

Michigan City Council
Regular Meeting
August 12, 2013

The regular meeting of the Michigan City Council was called to order by Mayor Lauri Rysavy at 5:00 pm, Monday August 12, 2013. Council members present were Rod Fisk, Scott Gilbertson and Scott Midstokke. Member Kathy Gilbertson was absent. City Superintendent Cathy Fisk, Paulette Haugen, Kyle Meyer, and Frank Rysavy were also present.

Maria Vasichek & Sylvia Daws were not present as scheduled to discuss the Nelson Cty Quilt Trail banners. Mayor Rysavy read a text from Maria regarding who is responsible for the maintenance of the Quilt banners. A discussion followed, the banners were not purchased by the City but by individual businesses. For any type of maintenance, a bucket truck or similar equipment is needed. Scott Midstokke stated that Volunteers can be used and the City would help with hanging them and removing them "On the City's own time frame". Scott Gilbertson made the motion, second by Scott Midstokke, motion carried.

Frank Rysavy gave a report compiled by the Tree Committee in reference to any trees and hanging branches in need of trimming. Tree trimming needs to be done for Mosquito spraying, the Snow Plow, and for the sweeping of streets. Notices in the form of letters will be mailed to all residents who have trees marked. These trees need to be maintained by September 16, 2013. In accordance with ordinance #154, failure to comply and take action will result in the Tree Committee cutting or removing said tree. Property owners in violation will then be assessed the reasonable cost for maintenance services. A copy of Ordinance #154 is available at the City office.

Kyle Meyer of Moore Engineering, Inc discussed future projects the City is in need of for Water and Sanitary systems. The deadline for a National and State Pool of Rural Development funds is approaching. The City could possibly receive a 45% grant and a 55% loan if accepted. Such projects would include: Lift Station, 3 Manholes, Water meters, and Water Tower rehab. Estimated cost for such projects totaling \$550,000 in the years of 2014 and 2015. Discussion followed by the Council with Kyle answering questions regarding the Pros and cons of said projects. Richard Daws entered the meeting at 5:30pm. Kyle Meyer answered the Council's questions on the various ways to help pay for the Loan part of said projects. Options include, ½ % increase to the City's Sales Tax, Special Assessments, and User fees. Scott Gilbertson made a motion for Moore Engineering to prepare an application for the Rural Development funds. Rod Fisk second the motion, motion carried. Kyle Meyer left the meeting at 5:45 pm.

Richard Daws expressed his concern with street repair and patching. He has several bad spots near his home. In the past the City has used a contractor that comes to the area every Fall, this contractor will be called and asked for a bid. Richard Daws left the meeting at 5:50pm.

The meeting minutes from 7-1-13 were read. Scott Gilbertson made a motion to approve the minutes as read, Rod Fisk second the motion, motion carried.

A list of bills was presented and discussed. Scott Midstokke made a motion to approve, Rod Fisk second the motion, motion carried.

Ron Nelson entered the meeting at 5:55 pm. Ron presented a list of Revisions and Repeals of Ordinances. The Council reviewed the list and agreed that Ron will make the necessary changes and updates to our Book of Ordinances. The Michigan City Council extends a huge thank you to Ron for all of his work. Ron left the meeting at 6:20 pm.

Cathy Fisk gave her Superintendents report. There has been a serious problem with the Well House pumps in regards to pressure and valves. Water smith has checked the system and recommended a change be made to turn on & off electronically. Ohnstad Electric submitted a bid of \$4289.41 for the upgrade which includes digging a trench for the 3 wells. Scott Gilbertson made a motion to accept the bid from Ohnstad Electric, Rod Fisk second the motion, motion carried. Cathy was authorized to order more chemical for weed control. She also reported that the generator for the Civic Center has arrived and the cement pad ready for installation. There is a need to replace several curb stops in town and a discussion followed on the responsibility of property owners to pay for replacement of curb stops. Cleaning of the water tower has been scheduled for October and Cathy will try to flush all hydrants in the fall using a diffuser. Cathy presented the report from the ND Health Dept. A Dumpster will be scheduled for fall cleanup. Mayor Rysavy stated that Dale Quam had called with a bid for spraying the cemetery with 2-4D. No action will be taken.

Scott Midstokke inquired about Cathy's hours, over and above 40 per work week for the past month.

Robbyn presented the financial report. A wire transfer was received on July 1 in the amount of \$12,613.00 for the Final SRF on the waste water project. The City Council would like to thank the Nelson County Water Resource Board and Ben Varnson for the check in the amount of \$1000.00 to help defray the cost of a new motor for the North Pump. The QuickBooks conversion is still in progress. Robbyn also reported on the past due water collections and will again send letters to anyone 60 days and over.

Old Business discussed included reviewing Ordinance #142 in regard to Sales Tax distribution; the percentages will remain the same. Cathy & Lauri attended a FEMA Disaster meeting in Grafton on 7-31 regarding the North Pump and will attend another in Lakota on 8-13-13. Rod will call Ohnstad Electric to schedule wiring of the Civic Center generator. After discussion the Council agreed the Siren needs to be tested weekly for emergency purposes. Cathy will schedule such test for weekly on Wednesday at Noon. Council members were presented a sample Code of Ethics to review for the next meeting. The DOT Curb Ramp agreement was discussed and tabled.

Mayor Rysavy moved to New Business and explained the: "Experience Works" program which is an extension of the prior "Green Thumb" program. Discussion followed and the Council agreed to further pursue the use of this program for the City. The need to paint the Civic Center was reviewed along with an estimate from the year 2011 that was tabled at that time. The City will advertise for bids for painting and refurbishing the peaks of the Civic Center.

Mayor Rysavy presented a Cell Phone Policy for Council members and meeting attendees. Council members read & reviewed the policy. Scott Midstokke made a motion to approve the policy, Rod Fisk second the motion, motion carried. The policy reads as follows:

City Council members and all attendees shall abide by the following Cell Phone Policy. All Cell phones shall be shut off or put on vibrate during City Council meetings. There shall be no texting during the City Council Meetings. This policy shall be in place to provide attention, respect, and courtesy to fellow Council Members, Speakers, and Presenters. Cell Phone usage shall be for emergency only.

A letter presented to the City Council by Paulette Haugen at the last meeting was reviewed as follows:

1. A list of duties given to Jay Haugen on a monthly basis was not necessary as holding both the Superintendent and Auditor position he knew his priorities and had limited time to perform both jobs
2. Jay incurred no cost to the City for Health insurance as he chose another provider
3. Salaries for current employees and Jay's were compared in regards to the many duties that Jay performed
4. Use and purchase of Jay's personal vehicle for City use was reviewed
5. The need for a Cemetery Association separate from the City of Michigan was expressed and reviewed. The City administers all expenses of the Cemetery from funds received by Donations only, there is No tax revenue that the City receives for the Cemetery needs.
6. The Council agreed there is a need for a part time Deputy Auditor and Certified person to help with spraying and possibly reading water meters and other tasks, in order to cover and plan for unforeseen circumstances additional Staff would be most beneficial
7. A plaque in Jay's memory was hung in the Michigan Mall and will be displayed in the City's website along with a picture

Mayor Lauri Rysavy stated that the BN railroad has never called back in regards to her call about fixing the railroad crossings. Fill dirt for the water treatment plant and replacing some shingles on the roof was discussed and need for gutters and down spouts. Cathy will take care of this.

Cathy Fisk's job description, benefits, and salary was reviewed and approved. Scott Gilbertson expressed the need to pay Cathy's overtime hours on a monthly basis. Scott Midstokke made a motion to pay Cathy for 19.875 hours overtime at a rate of \$24.00 an hour. Scott Gilbertson second the motion. Rod Fisk abstained from voting, motion carried.

The next regular meeting of the Michigan City Council will be held on Monday, September 9, 2013 at 5:00 in the City offices.

Scott Gilbertson made a motion to adjourn the meeting, Rod Fisk second the motion, motion carried. Meeting adjourned.

August 2013 bills to approve

NDPERS (Life Ins)	\$8.97
NDPERS (Retirement)	\$367.74
Cathy Fisk (Health Ins)	\$545.00
Cathy Fisk (Salary)	\$2773.34
Cathy Fisk (OT)	\$477.00
Robbyn Maresh (Salary)	\$1000.00
Acme Electric	\$9402.98
Agcom	\$1512.58
Ameripride	100.05
Brager Disposal	\$2160.75
Cardmember Service	\$88.59
City of Lakota	\$665.00
Ferguson Waterworks	\$194.25
Grand Forks En Lab	\$52.00
Michigan Hometown Foods	\$23.77
ND One Call	\$5.50
Nelson Cty Sheriff's Dept	\$926.10
Ness Press	\$184.23
Nodak Electric	\$132.00
Ottertail Power	1105.37
Polar Comm	\$216.85
Van Diest Supply	\$840.00
Verizon Wireless	\$117.93
QRS Safeguard	\$229.72
United Laboratories	\$815.56
USDA loan 92-03	\$1683.50
Maynard Hjelseth	\$385.00
Bank of North Dakota	\$29,879.51 (due 9-1-13)
Ken Hietala	\$672.50
Rod's Autobody	\$75.06