter, a letter will be sent to property owners to remind them of their responsibility to remove snow or the City will have it removed and the cost assessed to their property.

Auditor's Report: The Auditor presented the Rutland City Audit Report as submitted to the State Auditor's Office for the year ending December 31, 2018.

The Auditor reported that representatives from the Main Street Initiative (Governor's program) will be visiting Rutland on Friday, May 29, 2019 starting at 10:30 a.m. with a tour of the City and a meeting from 11 a.m. to Noon at the Hall to discuss what makes Rutland unique and how the State Office can help Rutland maintain a healthy vibrant community. A similar group visited in Forman, Milnor and Hankinson last year and they hope to get Rutland involved in the Initiative.

Tree Trimming

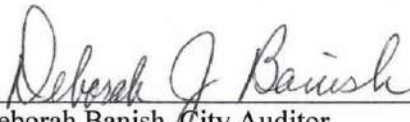
The Council discussed the need for tree trimming on Dakota and First Street to alleviate traffic visibility issues at the intersection.

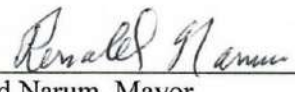
The City Auditor informed the Council that a grant application will be submitted to the ND Forest Service for a Community Forestry Grant Program to help with costs for tree trimming and planting in 2019. Rutland would be eligible for a minimum grant of \$2,000 as a Tree City USA city.

There being no further business, the meeting adjourned at 6:30 p.m.

The next meeting will be April 1, 2019.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
April 1, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniowski present. The City Auditor was also present.

Minutes: Lysne/Erickson moved approval of the March 11, 2019 minutes as submitted. Motion carried (Aye – Erickson, Lysne, Mahrer; Absent – Siemieniowski).

Accident Claim: Mayor Narum said the accident claim can be removed from consideration. He will pay the claim personally.

Speed Limit Sign: Lysne reported that the Rutland Sportsman's Club has agreed to pay for the wired speed limit sign; Sargent County has agreed to contribute \$1,000 toward the cost and the City may obtain funding from Otter Tail Power Company toward the other cost.

The City Auditor reported that Waste Management will contribute \$250.00 toward the cost and that should come in May. The estimate from North Star Safety does not include the cost of the posts and shipping.

Lysne/Erickson moved that the City purchase one solar and one wired Wanco speed limit sign and mounting poles as quoted from North Star Safety at an approximate cost of \$12,000.00. Motion carried (Aye – Erickson, Lysne, Mahrer; Absent – Siemieniowski).

Financials: Erickson/Lysne moved approval of the March 2019 financials as presented. Motion carried (Aye – Erickson, Lysne, Mahrer; Absent – Siemieniowski).

Bills: Lysne/Mahrer moved approval of payment of bills:

ACH	Waste Management	\$1639.60	Garbage contract
12733	Bernard Mahrer Construction	67.50	Payloader use
12734	City of Fargo	14.00	Health water sample testing
12735	Deborah Banish	574.19	March
12736	Dickey Rural Networks	142.37	Telephone, Internet
12737	Katherine McLaen	170.00	Hall cleaning Oct-March
12738	McLaen's Service	346.37	Tire repair; truck hoses
12739	Otter Tail Power Company	919.17	Electricity
12740	Quill Corporation	82.46	Janitorial supplies
12741	Roger Pearson	57.26	March water/sewer
12742	Ronald Narum	787.46	March
12743	Rutland Oil Company	787.05	Hydraulic oil; fuel
12744	Southeast Water Users	975.00	325,000 gals. water Feb.
12745	Southside Automotive	213.40	Pressure hoses
12746	State Tax Commissioner	24.00	Taxes payable 1 st Qtr. 2019
12747	U.S. Postmaster	70.00	Water bill postage stamps
12748	Uline	117.38	Chair rack wheels
12749	U.S. Treasury	1085.93	1 st Qtr. 2019 payable
12750	Water Management	78.35	Hall garbage

12751	Jerry Sapa	140.00	Cement grinding
12752	Sargent County Teller	114.86	Legals
2010 STREETS CHECKING			
1026	Sargent County Bank	\$15517.50	May loan principal/interest
SEWER & LAGOON			
178	Moore Engineering	\$ 3,749.40	Prelim. Design; studies; fund appl.

Motion carried (Aye – Erickson, Lysne, Mahrer; Absent – Siemieniewski).

Siemieniewski entered the meeting at 5:20 p.m.

City Hall Upkeep: Council discussed repairs needed at the Hall including a new door at the West (alley) exit, key access, and the cement grinding.

Erickson/Lysne moved approval to replace the West alley exit door and have all doors rekeyed for one key access to the Hall. Motion carried unanimously.

The Council agreed that the Mayor, City Auditor, and each Council Member would receive a key to the Hall.

Emergency Lagoon Repair Project 2019-1: Tracy Eslinger, City Engineer, met with the Mayor, Council President Mahrer, and Calvin Jacobson to discuss the pipe sizes and drainage at the Lagoon. He discussed the preliminary design and the ability to had alternate bids for a 12" line in some areas of the project. Eslinger will check on the easement on the DNR pipe in the area.

Siemieniewski/Mahrer moved adoption of the Resolution of the Governing Body Applicant authorizing the filing of the application with the North Dakota Department of Health for a Loan under the Clean Water Act and/or the Safe Drinking Water Act.

WHEREAS, under the terms of the Clean Water Act and/or the Safe Drinking Water Act, the United States of America has authorized the making of loans to be authorized applicants to aid in the construction of specific public projects: Now, Therefore, BE IT RESOLVED by the Rutland City Council:

1. That the Mayor be and is hereby authorized to execute and file an application on behalf of the City of Rutland with the North Dakota Department of Health for a loan to aid in the construction of the Emergency Lagoon Repair Project 2019-1.
2. That Deborah Banish, City Auditor, be and is hereby authorized and directed to furnish such information as the North Dakota Department of Health may reasonably request in connection with the application which is herein authorized to be filed, to sign all necessary documents, and, on behalf of the city, to accept loan offer and receive payment of loan funds.

Motion carried on roll call vote: Aye – Erickson, Lysne, Mahrer, Narum, Siemieniewski. Nay – none.

Eslinger said he will have the application and plans designed for the May 6 Council meeting.

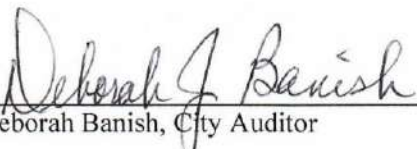
Erickson asked about ditches by the culverts and whether the Water Board will clear those so that the ditches drain properly along the County Road. Mayor Narum said he will attend the Sargent County


Commissioner meeting to ask about getting the ditch cleaned to prevent the water flow backup in the City.

There being no further business, the meeting adjourned at 6:15 p.m.

The next meeting will be the Board of Equalization meeting on April 15, 2019 with the County Tax Director.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

PROCEEDINGS OF City Board of Equalization

The Board met at the office of Rutland City at o'clock .. April 15, 2019.

Council there and present those as listed: Ronald Narum, Mayor

Michael Mahrer, President Delores Lysne

Debrah J Banish
City Auditor

Minutes of the Proceedings:

_____ The City of Rutland Board of Equalization met at City Hall at 5:00 p.m., April 15, 2019. Present: Mayor Narum. Council Members Lysne, Mahrer present; Erickson and Siemieniewski absent. City Auditor Banish also present. Residents Norbert and Beverly Kulzer were also present.

_____ County Assessor Denise Ferderer discussed the proposed tax valuation changes to property in the City of Rutland and the State-mandated changes that resulted in increased property evaluations in the past two years. She recommends no changes on valuations.

_____ Norbert and Beverly Kulzer said they believe their property valuation is too high for their home. Ferderer will meet with them to review the property to determine the assessment value; she also suggested that they apply for the Homestead Credit.

_____ Mahrer/Lysne moved approval of the Homestead and Veterans Credit Parcels for Tax Year 2018 as presented. Motion carried (Aye – Lysne, Mahrer, Narum. Absent – Erickson, Siemieniewski).

_____ Mahrer/Lysne moved approval of the real estate changes for Parcel 29-9147000 and 29-9012000 as presented by the County Assessor. Motion carried (Aye – Lysne, Mahrer, Narum. Absent – Erickson, Siemieniewski).

_____ The meeting adjourned at 5:20 p.m.

**Rutland City Council
Emergency Meeting
April 24, 2019
Rutland Town Hall**

The emergency meeting to discuss the Lagoon drainage was called to order at 7:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniewski present. The City Auditor was also present. Calvin Jacobson, Jacobson Plumbing Heating & Excavating, was also present.

Council member Erickson said there are serious drainage issues at the Lagoon. It has been determined that there is clay tile rather than 6" PVC pipes for Lagoon drainage and with the excessive snow melt and rain, the sump pumps and lift have been working over 20 hours a week instead of four hours. Water needs to be drained from the Lagoon and it cannot wait until the Emergency Lagoon Repairs project begins. If this matter is added to that project, the City will also incur additional Engineering fees and other costs.

Mahrer noted this work would be additional to the Emergency Lagoon Repairs project; it is not within the scope of the project as planned. The Lagoon needs to be drained before it runs over. Denny Pherson used his irrigation pump to help lower it but it needs more drainage.

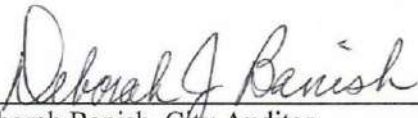
Jacobson discussed the existing drainage problems and suggested work to resolve the problem at this time. He presented a cost estimate for the work which could be completed in about one week.

Lysne/Erickson moved to hire Jacobson Plumbing Heating & Excavation Inc. to clean out and install new PVC sewer drainage pipes at the Lagoon at cost not to exceed \$25,000.00 including all supplies, labor and equipment. Motion carried on roll call vote: Aye – Erickson, Lysne, Mahrer, Siemieniewski and Narum.

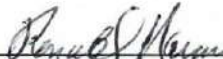
The City Auditor was directed to notify all residents that sump pumps must not be drained into the City sewer system but should be pumped into yards or the City street.

Meeting adjourned at 7:45 p.m.

ATTEST:



Deborah Banish, City Auditor



Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
May 6, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer, and Siemieniewski present. The City Auditor was also present.

Emergency Lagoon Repair Project: Tracy Eslinger, City Engineer, updated the Council on progress on the City Lagoon project. He said the project plans will be ready by the June meeting, if not sooner. Once the plans are approved by the Council, there would be a three-week period for bids and then award the project.

The Council discussed the work that is currently being done to help with the drainage due to the recent flood issues and the timeline for the project.

Minutes: Erickson/Siemieniewski moved approval of the April 1, 15 and 24 minutes as submitted. Motion carried unanimously.

City-Wide Clean Up: The Council scheduled the City Clean Up Day for Saturday, May 18, 2019. The Municipal Waste Site will be open 10 a.m. to 3 p.m.

Pet Clinic: Council Member Lysne said the pet clinic has been scheduled for Tuesday, May 7, 4 – 6 p.m. at the Fire Hall. Sheyenne Valley Veterinary Services will be in Rutland for vaccinations and the City Auditor will be available to issue pet licenses.

Ribfest: Lysne/Mahrer moved approval to close Main (First) Street on Saturday, August 3, for the JunkFest and Ribfest from 10 a.m. to Midnight. Motion carried unanimously.

Arbor Day: The Council set the 2019 Arbor Day for Saturday, May 18, 2019.

Mahrer/Lysne moved that the City declare the first Friday in May as Arbor Day to concur with the State of North Dakota Annual Arbor Day. Motion carried unanimously.

Financials: Siemieniewski/Erickson moved approval of the April 2019 financials as presented. Motion carried unanimously.

Bills: Lysne/Mahrer moved approval of payment of bills:

ACH	Waste Management	\$1640.60	Garbage contract
12753	B. Mahrer Construction	870.00	Snow removal & Loader
12754	City of Fargo	14.00	Health water sample testing
12755	Culinex	342.05	Kitchen metal table
12756	Deborah Banish	574.19	April 2019
12757	Dickey Rural Networks	140.18	Telephone
12758	Michael Mahrer	106.82	Mileage – Aberdeen training
12759	ND One Call	3.80	Line locate
12760	ND State Auditor	150.00	2018 Audit review
12761	Otter Tail Power	656.33	April electricity

12762	Quill Corporation	69.93	Janitorial supplies
12763	Roger Pearson	73.88	April salary
12764	Ronald Narum	466.98	April wages
12765	Sargent County Teller	52.00	Equalization mtg legals
12766	Southeast Water Users	771.00	257,000 gals. March
12767	Waste Management	78.67	Hall garbage
12768	Larry Christensen	42.00	Meter reading
12769	US Treasury	1085.94	1 st Qtr. F941
ACH	ND Job Service	29.90	1 st Qtr. unemployment comp

SEWER & LAGOON

179	Even Law Office	\$ 140.00	Moore Contract review
180	Moore Engineering	3,789.54	Design, bid, construction phase

Motion carried (Aye – Erickson, Lysne, Mahrer; Absent – Siemieniewski).

Delinquents: There are five delinquent accounts at this time.

Lysne noted that the sidewalk between the Senior Center and the Lariat Bar is in bad shape.

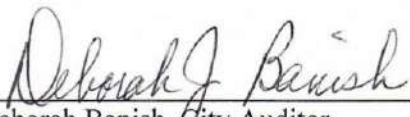
Narum reported that several streets need patching. Mahrer will check on some patching and roll tarp materials that might be better than the current patch method.

Mahrer reported that he threw pellets yesterday (vector/mosquito control). The City's current chemical requires the mosquitos to fly directly through the chemical in order to kill them. He discussed other backpack spraying options and will present information at a future meeting.

There being no further business, the meeting adjourned at 5:45 p.m.

The next meeting will be Monday, June 3, 2019

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
June 3, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne and Siemieniewski present; Council Member Mahrer absent. The City Auditor, City Attorney and City Engineer were also present.

Minutes: Siemieniewski/Erickson moved approval of the May 6, 2019 minutes as submitted. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

City Attorney: City Attorney LeeAnn Even presented a draft letter to Keith Hass for the water break at his property at 304 Bagley Street. She discussed the issues that the City could consider including penalties from a criminal aspect in addition to the cost of the water overage. The water was originally shut off in March 2017 due to a similar leak. There has been no billing for any water usage since 2017 because the City believed the water was off. At some point the property was illegally connected to the City water by bypassing the City's water shut off valve and the City is uncertain when the bypass occurred.

Erickson/Lysne moved that the City Attorney send the letter to Mr. Hass to recover costs for the 30,000 gallons of water at \$200.34, replacement of the meter at an estimated cost of \$200.00, and recovery of the past 24 months of utilities at the minimum cost of \$65.84/month or \$1,580.16 for a total recovery of \$1,980.50. Further that the City waive the \$250.00 hookup fee, late fees and penalties and forego possible civil or criminal penalties provided that payment is received in a timely manner. Motion carried on roll call vote: Aye – Erickson, Lysne, Siemieniewski, Narum. Nay – none. Absent – Mahrer.

Community Service Workers: Lysne reported that she has had community service workers paint the benches and power wash the Pioneer House. They will be painting the building. In addition, they will weed whack and spray weeds around the towers. Erickson stated that any spraying needs to be done by a licensed and insured applicator so they cannot do the weed spraying.

Emergency Lagoon Repair Project: Tracy Eslinger from Moore Engineering discussed the project manual, bid sheets that need to be finished to advertise the project and solicit bids. The project needs to be publicized with 21 days to respond. The bid opening would be July 9, 11 a.m. at Rutland City Hall. The Council would need a meeting on July 9, 10, or 11 to accept and award the bid.

Erickson/Siemieniewski moved to accept the Emergency Lagoon Repair Project 2019-1 project manual and documents as modified. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Erickson/Siemieniewski authorized the City Auditor to advertise for bids for the Emergency Lagoon Repair Project 2019-1. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

The Council discussed the buildings risk insurance provisions of the project. The City Attorney said the builders risk insurance should be the responsibility of the builder; not the City.

Erickson/Siemieniewski moved approval of \$1400/day liquid damages if the project is not completed on time. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Hall Door: Lysne/Siemieniewski moved approval of a new insulated door and frame for the Northeast exit from the Hall to the alley and the rekeying of the other doors so that only one access key is needed for any entry door. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Equipment: Mayor Narum reported that the City has received and insured the new Bobcat.

Financials: Siemieniewski/Erickson moved approval of the May 2019 financials as presented. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Bills: Lysne/Siemieniewski moved approval of payment of bills:

ACH	Waste Management	\$1648.47	Garbage contract
12770	Menard's Fargo	74.86	Paint, stain, supplies
12771	City of Fargo	14.00	Health water sample testing
12772	Deborah Banish	574.19	April 2019
12773	Dickey Rural Networks	144.78	Telephone
12774	John Deere Financial	160.09	Mower repair
12775	Michael Mahrer	20.00	Pellet application
12776	McLaen's Service	453.28	
12777	Municipal Govt Academy	30.00	Webinar
12778	Nardini Fire Equipment	168.25	Shop inspection
12779	Otter Tail Power Company	872.69	Electricity
12780	Quill Corporation	63.99	Janitorial supplies
12781	Richland Co. Sheriff	28.00	Small claims service
12782	Riteway Business Forms	122.89	Utility bill forms
12783	Roger Pearson	73.88	May
12784	Ronald Narum	909.09	May
12785	SE Water Users	1110.00	April: 370,000 gals.
12786	Troy Siemieniewski	20.00	Hall roof snow removal
12787	U.S. Post Office	125.00	Stamps
12788	Waste Management	78.72	Hall garbage
12789	Bert Siemieniewski	184.00	Wet-vac
12790	ND One Call	3.60	Line locate
12791	Sargent County Teller	94.96	Apr-May legals

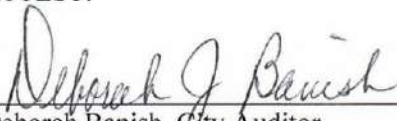
Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).


Delinquents: There are eight delinquent accounts at this time.

The City Auditor reported that a special event liquor license had been issued to The Black Pelican for the wedding reception and dance held on June 1 at City Hall.

There being no further business, the meeting adjourned at 6:15 p.m. The next meeting will be Monday, July 1, 2019

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
July 1, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Erickson, Lysne, Mahrer and Siemieniewski present. The City Auditor and City Engineer were also present.

Minutes: Lysne/Erickson moved approval of the June 3, 2019 minutes as submitted. Motion carried (Aye – Erickson, Lysne, Mahrer. Absent – Siemieniewski).

Public Comments: Calvin Jacobson presented a map of the Lagoon drain work recently completed to remove the blockage location. He submitted bills for the Lagoon work and for the curb stop installed at the Old Parsonage site to connect the building now converted to a residential property.

Bill Anderson said the 2020 Census work is starting and he noted that it is important for everyone to be counted because many funding and grant entities provide assistance on a per capita basis.

Council Member Siemieniewski entered the meeting at 5:15 p.m.

Chemical Analyses Contract: Erickson/Mahrer moved that the City enter into an agreement with the ND Department of Environmental Quality Chemistry Laboratory to perform chemical analyses required for compliance with the Safe Drinking Water Act for the period July 1, 2019 through June 30, 2021 and authorize the City Auditor to execute the agreement. Motion carried unanimously.

Professional Services Contract: Mahrer/Siemieniewski moved that the City enter into an agreement with Lake Agassiz Regional Council to perform all work pertaining to the administration of a Community Development Block Grant Program for the Emergency Lagoon Repair Program in an amount not to exceed \$14,400 through September 30, 2020 and authorize the Mayor to execute the agreement. Motion carried unanimously.

Health Ordinance – First Reading: Postponed to August meeting.

Fall Clean-Up: City residents are asked to contact Ron Narum if they have items to be disposed that cannot be picked up by the regular garbage collection.

Commercial Building & Personal Property Coverage: Values and coverage were reviewed and deemed sufficient.

2020 Preliminary Budget: The City Auditor will prepare a preliminary budget for Council review and adoption at the August 5th meeting. A preliminary budget is due to the County Auditor before August 10 or the City will have the same budget as the prior year. A hearing must be scheduled between September 7 and October 7 and the final budget adopted and submitted by October 10th.

Emergency Lagoon Repair Project: Tracy Eslinger from Moore Engineering reported on the project that is currently out for bid. Three prime bidders have contacted and requested the project documents. The bid opening will be July 9, 11 a.m. at Rutland City Hall. The Council needs to schedule a meeting to award the bid. An estimated schedule was discussed with the goal of a completion date of September 16 and the contractor off-site by September 30.

The Council meeting was scheduled for July 11 at 6:00 p.m.

Financials: Erickson/Lysne moved approval of the June 2019 financials as presented. Motion carried unanimously.

Bills: Erickson/Siemieniewski moved approval of payment of bills:

Sewer and Lagoon Checking Account:

185	Moore Engineering	\$12,713.94	Final design phase
186	Wahpeton Daily News	393.12	Bid advertising
187	Jacobson Plumbing Heating Ex.	7070.00	Lagoon drain work

General Checking Account:

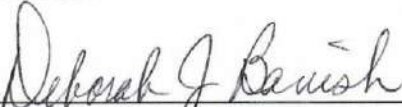
ACH	Waste Management	\$1642.47	Garbage contract
ACH	ND Job Service	4.44	2 nd Qtr. 2019
12792	Advantage Pest Control	160.00	Spider spray
12793	Bert Siemieniewski	277.05	Jan-June Council
12794	City of Fargo	14.00	Health water samples
12795	Deborah Banish	679.84	June
12796	Delores Lysne	177.05	Jan-June Council
12797	Dickey Rural Networks	143.93	Telephone
12798	Forman Lumber & Fireworks	153.94	Building paint
12799	John Deere Financial	105.20	Tie rod assembly
12800	Larry Christensen	84.00	May-June meter read
12801	Michael Mahrer	277.05	Jan-June Council
12802	Nardini Fire Equipment	16.75	Museum fire inspection
12803	ND Dept of Health Environ. Quality	5.00	Operator Cert. renewal
12804	ND Dept of Health Lab Division	51.79	Lagoon discharge monitoring
12805	NDIRF	621.82	Fire/tornado/equip insurance
12806	Nelson Electrical Solutions	1004.90	City Hall LED wall packs
12807	Otter Tail Power Company	832.22	Electricity
12808	Rodney Erickson	277.05	Jan-June Council
12809	Roger Pearson	57.26	June salary
12810	Ronald Narum	1160.00	June salary, Mayor Jan-June
12811	SE Water Users	1155.00	May: 385,000 gals.
12812	Southeast Automotive	37.86	Hydraulic hoses
12813	State Tax Commissioner	18.00	withholding payable
12814	U.S. Treasury	731.08	F942 payable
12815	Waste Management of WI-MN	78.15	Hall garbage

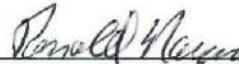
Motion carried unanimously.

Delinquents: There are nineteen delinquent accounts at this time including one that is in small claims court, one on which payments are being made and another is a final bill for a prior owner.

There being no further business, at 6:15 p.m. the meeting recessed until Thursday, July 11, at 6:00 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Reconvened Meeting Minutes
July 11, 2019
Rutland Town Hall**

The meeting was called to order at 6:00 p.m. by Mayor Ronald Narum; Council Members Lysne, Mahrer, and Siemieniowski present. The City Engineer and City Attorney were also present. Council Member Erickson joined the meeting at 6:05 by telephone.

City Engineer Tracy Eslinger discussed the base bid and the alternate bid explaining that the additional bid amounts were in reference to the City's request for 12" pipe rather than the 6" pipe that was first included in the project. Eslinger further clarified that the base bid included fixing the force main and that payment to the contractor is based on units installed and not necessarily on the awarded total of the bid. The actual cost may come in lower than the bid anticipated and there could be change orders in the project going forward.

After the council members confirmed the 12" pipe request and how the additional cost was tabulated in the bid process Council Member Erickson left the meeting.

Engineer's recommendation of award: Mahrer/Lysne moved to enter Senior Project Manager Tracy Eslinger's recommendation to award a contract to D.L. Barkie Construction, Inc. for the Total Base Bid plus Alternate 1 of \$197,087.00. Motion carried (Aye – Mahrer, Lysne, Siemieniowski. Absent – Erickson).

Approval of engineer's statement of estimated cost: Lysne/Siemieniowski moved to approve the Engineer's Statement of Estimated Cost showing a total base bid of \$174,599 and Alternate 1 Crossover Pipe and Gate Valve bid of \$22,488.00 from D.L. Barkie Construction, Inc. Motion carried (Aye – Mahrer, Lysne, Siemieniowski. Absent – Erickson).

Entry of bids into minutes: Siemieniowski/Lysne moved to enter the bids as found in the Engineers Statement of Estimated Cost. (see attached) Motion carried (Aye – Mahrer, Lysne, Siemieniowski. Absent – Erickson).

Additional CDBG fund request: Lysne/Mahrer moved to request additional funds from the Community Development Block Grant to cover the project cost increase. Additional discussion was held regarding the grant money used as the funding source for the actual construction and materials and the likelihood of the additional fund request being approved by CDBG. Roll Call Vote: Aye - Mahrer, Aye-Siemieniowski, Aye - Lysne, Nay – none, Absent-Erickson. Motion carried.

Acceptance of total bid, award of contract: Siemieniowski/Lysne moved to accept the total bid of \$197,087.00, \$174,599.00 for the base bid and \$22,488 for the alternate bid from D.L. Barkie Construction, Inc. and to award the contract to D.L. Barkie Construction, Inc. contingent upon the approval from CWSRF and CDBG for the additional funds to meet the increased costs from the bid. Roll Call Vote: Aye - Mahrer, Aye-Siemieniowski, Aye - Lysne, Nay – none, Absent-Erickson. Motion carried.

Notice of award authorization: Lysne/Mahrer moved to authorize Mayor Ronald Narum to sign the notice of award. Motion carried (Aye – Mahrer, Lysne, Siemieniowski. Absent – Erickson).

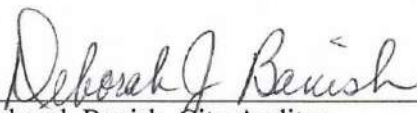
Construction contract authorization: Mahrer/Siemieniewski moved to authorize Mayor Ronald Narum and City Auditor Deborah Banish to sign the construction contract with D.L. Barkie Construction, Inc. Motion carried (Aye – Mahrer, Lysne, Siemieniewski. Absent –Erickson).

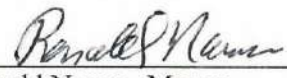
Notice to proceed authorization: Mahrer/Lysne moved to authorize Mayor Ronald Narum to sign the notice to proceed with the project contingent upon approval of the request for additional funding to CWSRF and CDBG. Motion carried (Aye – Mahrer, Lysne, Siemieniewski. Absent –Erickson).

Adjournment: Lysne/Siemieniewski moved to adjourn the meeting. Motion carried (Aye – Mahrer, Lysne, Siemieniewski. Absent –Erickson).

There being no further business, the meeting adjourned at 6:30 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Monthly Meeting Minutes
August 5, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Ronald Narum; Council Members Lysne, Mahrer and Siemieniewski present; Erickson absent. The City Auditor was also present.

Minutes: Siemieniewski/Lysne moved approval of the July 1 and July 11, 2019 minutes as submitted. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Emergency Lagoon Repair Project: The preconstruction meeting will be held Wednesday, August 14, at 1:00 p.m. in City Hall. The meeting is open to the public. Information will be provided at the meeting.

Radar Speed Signs: The signs and posts have been delivered. Underground wires need to be marked before installation. Mahrer said the current blinking light signs may be moved to Cooper Street for east/west traffic.

Lariat Bar Beer & Liquor License: Payment for the renewal was made however the item was missed on the July agenda.

Lysne/Siemieniewski moved approval of the beer and liquor license for The Lariat Bar and Grill for July 1 through December 31, 2019. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Gaming Permit: Siemieniewski/Lysne moved approval of Gaming permit No. 231 for the Wild Rice Antique Tractor & Plowing Association raffle to be held on Sunday, October 6, 2019, at Uffda Day. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Sargent County Emergency Management: Lysne/Siemieniewski moved that the City Council adopt the resolution for participation with the Sargent County Emergency Management Agency:

WHEREAS, the 49th Legislative Assembly passed the “North Dakota Disaster Act of 1985: (NDCC 37-17.1) enacting an emergency management law embodying all aspects of disaster/emergency preparedness for all types of hazards which could seriously affect this city; and

WHEREAS, the law mandated the formation of local disaster organizations responsible to provide effective response and recovery capabilities to reduce the loss of life and property of our citizens from the effects of disaster or emergency; and

WHEREAS, the law provides that each county shall maintain an emergency management organization that serves the entire county, and each city shall provide an emergency management organization of its own, or it shall participate in the county wide emergency management organization; and

WHEREAS, the State Law requires the cities and counties to notify the North Dakota Department of Emergency Management of the manner in which their jurisdiction is securing an emergency management capability,

NOW, THEREFORE, BE IT RESOLVED, that the City of Rutland will be a participant in the Sargent County Emergency Management Agency. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

2020 Preliminary Budget: The City Auditor presented a preliminary 2020 budget for consideration. The preliminary budget is due to the County Auditor before August 10. A hearing must be scheduled between September 7 and October 7 and the final budget adopted and submitted by October 10th.

Bill Anderson addressed the Council about sidewalk repair and replacement needs on Main Street. The Council noted that the City attempted to obtain Transportation Alternative Program grant funds for repair and replacement but was never awarded funds. The option is funding through special assessments for larger projects that cannot be accomplished with the general fund budget.

The Council reviewed the expenses for 2020 and raised the budget for building and grounds/upkeep to \$20,000.

Siemieniewski/Lysne moved to approve the 2020 preliminary budget as modified and to hold a public hearing on the budget on September 9, 2019, with the final approval on October 7, 2019. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Health Ordinances – First Reading: The Council reviewed the proposed Ordinances and clarified that garbage burning does not include wood. The term “wood” will be removed from the definitions on page three.

Financials: Mahrer/Siemieniewski moved approval of the July 2019 financials as presented. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Bills: The City Auditor reported that the City received a bill for mowing the overgrown lawn at 206 2nd Street. A letter will be sent to the property owner to collect the full amount and if it is not paid by August 20th, the amount will be assessed to the property.

Siemieniewski/Lysne moved approval of payment of bills:

Sewer and Lagoon Checking Account:

189	Even Law Office	340.00	Lagoon project
190	Sargent County Teller	314.74	Legal ad for bids

General Checking Account:

ACH	Waste Management	\$1637.60	Garbage contract
12816	City of Fargo	14.00	Health water samples
12817	Deborah Banish	574.19	July
12818	Dickey Rural Networks	144.10	Telephone
12819	Even Law Office	234.05	Hass letter
12820	Forman Lumber & Fireworks	204.93	Paint and supplies
12821	Jacobson Plumbing, Heating	486.61	Curb stop install
12822	John Deere Financial	73.83	Mower parts
12823	Kurt Breker	90.00	Tree cutting/stump grinding
12824	Larry Christensen	42.00	August water meter read
12825	Michael Mahrer	27.70	Pest control application
12826	Mid-States Wireless	11724.00	Radar street signs
12827	ND League of Cities	321.00	2020 membership
12838	ND One Call	4.90	Line locate
12839	Otter Tail Power Company	806.44	Electricity
12840	Roger Pearson	57.26	July salary
12831	Ronald Narum	878.70	July wages

12832	Sargent County Teller	179.59	Minutes, weed notice, CCR
12833	Southeast Water Users	861.00	June 287,000 gal. water
12834	US Postmaster	70.00	Postcard stamp rolls
12835	Waste Management of WI-MN	78.15	Hall garbage
12836	Brad Siemieniewski	260.00	Mowing

Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Delinquents: There are fourteen delinquent accounts at this time: One account has received a Court Judgment and wage garnishment steps will begin and another has agreed to installment payments that are being received timely.

The Council directed that one account be turned off and assessed if not paid by August 20, 2019.

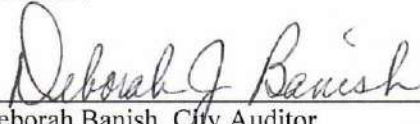
Auditor's Report: The Nelsons received the letter regarding construction of a deck without obtaining a building permit and have paid for the permit. They had not planned to enlarge the deck originally which would not have required a permit. The Nelsons are requesting a waiver of the \$100 penalty fee.


The Council discussed the property improvements made by the Nelsons on their property. It was noted that the blacktop driveway still needs to be milled for drainage. Sidewalks area should not be blacktop. The penalty fee applies to the deck and will not be waived.

There being no further business, at 6:05 p.m. the meeting adjourned.

The next meeting will be Monday, September 9, 2019 and will begin with the budget public hearing.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

**Rutland City Council
Minutes
September 9, 2019
Rutland Town Hall**

Mayor Ron Narum convened the public hearing on the 2020 City Budget at 5:00 p.m. Council Members Erickson, Lysne, and Siemieniewski present; Mahrer absent. The City Auditor was also present.

The public hearing was opened for comments: Bill Anderson asked if the City budget includes emergency funds for large project such as the possibility of a new water tower. Council Member Erickson noted that the City increased the water rates within the past few years and that fund is dedicated to water expenses. The City Auditor also noted that the Legislature approved the Prairie Pothole Funding that may be available to the City to help with road repair and replacement needs. The City is currently repairing the Lagoon discharge cells and that is covered through the fund, grants, and the existing monthly surcharge residents pay with their water/sewer/garbage bills.

The public hearing on the budget was adjourned.

The regular monthly Council meeting convened at 5:15 p.m.

Minutes: Erickson/Siemieniewski moved approval of the August 5, 2019 minutes as submitted. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Public Comments: David Young asked about removing the five diseased trees on the City lot behind his home.

Council Member Lysne said the City identified diseased and dying trees to be removed; those were not identified as being on City property. The property owner is responsible for the removal of those trees.

Mayor Narum said that may be County property. The owner of the lot will be determined and Narum will let Mr. Young know. [Note: Based on property line information and County records, the lot is owned by David Young.]

Emergency Lagoon Repair Project: Tracy Eslinger provided an update on the Lagoon Repair Project. The Contractor is on site and commenced work following the preconstruction meeting in August. They dug the Cell 2 pipe, set the southside manhole, and installed piping between valves 2 and 3. They will install the half-pipe from 2 to 1 and from 3 to 1. Cell 1 is full and the water will be transferred soon. The Contractor is requesting an extension for the completion date due to the recent rains. During the project work, the Contractor determined that the clay material is not suitable for backfill. Offsite material was needed to fill the site; the existing clay is being tested to determine if it is acceptable. If it does not pass the geotechnical engineering test, then offsite material is required.

Erickson questioned the bid and whether that included a cushion for unforeseen needs. The Council had stated that the southside of the road work had been done and that this project would not be included a manhole. The force main is being fixed.

Eslinger said that \$17,000 in contingencies was part of the Engineer report and is in the project funds. The cost of the clay is approximately \$2700 and would be done as a change order. That would be only if the existing clay does not meet soil testing requirements.

Erickson/Lysne moved approval of the Change Order in the amount of \$2,705.00 for the clay subject to the determination and testing that the existing clay is deemed unacceptable. Motion carried on roll call vote: Aye – Erickson, Lysne, Siemieniewski, Narum. Nay – none. Absent – Mahrer.

Lysne/Siemieniewski moved approval of an extension of substantial completion from September 16 to September 27 and final completion from September 30 to October 11. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Radar Speed Signs: Erickson said he and Mahrer will install the signs. They had the line locates done and measured the locations in Oakes for installation. The work will be done after the instruction manuals are received and as weather permits.

Tree Committee: Lysne presented three bids for removal of trees identified by the Tree Committee. The Council discussed the bids.

Lysne/Siemieniewski moved to accept the bid from Jerry Schumacker, Oakes, in amount of \$2,000.00 for removal of 15 trees. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Budget: The 2020 budget will be approved at the October Council meeting.

Health Ordinance: Lysne/Siemieniewski moved approval of City of Rutland Health Ordinances, Chapter 10, as presented. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Financials: Erickson/Lysne moved approval of the August 2019 financials as presented. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Bills: Lysne/Erickson moved approval of payment of bills from the general checking account:

ACH	Waste Management	\$1632.60	Garbage contract
ACH	Waste Management	77.87	Hall garbage
12838	Otter Tail Power	818.94	Electricity
12839	Walock-Johnson Insurance	2064.00	Insurance
12840	Chemistry Lab-Dept. of Health	256.86	Lagoon discharge test
12841	City of Fargo	14.00	Health water samples
12842	Deborah Banish	574.19	August wages
12843	Dickey Rural Network	140.97	Telephone
12844	Void		
12845	John Deere Financial	402.43	Mower blades, EPA fees
12846	Moore Engineering	14001.96	Emer. Lagoon project
12847	ND One Call	1.95	Line locate
12848	Praxair Distribution	179.95	Shop
12849	Roger Pearson	103.88	August
12850	Ronald Narum	770.49	August
12851	Rutland Oil Company	529.50	Fuel and oil
12852	Jerry Sapa	160.00	Museum deck
12853	Sargent County Teller	143.90	July legals
12854	Southeast Water Users	1313.70	July 437,900 gals.
12855	Southside Automotive	38.67	Hydraulic hoses
12856	Void		
12857	Forman Lumber & Fireworks	27.98	Paint supplies

12858	Ronald Narum	610.00	Museum planks & supplies
12859	Larry Christensen	42.00	Meter reading
12860	US Postmaster	4.05	Postage

Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

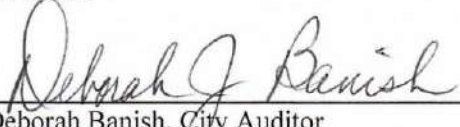
Delinquents: There are eleven delinquent accounts at this time: One account is proceeding with wage garnishment.


The Council directed that the water be turned off at 307 Anthony.

Auditor's Report: Building permit #227-19 was approved for Nathan & Shawna Bergh at 115 Forest Street for a three-season porch room to be built on the existing free-standing deck. The project meets existing Zoning Ordinances.

There being no further business, the meeting adjourned at 6:05 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

The next meeting will be Monday, October 7, 2019.

**Rutland City Council
Minutes
October 7, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Narum. Council Members Lysne, Mahrer and Siemieniewski present; absent Erickson. City Auditor Banish present.

Minutes: Mahrer/Lysne moved approval of the September 9, 2019 minutes as submitted. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Emergency Lagoon Repair Project: Tracy Eslinger said the Lagoon is functional and the project is nearly finished. The contractor has clean-up, fence repair, edge grading and grass seeding to finish. An application for payment has been received and 5%, or \$9,991.85, will be retained until project completion. The contractor has submitted a pay request and the change order needs approval. A request to the funding agency for the grant funds will be submitted to cover the payments.

Siemieniewski/Mahrer moved approval of Change Order No. 1 in the amount of \$2,750.00 for the clay. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Siemieniewski/Lysne moved approval of payment of \$143,600.15 to DL Barkie Construction for the project. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Budget: Lysne/Siemieniewski moved that the City Council levy a tax of \$60,849.78 upon all taxable property in the City for the calendar year ended December 31, 2020, which levy is itemized as follows:

General Fund	\$ 42,261.09
SPECIAL REVENUE FUNDS: Emergency Fund	\$ 500.00
DEBT SERVICE FUNDS: 2010 Street Specials	\$ 18,088.69
TOTAL	\$ 60,849.78

Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

2020 Census: Siemieniewski/Mahrer moved approval of the resolution authorizing participation in the Sargent County 2020 Census Complete Count Committee. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Water Tank Inspection Report: The water tank inspection report, completed by Maguire Iron, recommends installing an anti-climb device or ladder gate to protect against unauthorized climbing. The ladder is guarded by location (10 feet in the air) so an anti-climb device should not be needed.

Bond Sale: Lysne/Siemieniewski moved that the City of Rutland, ND, adopt the Resolution Authorizing the Issuance and Sale of \$205,000 Wastewater Treatment Revenue Bonds, Series 2019, as recommended by bond counsel. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Post-Issuance Debt Compliance Policy and Procedures: Mahrer/Siemieniewski moved that the City Council adopt the Post-Issuance Debt Compliance Policy and Procedures as recommended by Bond Counsel. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Financials: Lysne/Siemieniewski moved approval of the September 2019 financials as presented. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Bills: Siemieniewski/Mahrer moved approval of payment of bills:

	2010 STREETS		
1028	Sargent County Bank	\$2,208.75	Loan interest payment
	GENERAL CHECKING		
ACH	Waste Management	\$ 78.35	Hall garbage
ACH	Waste Management	1,628.76	Garbage contract
12861	Advantage Pest Control	160.00	Hall cluster flies
12862	Bobcat of Gwinner	203.07	Bobcat repair
12863	City of Fargo	14.00	Health water sample test
12864	Deborah Banish	574.19	September salary
12865	Dickey Rural Networks	142.84	Telephone
12866	Jerry Schumacher	2000.00	Tree removal
12867	Larry Christensen	42.00	Meter reading
12868	McLaen's Service	23.90	Mower tire repair
12869	Maguire Iron	1600.00	Tower clean/inspection
12870	Michael Mahrer	36.94	Vector control – Aug/Sept.
12871	ND Tax Commissioner	22.00	3 rd Qtr. Withholding
12872	Otter Tail Power	758.08	Electricity
12873	Quill Inc.	587.70	Office, janitorial supplies
12874	Riverside Building Center	1122.91	West Hall door
12875	Roger Pearson	73.88	September salary
12876	Ron Narum	965.94	September pay
12877	Jerry Sapa	565.00	West door install, siding repair
12878	Sargent County Teller	54.68	Budget notice publication
12879	Southeast Water Users	805.20	Aug. – 268,400 gals
12880	US Treasury	1143.13	3 rd Qtr. Withholding
12881	Waste Management	812.37	MWS rolloff

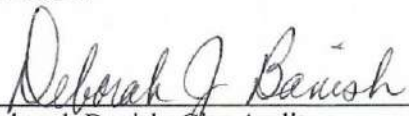
Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

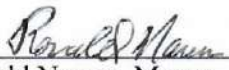
Delinquents: There are ten delinquent accounts at this time: One account is proceeding with wage garnishment.

Mayor's Report: Narum reported that the City needs to repair and overlay all City streets within the next few years. All areas can be patched first and the streets would need milling again.

There being no further business, the meeting adjourned at 6:05 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

The next meeting will be Monday, November 4, 2019.

**Rutland City Council
Minutes
November 4, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Narum. Council Members Erickson, Lysne, Mahrer and Siemieniewski present. City Auditor and City Engineer present.

Minutes: Mahrer/Lysne moved approval of the October 7, 2019 minutes as submitted. Motion carried (Aye – Lysne, Mahrer, Siemieniewski. Absent – Erickson).

Emergency Lagoon Repair Project: Tracy Eslinger provided an update on the Lagoon project financing. The request for additional funding through the Governor's funding is being reviewed; an additional \$25,000 has been requested.

The contractor has submitted a second payment request of \$23,270.20. This would be a total payment to date of \$175,000; the contract amount is \$199,000. A retainage of \$8008.00 will be held until spring.

Siemieniewski/Lysne moved approval of payment of \$23,270.20 to DL Barkier at the Contractor's Application for Payment No. 2. Motion carried on roll call vote: Aye – Erickson, Lysne, Mahrer, Siemieniewski. Nay – None.

Eslinger submitted Moore Engineering invoice #22299 in the amount of \$18,360.00 which is about 90% of the engineer's contract.

Lysne/Siemieniewski moved approval of payment to Moore Engineering in the amount of \$18,360.00. Motion carried on roll call vote: Aye – Erickson, Lysne, Mahrer, Siemieniewski. Nay – none.

Eslinger submitted four complete copies of the Record Drawings for the City's use. Moore Engineering has the digital copies if needed in the future.

Siemieniewski/Mahrer moved that the Mayor be authorized to sign the SRF Request for loan funds of \$41,630.00 to pay bills. Motion carried unanimously.

Eslinger said no punch list items were identified during inspection. There is a soft spot in the dike identified south of Cell #3 which will be inspected next year. The city's one-year warranty period began October 8, 2019.

Eslinger said the final payment will be done in the spring after the seeding can be inspected once growth has started.

Eslinger said the City's Lagoon project was on the Clean Water State Revolving Fund (CWSRF) priority list for funding. The project will be removed from the 2020 funding list. No other projects with the sewer lift, lagoon, or mains have been identified.

Radar Speed Signs: Erickson said the radar speed signs have not been installed due to the water. The posted can be installed at the North City limits and the solar powered sign can be used there until spring. When weather permits the trencher can dig the trench for the electric lines in the spring and then the solar sign will be moved to the South and the electrical/wired speed sign will be installed near the ballpark.

Drainage Flow: The Council discussed the water levels behind the shed and the blocked culvert. The ownership of the property from Drain 8 to the Township building needs to be verified.

2020 Meeting Schedule: Erickson/Lysne moved approval of the 2020 meeting schedule as presented. Motion carried unanimously.

Financials: Erickson/Siemieniewski moved approval of the October 2019 financial reports as presented. Motion carried unanimously.

Bills: Lysne/Siemieniewski moved approval of payment of bills:

ACH	Waste Management	\$ 78.24	Hall garbage
ACH	Waste Management	1636.60	Garbage contract
12882	Richland County Sheriff	28.00	Garnishment service
12883	City of Fargo	14.00	Health water sample test
12884	Deborah Banish	608.13	October salary/supplies
12865	Dickey Rural Networks	141.71	Telephone
12886	John Deere Financial	392.95	Mower repair
12887	Larry Christensen	42.00	Meter reading
12888	Municipal Government Academy	30.00	City records webinar
12889	ND One Call	1.20	Line locate
12890	Otter Tail Power	807.82	Electricity
12891	Roger Pearson	57.26	October salary
12892	Ron Narum	555.10	October pay
12893	Sargent County Teller	63.78	Legals – Sept.
12894	Servicemaster of Oakes	92.00	Hall carpet cleaning
12895	Southeast Water Users	687.90	Sept. 229,300 gals
12896	US Postmaster	70.00	Utility postage stamps
12897	Vining Oil & Gas	2409.00	Hall propane: 2,200 gals.
12898	Dacotah Paper	105.83	Paper Products RCC

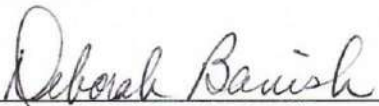
Motion carried unanimously.

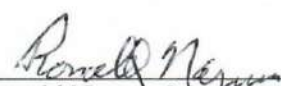
Delinquents: There are ten delinquent accounts at this time: One account is proceeding with wage garnishment.

Nelson's Driveway: The Council received and filed the letter from Josh and Brianne Nelson regarding the driveway repair and timeline. The letter was requested to insure both parties had the same information on when the repairs would be made to the driveway to prevent backup in adjacent properties.

There being no further business, the meeting adjourned at 5:35 p.m.

ATTEST:


Deborah Banish, City Auditor


Ronald Narum, Mayor

The next meeting will be Monday, December 2, 2019.

**Rutland City Council
Minutes
December 2, 2019
Rutland Town Hall**

The meeting was called to order at 5:00 p.m. by Mayor Narum. Council Members Erickson, Lysne and Siemieniewski present. Council Member Mahrer absent. City Auditor present.

Minutes: Lysne/Siemieniewski moved approval of the November 4, 2019 minutes as submitted. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Public Comments: Gretchen Vann asked why the water was not turned off at 307 Anthony before the bill was so high. Lysne said that Liz Fulin was making payments until she left town. Vann said her attorney is attempting to local her and serve papers on Ms. Fulin for breaking the Contract for Deed.

David Young asked about the tree removal done by the City and why the tree behind his lot was not removed. Lysne said the trees were selected with help from the ND Forestry Representative. The City is applying for additional grant funds for tree planting and/or removal; the trees can be examined in the spring.

David Young stated that his property extends another 25 feet account to a 1932 survey; it doesn't show up on the City maps. It was noted that the property is unplatted and does not appear on the map; however, the property is in his name and assessed accordingly.

Bill Anderson informed that Council that he is having some property plotted so that it can be subdivided. Interstate Engineering is doing the plat and will try to have it ready by the end of the month. It would be suitable for mobile home lots in the City. The information will be submitted to the City for the Zoning Commission and City Council approval in 2020.

Gretchen Vann asked if the store and café reopen if the property would again qualify for the property tax break. The City Auditor stated that may be possible but options will need to be verified with the County; any information will be forwarded to Ms. Vann or Ms. Bergh.

Beer and Wine License Request: Ms. Vann informed the Council that Shawna Bergh is interested in purchasing the Rutland General Store and Café and would like to serve wine and beer for special events.

Narum informed Ms. Vann that the Council set a policy when the Brakke family owned the bar that only one liquor license would be issued in the City. The City is not big enough to sustain more than one licensed establishment. Special event permits would be possible.

Beer and Liquor License: Lysne/Siemieniewski moved that approval of the beer and liquor license for The Lariat Bar for the January 1 through June 30, 2020. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Sargent County JDA: Lysne/Siemieniewski moved that the Rutland City Council nominate Ron Narum for another three-year term on the Sargent County Job Development Authority representing Rutland, Havana, Cogswell and Cayuga. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Snow Removal: The Council discussed the recent snow removal that resulted in the USPO exterior mailbox being damaged. Siemieniewski noted the box was just replaced last year by the USPO at a cost of \$700.00. That sidewalk is not the City's responsibility but it is nice that Narum gets it cleaned.

The Council reiterated that the City is not responsible for snow removal on non-City property. That includes the Rutland Oil lot with the gas pumps.

Financials: Siemieniewski/Lysne moved approval of the November 2019 financial reports as presented. Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

Bills: Lysne/Siemieniewski moved approval of payment of bills:

Sewer & Lagoon Fund

ACH	Sargent County Bank	15.00	Loan wire fee
195	Ohnstad Twichell	\$ 1,800.00	Bond Counsel
196	DL Barkie Construction	27,200.15	Payment Request #1
197	Moore Engineering	\$ 8,340.00	Project Rep, drawings, etc.
198	Lake Agassiz Regional Council	5,040.00	Contract monitoring

General Fund

ACH	Waste Management	\$ 78.29	Hall garbage
ACH	Waste Management	1638.60	Garbage contract
12899	Banyon Data Systems	1590.00	Software support
12900	City of Fargo	14.00	Health water sample test
12901	Deborah Banish	574.19	November salary
12902	DRN Readitech	141.39	Telephone
12903	Larry Christensen	42.00	Meter reading
12904	Otter Tail Power Company	959.40	Electricity
12905	Roger Pearson	57.26	October salary
12906	Ron Narum	195.47	October pay
12907	Southeast Water Users	890.70	Oct. water 296,900 gals.
12908	Sargent County Teller	120.68	Legals
12909	U-Line	492.86	Dehumidifier & Fans
12910	Computer Express	125.00	Computer troubleshooting
12911	ND Rural Water Systems Association	245.00	2020 membership
12912	ND Water Users Association	100.00	2020 membership
12913	Rutland Oil Company	732.50	Fuel and oil
12914	Kurt Breker	450.00	Tree grinding
12915	ND League of Cities	50.00	Grantfinder
12916	Otter Tail Power Company	1412.96	December electricity
12917	City of Fargo	14.00	Dec. health water samples
12918	Rutland Oil Company	62.50	Gasoline
ACH	Rutland Park Board	2990.73	Fund transfer pass through

Motion carried (Aye – Erickson, Lysne, Siemieniewski. Absent – Mahrer).

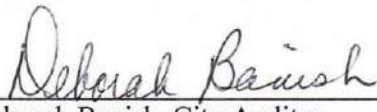
Delinquents: There are thirteen delinquent accounts at this time: One account is proceeding with wage garnishment.

Auditor's Report: The deadline for the Tree City USA certification application is December 31, 2019. The application is in process.


The Tree City USA grant paperwork will be submitted early in 2020 once all bills and volunteer hours are available. The grant was for up to \$3,000 so that will be received in 2020. The City is eligible to apply for another

There being no further business, the meeting adjourned at 5:35 p.m.

ATTEST:



Deborah Banish, City Auditor



Ronald Narum, Mayor

The next meeting will be Monday, December 2, 2019.