

# NOTUS CITY COUNCIL MEETING MINUTES

Regular Session: **Monday June 18<sup>th</sup>, 2018**

@ 7:00PM at Notus City Hall

## **1. Meeting Called to Order**

Meeting called to order at 7:08 PM, by Mayor David Porterfield.

## **2. Roll Call**

Roll call was taken with the following results: Councilwoman, Mo Shamseldin present. Councilman Rick Wallace Jr. present. Councilman Clint Berends attending by speaker phone. Mayor, David Porterfield and City Attorney, Todd Lakey also present.

## **3. Pledge of Allegiance**

## **4. Public Concerns, Comments**

NONE

## **5. Approval of Meeting Agenda, as posted (Action Item)**

Shamseldin motioned to approve meeting agenda as posted. Wallace Jr seconded. Voice vote. All in Favor. Motion passed

## **6. Consent Agenda, Action Items**

### **6.1 Disbursement List**

Wallace Jr motioned to pay the disbursements as presented except the events committee requests. Hold those until their meeting minutes reflect the committee's approval of the expenditures, then cut the checks. Shamseldin seconded. Roll call was taken with the following results: Wallace Jr; yes, Shamseldin; yes, Berends; abstain. Motion passed.

### **6.2 Council Meeting Minutes**

Wallace Jr. motioned to approve the meeting minutes from June 4<sup>th</sup>, 2018 as written. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes, Berends; yes, Shamseldin; yes. Motion passed.

### **6.3 Committee Meeting Minutes: Library, Community Events**

Wallace Jr. motioned to accept into public records the Library meeting minutes from June 9<sup>th</sup>, 2018 as written. Shamseldin seconded. Roll call was taken with the following results: Wallace Jr; yes, Shamseldin; yes, Berends; yes. Motion passed.

## **7. Staff Reports**

### **7.1 Public Works**

Mayor reported that handicap parking lines have been refreshed. The yellow lines on the curbs have been painted. The well house still needs some maintenance.

### **7.2 Library Liaison**

NONE

### **7.3 Treasurer**

NONE

## **8. Professional's Reports**

### **8.1 Wastewater**

NONE

## **8.2 Engineer**

NONE

## **8.3 Crestline Engineers**

Antonio Conti reported that the Notus Rd culvert replacement project will start on July 6<sup>th</sup>. Notus road will be closed at 1<sup>st</sup> street intersection to all traffic Friday July 6<sup>th</sup> – 7<sup>th</sup>. July 8<sup>th</sup> detours will be in place to direct Notus road northbound traffic to 1<sup>st</sup> street to return onto Notus road. Completion will be by July 31<sup>st</sup>, 2018.

## **9. Business: Action Items**

### **9.1 Resolution Designating Records Custodian and an Alternate**

City Attorney suggested a language change to add the titles of City Clerk, currently Loretta Vollmer and City Treasurer, currently Marie Eilers to document. Wallace Jr motioned to approve resolution #18-2 Designating Records Custodian and an Alternate with the language change and allow the Mayor to sign. Shamseldin seconded. Roll call was taken with the following results: Wallace Jr; yes, Shamseldin; yes, Berends; yes. Motion passed.

### **9.2 Water Meter Request for 360 Elgin Ave.**

Mayor reported that a leak test was done and no leak was found. There was no cost to the City and no cost to the property owner. Mayor has not talked to the owner yet. Shamseldin commented that the previous owner told Larry Lewis that the meter/boxes in the front of the building had rusted out and could no longer be used. Shamseldin motioned to move the water meter down the alley (at the City's expense) so the owner could start the process of bringing in new business. Wallace Jr seconded. Roll call was taken with the following results Shamseldin; yes, Wallace Jr.; yes, Berends; yes. Motion passed.

Wallace comments that City should pull those meters in front of Lewis property if they don't work/rusted through.

### **9.3 481 Fargo Utility Account Bill Receivable**

City Clerk explains that this account is for a property that no longer has a home on it. The owner used to rent the mobile home out but has now demolished it. This is located on one parcel that had two homes on it. There is a large outstanding bill that keeps getting base rates applied. Council can decide to send this to collections, have it applied to the County property tax roll or?

Discussion.

Wallace Jr motioned to set account to dormant status and apply the amount owed to the property taxes. Berends seconded. Discussion.

Wallace Jr. amends motion to set the account to dormant status until the clerk can verify the water usage dates and verify the trailer demolition date. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes, Berends; yes, Shamseldin; yes. Motion passed.

### **9.4 New Building Code Books, Required Purchase**

Shamseldin motioned to purchase the state required new building code books for approximately \$544.20. Wallace Jr seconded. Roll call was taken with the following results Shamseldin; yes, Wallace Jr.; yes, Berends; yes. Motion passed.

### **9.5 Tower Park Playground Project**

Mayor reported that a group from Hewlett Packard will willing to set it up. They want to start the week after the 4th of July. The foot print of the equipment is 31ft by 39 ft. Ground will need to be excavated. Berends suggested pour in place curbing to surround it. It is cheaper than the formally suggested railroad ties.

### **9.6 Personnel Policy**

City Attorney, Todd Lakey reviewed his suggested changes to the personnel policy draft.

**10. Mayor & Council Comment**

Shamseldin has some concerns about the back of the Reyes commercial property. There is a growing pile of discarded “junk” and debris. She also asks about how many people are living there and/or renting the building. She would like this placed on a future agenda for discussion.

**11. Adjournment**

Wallace Jr. motioned to adjourn at 9:00 pm. Shamseldin seconded. Voice vote. All in favor.  
Motion passed.

Respectively submitted by Loretta Vollmer, City Clerk \_\_\_\_\_

David Porterfield, Mayor \_\_\_\_\_