**CITY OF LEEDS**

**Regular Meeting**

**October 4, 2017**

**6:05 pm**

A regular meeting of the Leeds City Council was called to order by Mayor Lloyd Himle on Wednesday, October 4, 2017, 6:05 PM at Leeds City Hall. Present were Council Members: Kris Larson, Rob Nelsen, Patrick Streyle. City employees present were: Nicky Ritterman, Edythe Nelsen, Justin Nelsen, and Kari Follman.

**Moore Engineering**

Sewer Project: Punch list items are complete. Defective manhole work has been fixed except for one they missed so they will be coming back this month to fix that one.

Discussion was held regarding liquidated damages for going past contracted completion date. The council would like Brad Muscha to present to the contractor on behalf of the city. Kyle Nelsen made a motion to request contractor pay the additional engineering services ($13,000+) incurred due to their lateness, additional manhole rehab work on old manholes ($10,000), city expenses ($9500), and a spare pump for the lift station ($10,000). Motion was seconded by Rob Nelsen. All were in favor. Motion carried.

Streyle made a motion to approve Moore Engineering invoice #16842 in the amount of $13,762.15 for engineering fees beyond the final completion date. Motion seconded by Kyle Nelsen. All were in favor. Motion carried.

Motion was made by Kyle Nelsen to approve contractor’s application for payment #8 in the amount of $2,464.90 to Geo Haggart for construction completed to date. Motion was seconded by Larson. All were in favor. Motion carried.

Street survey reports were reviewed including opinions and costs with maps.

**Public Works**

Kyle Nelsen made a motion to authorize purchase of a new lawn mower. Motion seconded by Larson. All were in favor. Motion carried.

Kyle Nelsen made a motion to accept public works superintendent report. Motion seconded by Larson. All were in favor. Motion carried.

Motion made by Kyle Nelsen, seconded by Streyle to accept timesheets for Public Works Department. All were in favor. Motion carried.

**Auditor/Financial**

Kyle Nelsen made a motion, seconded by Streyle to approve a request for delayed payment for acct #2 (Alexander). All were in favor. Motion carried.

2018 Budget reviewed. Transfer will be made from the sales tax fund in the amount of $15,000 to the highway fund to zero out highway fund for 2017.

Kyle Nelsen made a motion approve the 2018 budget. Motion was seconded by Larson. All were in favor. Motion carried.

Kyle Nelsen made a motion, seconded by Streyle to approve the auditors’ report. All were in favor. Motion carried.

Kyle Nelsen made a motion, seconded by Rob Nelsen to approve timecards for auditor staff. All were in favor. Motion carried.

Motion was made by Rob Nelsen, seconded by Larson to approve September minutes. All were in favor. Motion carried.

**Additions to Agenda**

Kyle Nelsen made a motion, seconded by Rob Nelsen to table Mike Thayne’s building permit request until next meeting. All were in favor. Motion carried.

The information gathered for city clean up was reviewed. Motion made by Larson, seconded by Rob Nelsen for letters to go out to residents that have infractions, which will include pictures, with a clean up deadline of October 31, 2017. All were in favor. Motion carried.

**New Business**

Building permits:

Motion made by Larson, seconded by Streyle to approve a building permit for Brian Engstrom. All were in favor. Motion carried. He will need to obtain an easement for the city owned road. The city will need an easement for piling snow.

Larson made a motion to proceed with a survey of city property with regard to lift station location. Motion seconded by Streyle. All were in favor. Motion carried.

Motion made by Larson, seconded by Streyle to approve building permits for Gary Rolle, Rio Himle, and St. Vincent de Paul Catholic Church. All were in favor. Motion carried.

Kyle Nelsen made a motion to publish the snow removal bid ad. Motion seconded by Rob Nelsen. All were in favor. Motion carried.

Rob Nelsen made a motion to approve two special event liquor permits for Earl’s Bar. Motion seconded by Larson. All were in favor. Motion carried.

Motion was made by Rob Nelsen, seconded by Streyle to approve the revised contract for cardboard pick up with Lake Region Corporation. All were in favor. Motion carried.

Larson made a motion to approve accounts payable. Motion was seconded by Rob Nelsen. All were in favor. Motion carried.

The bills were as follows:

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| B & H Oil | $173.15 |
| Banyon Data Systems | $1,590.00 |
| Benson County Sheriff Department | $600.00 |
| Bonnie Himle | $15.00 |
| Data Services Unlimited | $180.00 |
| Diane Hoffman | $51.42 |
| Farmers Union Oil Co. –York | $68.43 |
| Ferguson Waterworks | $926.75 |
| Hawkins | $2,471.50 |
| Jeff Jacobson | $60.00 |
| Johnson’s Plumbing | $44.94 |
| Justin Nelsen | $100.00 |
| Lake Region Corporation | $60.00 |
| Leeds Airport Authority | $46.08 |
| NCB Electric | $2,977.32 |
| ND Chemistry Lab | $223.63 |
| North Dakota Telephone Company | $205.29 |
| Northern Plains Electric | $458.32 |
| One Call Concepts | $32.00 |
| Ottertail Power Co.  | $1,563.53 |
| Paulson Supply | $82.35 |
| Payroll-  | $15,414.23 |
| Ritterman Trucking | $1,205.00 |
| Susag Sand & Gravel, INC | $420.00 |
| United Community Bank  | $1,776.14 |
| United Community Bank Insurance | $3,871.00 |
| US Postal Service  | $77.18 |
| USA BlueBook  | $229.22 |
| Visa  | $576.05 |
| Waste Management  | $5,265.67 |

November and December council meetings will be the first Monday of each respective month

Motion was made by Rob Nelsen to adjourn the meeting at 9:25 pm. Motion was seconded by Larson. All were in favor. Motion carried.

