**CITY OF LEEDS**

**Minutes**

**November 8, 2023**

**6:00 PM**

A regular meeting of the Leeds City Council was called to order by Mayor Nick Parslow on Wednesday, November 8, 2023, at 6:00 PM at Leeds City Hall. Council Members Kyle Nelsen, Tony Gratton, Patrick Streyle, and Kris Larson were present. Also present were city employees Alan Lundstrom, Gina Harkness and Kari Follman. Robert Smeltzer briefly attended the meeting.

**Sheriff Report**

Benson County Sheriff’s Department did not attend the meeting and did not provide a report.

**Public Hearing**

Mr. Smeltzer attended the meeting to discuss the payment of property taxes on the property recently purchased by the City.

**Public Works**

Al will install the speed radar signs in the next few days prior to the ground freezing. The water plant improvement proposal has been tabled until the December meeting. Al will get more information from George Reck, Aqua-Pure, regarding the needed automation and alarm systems and what vendor will be installing those items.

**Financials**

A motion was made by Gratton, seconded by Streyle, to accept employees’ timesheets. The motion carried unanimously.

The City has two certificates of deposit, both of which will be maturing on December 6, 2023. Nelsen motioned to renew the CD and the CD for a 12-month term. Gratton seconded the motion. Streyle abstained, voting in favor were Nelsen, Larson and Gratton. No member voted against the motion. The motion carried.

A motion was made by Gratton, seconded by Streyle, to approve the minutes for the regular meeting held on Wednesday, October 4, 2023, and a special meeting held on Monday, November 1, 2023. The motion carried unanimously.

**Old business:**

Streyle motioned to accept the snow removal bid submitted by Ritterman Excavation. This contract will come into effect immediately and will expire on October 31, 2024. Larson seconded, and the motion carried unanimously.

A motion was made by Gratton, seconded by Larson, to notify Arlen Anderson that the damage to his property has worsened with the weight of the recent snowfall. The council is requesting a plan to be presented at the December meeting outlining the timeline for demolition. The motion carried unanimously.

Nelsen made a motion to forward three properties to the Benson County States Attorney for enforcement. Larson seconded the motion, and the motion carried unanimously.

**New Business**

Larson motioned to increase the Leeds Cemetery Sexton’s annual payment from $300 to $500 starting in 2024. The 2023 payment will be paid as presented. Gratton seconded, and the motion carried unanimously.

A motion to set a minimum purchase of $7000.00 per lot for remaining unsold parcels located in the Industrial Park addition was made by Larson. Gratton seconded the motion, and the motion was carried unanimously.

The next council meetings have been scheduled for January 10 and February 7, 2023.

A motion was made by Larson, seconded by Gratton, to approve payroll and accounts payable. The motion carried unanimously. The bills are as follows:

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| --- | --- |
| Astech  | $90,196.92 |
| Benson Co. Farmers Press | $365.13 |
| Benson County Sheriff’s Department | $600.00 |
| Benson County Treasurer  | $7,630.25 |
| Bobcat-Interstate Billing Service | $98.55 |
| Bravera Bank | $3.00 |
| Cendak Cooperative | $996.65 |
| Core & Main | $77.28 |
| Diane Hoffman | $82.23 |
| Doubleday Book Club | $57.45 |
| Engraphix | $71.82 |
| Farmers Union Oil Co. –York | $55.00 |
| First District Health Unit | $30.00 |
| Gessner Iron Works, LLC | $72.72 |
| Hawkins | $739.37 |
| James Braun | $300.00 |
| Kari Follman | $431.99 |
| Leeds Airport Authority | $318.85 |
| Leeds Cemetery | $1,365.00 |
| Lynnes Masonry LLC | $1,200.00 |
| Mac’s Hardware | $33.17 |
| NAPA Auto Parts  | $24.49 |
| NCB Electric LLC | $56.86 |
| ND Job Service | $20.37 |
| ND Tax Commissioner | $98.48 |
| NDTC | $258.45 |
| Nelsen Enterprises | $450.00 |
| Northern Plains Electric | $491.40 |
| NRG Technology Services  | $1,471.40 |
| Ottertail Power Co.  | $3,272.35 |
| Payroll | $20,912.99 |
| Plunkett’s Pest Control | $83.82 |
| Ritterman Excavating | $43,968.82 |
| Secretary of State | $72.00 |
| USDA | $47,402.00 |
| Verizon | $52.89 |
| Veseris | $1,874.24 |
| Visa  | $815.31 |
| Waste Management  | $5,451.54 |

A motion was made by Larson, seconded by Nelsen, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:00 p.m.

