

CITY OF LEEDS
Minutes
June 3, 2013

A regular meeting of the Leeds City Council was called to order by Mayor Lloyd Himle on Monday, June 3, 2013, 6:00 pm at Leeds City Hall. Present were Council Members: Pete Ritterman, Terry Westphal, Linda Himle and Kyle Nelsen. Also present were Chris Landis of Ironsides, Marques Stricker of Cenex. The council spoke with Duane Peiler via conference call. City employees: Nicky Ritterman, Edythe Nelsen, Kari Follman and Justin Nelsen were also present.

Public Hearing/Public Comments

Chris Landis informed the council on their options for trading in the City's current skid steer. Bobcat has an annual trade in program for municipalities.

Marques Stricker of Cenex addressed the council about propane service. The City currently receives propane from York Farmers Union and will continue to do so. Mr. Stricker was reassured that the City does business with Cenex in Leeds each month.

Auditor/Financial Information

A motion was made by Ritterman, seconded by Linda Himle, to require Account 129, to pay Water Sewer and Garbage bill in full. The motion carried.

Nelsen made a motion, seconded by Linda Himle, to discontinue service to property and to suspend late fees on account 129. The motion carried.

Nelsen made a motion to approve timesheets for the Auditors, Public Works Superintendent, and the Library staff. The motion was seconded by Westphal and carried

A motion to approve financial reports was made by Ritterman. The motion was seconded by Nelsen. The motion carried.

Minutes

Ritterman made a motion, seconded by Westphal, to accept the May meeting minutes. The motion carried.

Public Works Superintendent

A motion to have Justin Nelsen help move bleachers for the Park Board was made by Ritterman. The motion was seconded by Nelsen and carried.

Ritterman made a motion to authorize Justin Nelsen to help with reasonable requests for assistance from local organizations. Honoring requests will be at Justin discretion and should not interfere with his City duties. The motion was seconded by Nelsen. The motion carried.

Old Business

The City will obtain a pay-off amount on the City Shop. Kyle Nelsen will inquire about an abstract for the property.

The Horizons Committee will meet in the near future to determine how to dispose of their assets. Kyle Nelsen and Edythe Nelsen will meet to compare notes to determine a proper balance for the Horizons Fund.

Justin Nelsen has tried several mowers and will choose one soon.

New Business

A motion was made by Nelsen, seconded by Ritterman, to proceed with small claims action on any account that is 120 days past due, providing the balance is greater than expense incurred in the filing of the claim. The motion carried.

Nelsen moved to have City Attorney draft a notice to property owner at Lots 11 & 12, Block 7, Garvers Addition to cure defects in property or the City will start with condemnation procedures. The motion was seconded by Ritterman. The motion carried.

Nelsen made a motion for the City to replace 12 curb stops. The City will hire B & J for the services and will bill corresponding balances to each property owner. B & J is to provide actual cost to each property owner. A notice will be mailed to each property owner that they are scheduled to have curb box replaced. The motion was seconded by Ritterman. The motion carried.

A motion was made by Ritterman, seconded by Westphal, to obtain additional cards for the City's Visa account. These will be ordered to include employee's name along with the City of Leeds. The cards currently do not state name of employee and we have been notified by vendors that this is not sufficient. The motion carried.

Nelsen made a motion for Justin Nelsen to purchase sprayer for back of Kubota, not to exceed \$1500.00. Motion was seconded by Ritterman and carried.

A motion to purchase an ad for the Community Calendar sponsored by the Leeds Active Women was made by Ritterman. An ad will be purchased for both the City and the Leeds Library. The Motion was seconded by Linda Himle. The Motion Carried.

Decision whether to purchase Brushcat Rotary Cutter was tabled until July.

A motion was made by Ritterman, seconded by Nelsen to approve building permits for Gary Larson, Terry Westphal, Jack Macholl, and Betty Anderson.

Ritterman made a motion to accept a raffle permit policy. Westphal seconded the motion. The motion carried.

Nelsen made a motion for the City to apply for a mailing permit. Ritterman seconded the motion. The motion carried.

A motion to approve building permits submitted by was made by Linda Himle and seconded by Westphal. The motion carried.

Nelsen made a motion seconded by Ritterman, to waive arrearage amount for the Leeds-York Wildlife Club, however they are required to provide proof of insurance coverage. The motion carried.

A motion was made by Nelsen, and seconded by Ritterman to request a quote for a new Water, Sewer and Garbage rate study from the company the provided the last review of WSG rates. The motion carried.

Ritterman made a motion to have Justin Nelsen tear down garage at Lots 12 & N2 of Lot 11, Block 1, Gronbecks Addition that has been condemned by Lake Region District Health. The property owner, will be charged for expenses. The motion was seconded by Linda Himle and carried.

A motion was made by Ritterman, seconded by Linda Himle, to send a reminder notice to seasonal property owners that they are required to submit meter readings. Failure to submit readings will result in fees and possible disconnection. The motion carried.

Ritterman made a motion, seconded by Westphal, to bond Auditors. The motion carried.

A motion to reimburse Justin Nelsen per month for purchasing iPad data service on his personal cell phone bill was made by Ritterman and seconded by Linda Himle. The motion carried.

Ritterman made a motion, seconded by Nelsen to approve payroll and accounts payable.

The bills are as follows:

B & H Oil	\$386.71
Benson Co. Press	\$177.12
Benson County Sheriff	\$200.00
Chad Nelsen	\$863.11
City of Minot	\$60.00
City of Rugby	\$483.90
Econo Sings	\$238.82
Farmers Union Oil Co.	\$87.31
Farmers Union Oil Co. –York	\$512.83
Gibbens Law Office	\$840.00
Hawkins	\$1111.87
Hendrickson Electric	\$287.22
Leeds Active Women	\$30.00
Leeds Airport Authority	\$813.10
LTP Enterprises Inc.	\$129.00
Lyle Signs Inc.	\$86.05
Mac’s Hardware	\$281.00
Mr. Justin Nelsen	\$75.00
Mrs. Bonnie Himle	\$71.25
Mrs. Michelle Fisk	\$365.00
Mr. Brain Elverud	\$410.00
Mrs. Diane Hoffmann	\$29.67
North Dakota Insurance Depart.	\$6.59
NDTC	\$394.59
ND League of Cities	\$60.00

Northern Plains Electric	\$571.91
One Call Concepts	\$7.70
Ottertail	\$2237.88
Payroll- May	\$6906.64
Rugby Sanitation	\$3921.60
Sign Pro	\$55.75
TEAM Lab Chemical Corp	\$670.00
United Community Bank	\$4226.83
Visa	\$405.79

A motion was made by Linda Himle, seconded by Ritterman to adjourn the meeting. The motion carried. Meeting adjourned at 9:30 pm

X

Lloyd Himle
Mayor

X

Kari Follman
City Auditor