**CITY OF LEEDS**

**Minutes**

**August 2, 2023**

**6:00 PM**

A regular meeting of the Leeds City Council was called to order by Mayor Nick Parslow on Wednesday, August 2, 2023, at 6:00 PM at Leeds City Hall. Present were Council Members Kyle Nelsen, Tony Gratton, Patrick Streyle, and Kris Larson. Also present were city employees Al Lundstrom, Gina Harkness and Kari Follman. Tom Litchy, Astech Corporation, attended the meeting for a short time. Erin and Stuart Kersten also briefly attended the meeting.

**Sheriff Report**

Sheriff Rode did not attend the meeting. No Sheriff’s report was presented.

**Public Hearing**

Tom Litchy of Astech Corp. was invited to attend to discuss the micro-surfacing technique they proposed for old Highway 2 through town. This application would be in place of chip sealing. Mr. Litchy reported that it would be superior to chip sealing as it would have greater longevity with similar costs.

Larson motioned to accept Astech Corp.'s bid for micro-surfacing old Highway 2. Gratton seconded the motion and the motion carried unanimously.

Erin and Stuart Kersten presented an application for a city liquor license. Nelsen motioned to approve Kerstens’s application for a license for on and off-sale liquor and beer for Earl’s Bar. Larson seconded the motion and the motion was carried unanimously.

**Public Works**

A motion was made by Streyle, seconded by Gratton, to approve the purchase of a Bobcat mower. The Altoz mower will be traded to the Bobcat dealership. The motion carried unanimously.

Streyle made a motion to accept the Public Works Superintendent’s report, Larson seconded the motion and the motion carried unanimously.

A motion was made by Gratton, seconded by Nelsen, to approve the employees’ timesheets. The motion carried unanimously.

**Financials**

A motion was made by Streyle, seconded by Nelsen, to approve the 2024 preliminary budget. The public budget hearing will be held on September 13, 2023. The motion carried unanimously.

Larson made a motion, seconded by Gratton, to accept the financial report. The motion carried unanimously.

A motion was made by Gratton, seconded by Larson, to approve minutes for the regular meeting held on July 12, 2023. The motion carried unanimously.

**Old business:**

Streyle presented resolution 08-02-2023-01 to alter the city fee schedule. Tony Gratton moved for its adoption. The previous fee schedule was last updated on December 7, 2021, and took effect on February 24, 2022. Be it resolved by the Leeds City Council deeming it necessary to revise the fee schedule for the City of Leeds hereby directs changes to the following rates:

The water monthly rates will increase from $31.00 to $32.00 for the residential base rate and from $40.00 to $42.00 for the non-residential base rate. Rates for water usage will increase from $6.65 to $7.00/1000 gallons for residential and $7.70 to $8.00/1000 gallons for non-residential accounts.

The sewer rates for base charges will remain the same at $11.00/month for the residential base rate and $12.30/month for the non-residential base rate. The usage rates will increase from $1.55 to $1.75/1000 gallons for both residential and non-residential accounts.

The monthly garbage rate for totes will remain the same at $28.00 for a tote and $17.00 for a second tote. The monthly rates for dumpsters will increase as follows: a 2-yard dumpster rate will increase from $75.00 to $80.00, a 3-yard dumpster rate will increase from $100.00 to $110.00, a 4-yard dumpster rate will increase from $140.00 to $155.00, a 6-yard dumpster rate will increase from $180.00 to $195.00. The monthly rate for Park Vue Apartments will increase from $392/month to $410/month. The 8-yard dumpster monthly rate will remain the same at $240.00/month.

The Facilities Infrastructure Fund’s, or FIF, monthly rate will remain the same at $5.00/month for residential accounts and $7.00/month for non-residential accounts. The above-mentioned rates are all charged per month.

The policy for disconnected accounts will remain the same. Disconnected accounts will incur monthly charges for the FIF, Mosquito, Water Improvement, and Sewer Improvement Funds. The fee for the garbage tote can be removed from the monthly billing for disconnected accounts if the garbage is not being used. Fees for disconnection and reconnection remain the same at $0 for disconnection and $150.00 for reconnection.

Dump ground fees for access outside of posted hours will increase from $30.00/trip to $40.00/trip for residents and from $40.00/trip to $50.00/trip for non-residents. Non-residents are charged based on the volume of garbage. White Good Disposal has increased from $40.00/item to $45.00/item for non-residents. All other charges for non-residents remain the same. Dump ground usage for residents during operation hours remains free of charge.

The personnel charge will increase from $45.00/hour to $50.00/hour. The Equipment charge will increase from $75.00/hour to $80.00/hour.

Bulk water fees will increase from $30.00 to $35.00 for the annual account fee, and the rate for usage will increase from $15.00/1000 gallons to $16.00/1000 gallons.

The fee for replacing a water meter will change from a flat rate to the current cost of the meter plus 40% of that amount.

All other charges on the fee schedule remain the same.

The motion for the adoption of the foregoing resolution was duly seconded by Council Person Larson, and upon vote being taken thereon the following voted in favor thereof: Kris Larson, Kyle Nelsen, Patrick Streyle, and Tony Gratton. No members voted against the resolution and no member 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.

A motion was made by Gratton, seconded by Nelsen, to approve the second reading of the First Amendment to Ordinance Chapter 18. Nelsen, Gratton, Streyle and Larson voted in favor of the motion, and no member voted against the motion. Whereupon the ordinance was declared duly passed and adopted and was signed by the Mayor and attested by the City Auditor.

Nelsen made a motion to authorize auditor staff to drive around and perform a second assessment of nuisances of the properties that received letters in July 2023. They are to bring recommendations to the September 2023 meeting. The motion was seconded by Gratton. The motion carried unanimously.

**New Business**

A motion was made by Nelsen, seconded by Larson, to approve building permit #1166, submitted by Dan Nybo, for new siding, windows, and doors and building permit #1167, submitted by Dustin Paulson, for a new garage. The motion carried unanimously.

Streyle made a motion, seconded by Gratton, to approve and authorize the Mayor to sign an agreement with Otter Tail Power Company to transfer ownership of street lights from the City to Otter Tail Power Company. This agreement was created several years ago, but Otter Tail Power Company failed to get the required documents signed. The motion carried unanimously.

A motion was made by Streyle and seconded by Nelsen to pay Keyara Lundstrom $250.00 for cleaning streets after the Harvest Days Street dance. The motion carried unanimously.

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

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| Ace Hardware  | $2.49 |
| Bechtold Paving, INC | $94,300.00 |
| Benson Co. Farmers Press | $982.50 |
| Benson County Sheriff Department | $600.00 |
| Cendak Cooperative | $694.83 |
| Cindy Ritterman | $150.00 |
| Clute Office Equipment | $640.00 |
| Core & Main | $1,516.23 |
| Diane Hoffman | $106.72 |
| Doubleday Book Club | $52.96 |
| Gina Harkness | $36.09 |
| Grand Forks Utility Billing | $26.00 |
| Houtcooper | $303.26 |
| Keyara Lundstrom | $250.00 |
| Lake Ready Mix, INC. | $800.00 |
| Lake Region Corporation | $60.00 |
| Leeds Airport Authority | $248.50 |
| NAPA Auto Parts  | $23.98 |
| ND Job Service | $33.90 |
| ND Tax Commissioner | $333.49 |
| NDTC | $258.70 |
| Northern Plains Electric | $602.15 |
| NRG Technology Services  | $83.71 |
| Ottertail Power Co.  | $1,811.66 |
| Payroll | $15,137.28 |
| Plunkett’s Pest Control | $81.82 |
| Storey Kenworthy  | $71.38 |
| Uline | $217.06 |
| Verizon | $52.72 |
| Visa  | $844.84 |
| Waste Management  | $5,451.54 |

A motion was made by Gratton, seconded by Streyle, to adjourn the meeting. The Motion carried unanimously. The meeting was adjourned at 8:30 PM.

