

**CITY OF LEEDS**  
**Published Minutes**  
**August 5, 2013**

A regular meeting of the Leeds City Council was called to order by Mayor Lloyd Himle on Monday, August 5, 2013, 6:00 at Leeds City Hall. Present were Council Members: Pete Ritterman, Terry Westphal, Linda Himle and Kyle Nelsen. Also present were Ken Hoffert and Brian Maddock, Benson County Water Board; Sheriff Steve Rohrer, Donald Malchose, Angela Jackson, Betty Anderson, Duane Jacobson and Kim Nelsen. City employees present were: Nicky Ritterman, Edythe Nelsen, and Kari Follman. Justin Nelsen was absent.

**Public Hearing/Public Comments**

Sheriff Rohrer presented his monthly report to the Council.

Mayor Himle exited the meeting at 6:10 to accompany Benson Co. Water Board members to investigate standing water issues the City has been plagued with. Council president Pete Ritterman conducted the meeting in Mayor Himle's absence.

Mr. Malchose addressed the Council about property that he had sold to the City that has not been recorded with the Benson County Recorder. Nelsen made a motion for the City to make a check to Benson County Tax Authority for taxes owed. Galen Mack will then record the deed on the City's behalf. Linda Himle seconded the motion. Voting yea were Nelsen, Ritterman and Linda Himle. Westphal abstains. The motion carried.

Ms. Jackson presented the Council her plans for completing needed improvements to her property. The Council agreed to allow the Jacksons more time to do needed improvements as long as progress continues. Ms. Jackson a submitted building permit for upcoming work.

Mr. Jacobson addressed the Council on recent drainage work done by his neighbor adjacent to his yard. Nelsen made a motion, seconded by Westphal, to have a Council member contact the property owner to develop a plan for filling in trench with rock and cleaning up the site. Cost incurred by the City will be billed to the property owner. The motion carried.

Ms. Anderson reported on the status of her and Cory Dokken's properties. One residence is near completion. She presented artist renditions on what the other properties will look like when completed. She also presented a survey map of property at 7 & 8, Block 9, Original Townsite. A hearing to vacate alleyway on west side of this property will be published.

Mrs. Nelsen inquired about purchasing City property located SE of her home. Westphal made a motion, seconded by Linda Himle to list property for sale by bids. Voting yea were Westphal, Linda Himle and Ritterman. Kyle Nelsen abstained. The motion carried.

**Public Works Superintendent**

Council will require ND State Mileage form be presented for employees' reimbursement for mileage.

Nelsen made a motion to proceed with the purchase of a lift station alarm. Public Works Superintendent will choose which company to purchase from. The motion was seconded by Westphal and carried.

A motion to accept request for community service hours to be served by working for the City was made by Nelsen, seconded by Westphal. Voting yea were Nelsen, Westphal and Linda Himle. Ritterman abstained. The motion carried.

Mayor Himle returns to the meeting at 7:30pm and reports that a couple of culverts were plugged. The Water Board will investigate further and report back to the Council. Mayor Himle resumes conduction of the meeting.

### **Auditor/Financial Information**

Nelsen made a motion to accept timesheets. Linda Himle seconded the motion. The motion carried.

A motion to accept Fund Balance report was made by Nelsen. Ritterman seconded and the motion carried.

Nelsen made a motion, seconded by Ritterman, to accept aged balance report. The motion carried. The council will consider whether to try to collect delinquent balances by placing them on special assessments or filing a small claims suit.

Ritterman made a motion to accept Profit and Loss, Balance Sheet, and Reconciliation report. Linda Himle seconded the motion. The motion carried.

A motion to accept July minutes was made by Ritterman, seconded by Linda Himle. The motion carried.

### **Old Business**

Nelsen has requested Benson County Abstract Company to begin preparation of an abstract for the property the City Shop is located on.

A motion was made by Ritterman, seconded by Westphal, to designate Kyle Nelsen to meet with Ms. Duran to receive her signature on a contract detailing the procedure for the demolition of a structure located on her property. Once the document is signed it will be sent to Gibbens Law Office. The motion carried.

Ritterman made a motion, seconded by Nelsen, to obtain financing through United Community Bank for Bobcat skid steer and brush cutter attachment. Lloyd Himle and Nicky Ritterman were designated to be agents on the City's behalf. The Council requests a 5 year term for this note. The motion carried.

Nelsen made a motion, seconded by Westphal, that the Horizons laptop computer will now be property of the City. It has been determined that the Horizons Fund has a balance of \$7600.00. The Horizons committee will meet to determine how to disperse these funds along with a projector and screen. The motion carried.

A motion was made by Nelsen, seconded by Ritterman, to accept the second reading of the following resolution: Water and Sewer rates will increase from \$25.00 to \$27.50 for the base water charge, \$4.50 to \$5.00 per 1000 gal of usage, from \$8.00 to \$8.50 for the sewer base rate and from \$0.50 to \$0.75 per

1000gal of usage for the sewer rate for residential accounts. For non-residential accounts WSG rates will increase from \$31.00 to \$33.50 for the base water charge, \$5.50 to \$6.00 per 1000 gal of usage, from \$8.00 to \$8.50 for the sewer base rate and from \$0.50 to \$0.75 per 1000gal of usage for the sewer usage rate. The garbage can rate will increase from \$22.00 to \$23.00 for both residential and non-residential customers. The new rates will be implemented on Oct 1, 2013. The motion carried. The remainder of the city fee schedule shall be reviewed at the September meeting.

The Leeds-York Wildlife Club still owes the City \$10.00 for the 2013 Lease for the use of the reservoir. They have provided the City with proof of liability insurance. Kyle Nelsen will talk with Brian Leapaltd.

### **New Business**

Ritterman made a motion to approve building permits submitted by Kurt Wensmann, Luella Follman, Chad Nelsen, Todd Nelsen, Keith Streyle, Kory Dokken, Angela Jackson and Kris & Jessica Larson. The motion was seconded by Linda Himle. Voting yea were Ritterman, Westphal, and Linda Himle. Nelsen abstained. The motion carried.

A motion was made by Ritterman, seconded by Linda Himle, to allow the Auditors to attend training for QuickBooks Accounting Software in Fargo in December 2013. The motion carried.

The regular monthly meeting of the Leeds City Council will remain on the first Monday in September despite the Labor Day Holiday.

Ritterman made a motion to designate Kyle Nelsen to respond to a letter received from Arlen Anderson on behalf of the Council. Linda Himle seconded the motion. The motion carried.

Nelsen made a motion for the City to draft letters to several residences on issues that need to be addressed. Linda Himle seconded the motion and the motion carried.

A motion was made by Nelsen, seconded by Linda Himle, to contact Lake Region District Health on two properties. The motion carried. The City will request assistance on Old City Hall and Brian Elverud's former residence located at 235 2<sup>nd</sup> St SE.

Ritterman made a motion, seconded by Nelsen, to appoint Kari Follman as FEMA agent for 4128-DR-ND. The motion carried.

Justin Nelsen is to check to see if proper signage is posted for city truck route.

The City will send a letter to Rugby Sanitation requesting contact information.

Ritterman reported on City cost-share for a 2014 County Road repair project. Benson County may conduct road maintenance on the County Road that runs through city limits. The County estimates the City will likely be responsible for approximately \$20,000.00 for the project.

Motion made by Ritterman, seconded by Nelsen to approve monthly bills. The motion carried.

The bills are as follows:

Adapco, Inc.	\$1,215.40
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B & H Oil	\$356.34
B & J Excavating, INC.	\$3,200.00
Bank of ND-water bonds	\$13,312.57
BARCO Products Co.	\$383.62
Benson Co. Hwy.	\$220.00
Benson County Sheriff	\$200.00
Benson Co. Treasurer	\$153.00
Mr. Chad Nelsen	\$863.11
City of Minot	\$60.00
Data Services Unlimited	\$1,582.37
Demco	\$88.34
Farmers Union Oil Co. –York	\$638.89
Gibben Law Office	\$212.62
Grand Forks Utility Billing	\$26.46
Hawkins	\$2,017.16
Houim Contracting & Tree Service	\$310.00
Leeds Airport Authority	\$163.17
Leeds Body Shop	\$92.50
Lotvedt Lumber, INC	\$100.00
Lyle Signs Inc	\$67.73
Mr. Justin Nelsen	\$2,049.33
Mr. Kelly King	\$100.00
Mrs. Bonnie Himle	\$75.00
Mrs. Diane Hoffmann	\$46.00
NAPA	\$119.68
NDTC	\$385.73
North Dakota Insurance Dept	\$1,355.15
Northern Plains Electric	\$422.67
Northwood Sales	\$486.34
One Call Concepts	\$42.90
Ottertail	\$1,355.01
Quill	\$540.70
Payroll-July	\$8,421.92
Ritterman Trucking	\$3,692.80
Rugby Sanitation	\$4,003.95
Susag Sand & Gravel Inc.	\$800.00
Tracy's Market	\$22.20
United Community Bank	\$4,283.60
US Postal Service	\$74.25
USA Blue Book	\$51.97
Van Diest Supply Co.	\$1,248.75

Motion made by Ritterman, seconded by Nelsen to adjourn meeting. The meeting was adjourned by Mayor Lloyd Himle at 9:15 p.m.

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Lloyd Himle  
Mayor

X

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Kari Follman  
City Auditor