**CITY OF LEEDS**

**Minutes**

**February 2, 2022**

**6:00 PM**

A regular meeting of the Leeds City Council was called to order by Mayor Nick Parslow on Wednesday, February 6, 2022, at 6:10 PM at Leeds City Hall. Present were Council Members: Kyle Nelsen, Rob Nelsen, and Patrick Streyle. Councilmember Kris Larson was absent. Also present were city employees: Jacob Eback and Kari Follman.

**Sheriff Report**

No report was given by the Sheriff.

**Engineering**

Kyle Nelsen presented resolution 02-02-2022-01 authorizing the Leeds City Council to obtain a grant through the USDA Larson moved for its adoption. This grant will pay for a study of the existing water plant. The motion for the adoption of the foregoing resolution was duly seconded by Council Person Rob Nelsen, and upon vote being taken thereon, the following voted in favor thereof: Patrick Streyle, Kyle Nelsen, and Rob Nelsen. No members voted against the resolution; member Kris Larson was absent and did not vote. Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and attested by the City Auditor.

**Public Works**

A motion was made by Rob Nelsen, seconded by Kyle Nelsen, to approve a Service Agreement with North Dakota Sewage Pump and Lift Station to provide annual inspections. The motion carried unanimously.

Kyle Nelsen motioned to approve the quotes from NCB Electric for installation of two ceiling fans in the city shop and updating lighting to LED fixtures in the city office and conference room. Streyle seconded the motion. The motion carried unanimously.

Jacob reported on a water break by Jeff Dunlap’s.

The Council intends that the vehicles located at dump grounds be used by the fire department for training. The City will then dispose of these vehicles.

The owner of Jan’s RV and Lodge had some concerns with snow piling on her property. The City will not place any snow on her lot but cannot control citizens putting snow there. The owner also wanted to downsize her garbage dumpster during the off-season. The Council advised her to keep the dumpster in her possession as she may have difficulty getting a larger dumpster come spring due to a dumpster shortage.

A motion was made by Kyle Nelsen, seconded by Streyle, to accept public works’ timesheets. The motion carried unanimously.

Streyle made a motion to accept the Public Works Superintendent’s Report; Rob Nelsen seconded the motion, motion carried unanimously.

**Financials**

Kyle Nelsen made a motion to approve Fund Transfers for the year-end of 2021. $195,000 will be transferred from the Sales Tax Fund to the Highway Fund, $50,000 will be transferred from the General Fund to the Highway Fund. Earlier approved transfers in 2021 were $4668.00 from Sewer Project Fund to Sewer USDA reserve Fund and $2834.43 from the Special Assessment Mill Levy Fund to the Sewer Assessment Fund to finalize sewer specials on the Old City Hall lot. The motion was seconded by Rob Nelsen. The motion carried unanimously.

A motion was made by Streyle, seconded by Kyle Nelsen, to have CPA Harold Rotundra compile the 2021 audit. The motion carried unanimously.

Streyle made a motion, seconded Rob Nelsen, to accept the financial report. The motion carried unanimously.

A motion was made by Kyle Nelsen, seconded by Streyle, to approve minutes for the regular meetings held on 12-07-21 and 1-05-22. The motion carried unanimously.

**Old business:**

The City will plan for chip sealing and possibly another paving project in 2022.

**New Business**

A motion was made by Streyle, seconded by Rob Nelsen, to dispose of selected records from 2015-2017. All record retention guidelines have been followed. The motion carried unanimously.

The Leeds City Council will send a letter to the Benson County Sheriff outlining their concerns about patrolling issues. The Benson County Commissioner will receive a copy of this letter.

A motion was made by Rob Nelsen, seconded by Streyle, to approve payroll & accounts payable. The motion carried unanimously. The bills are as follows:

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| Bank of ND | $14891.70 |
| Benson Co. Farmers Press | $48.00 |
| Benson County Sheriff Department | $600.00 |
| Benson County Treasurer  | $376.74 |
| Bobcat-Interstate Billing Service | $4000.00 |
| Cendak Cooperative | $847.65 |
| Central Painting and Sandblast | $1800.00 |
| Diane Hoffman | $165.91 |
| Farmers Union Oil Co. –York | $341.89 |
| Grand Forks Utility Billing | $26.00 |
| Hawkins | $2317.02 |
| Lake Region Corporation | $40.00 |
| Leeds Airport Authority | $10412.86 |
| Michelle Fisk | $300.00 |
| NDTC | $165.48 |
| Northern Plains Electric | $679.16 |
| NRG Technology Services  | $83.71 |
| Ottertail Power Co.  | $3294.50 |
| Payroll | $11,672.08 |
| Plunkett’s Pest Control | $72.28 |
| Railroad Management  | $1005.45 |
| Softline Data INC | $24.65 |
| US Postal Service  | $68.80 |
| Verizon | $85.50 |
| Waste Management  | $5,221.76 |

A motion was made by Kyle Nelsen, seconded by Streyle, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 8:40 PM.

