

## City Council Meeting December 2, 2016

The City Council met at 10:40 AM at Oakes Community Center with the following members present: Mayor Zimmer and Council: O'Brien, Ford, Engel, Harris, and Conklin. Visitors present: Greg Gebhardt and Jerod Klabunde-Moore Engineering. Employees present: Marke Roberts, Pat Nelson, and April Haring.

Minutes, Auditor and Court Reports: Conklin moved, Ford second to approve minutes and all other reports as presented, carried.

Bills:

Conklin moved, O'Brien second to approve bills as listed, roll call approved:

NDPERS 457	82.50	Arnie Widmer	4.80
B&K Murphy Plumbing	23,157.92	Novak Electric	594.90
Remote Systems Integration	300.00	STS Construction	70,393.23
Waste Management-Recycling	414.22	Edward Jones	50.00
Flex	1,950.00	Sara Iverson	850.00
Ameripride	92.80	B&K Murphy Plumbing	696.42
Bowers Tree	525.00	Companion Life	562.82
Computer Express	222.99	Dakota Improvement	1,374.10
Domines Sales & Service	2,586.56	Economy Propane	1,076.61
Ferguson Waterworks	111.92	Galls	168.05
Gary Neuharth	600.00	Grace Lutheran Church	25.00
Hawkins	2,674.65	Henninger Lawn Mowing	2,200.00
Lau Motors	72.63	MDH Construction	800.00
Moore Engineering	97,616.91	Municipal Government Academy	25.00
Rural Water Systems	230.00	NDPERS-Group Insurance	14,019.82
NDPERS-Retirement	6,982.29	Novak Electric	1,345.44
Oakes Area Chamber of Commerce	67.00	Oakes Enhancement Inc	11,257.70
Oakes Times	187.20	Oakes Veterinary Service	30.00
Otter Tail Power	5,679.62	Quill	343.71
Rods Cleaning	280.00	Rons Heating and Appliance	379.93
Sanitation Products	1,615.24	Starion Bank	2,407.04
Team Laboratory	222.50	Verizon Wireless	148.90
Virginia Pratschner	980.00	Visa-City	1,165.38
Waste Management-Landfill	2,255.26	Starion/PSN – Bank Fees	405.35
Payroll Taxes	13,184.57	Salaries	39,518.91

Committee Reports:

**Personnel Policies**, First Reading of Revisions and amendments.

Forward arrived at 10:42 AM.

Rachel Bruner-Kaufman from Pierce-Durick PLLC was contacted to consult on police department employment issues. She has reviewed the information and had an opinion and advice for the Council. Forward moved, O'Brien second to enter an executive session for attorney consultation regarding and in anticipation of reasonably predictable civil or criminal litigation or adversarial administration proceedings, and to discuss negotiating strategy and to provide negotiating instructions regarding Separation Agreement and General Release of Matt O'Brien pursuant to N.D.C.C. § 44-04-19.1(2), (5) and (9). Roll call: Harris-yes, O'Brien-yes, Engel-yes, Ford-yes, Conklin-yes, Forward-yes; roll call approved.

The executive session was recorded and called to order at 10:44 AM and was attended by Rachel Bruner-Kaufman via telephone, Mayor Zimmer, Council: Conklin, Engel, Harris, Ford, Forward, and O'Brien, Employees: Marke Roberts and April Haring.

The executive session was adjourned at 11:42 AM and meeting was back in open session.

Ford left at 11:45 AM.

Engineer Report:

**Street Improvement-Future Needs**, evaluation and plan for needed street improvements should be discussed with the Street Committee; time will be set up this winter to review the condition of street and prioritize improvements.

**2016-1 Lagoon Improvement District** plans and specifications are complete. O'Brien moved, Conklin second to introduce and approve RESOLUTION TO APPROVE DETAILED PLANS AND SPECIFICATION FOR LAGOON IMPROVEMENT DISTRICT 2016-1. Roll call approved. Harris moved, O'Brien second to introduce and approve RESOLUTION DIRECTING ADVERTISEMENT FOR BIDS FOR CONSTRUCTION FOR LAGOON IMPROVEMENT DISTRICT 2016-1. Roll call approved.

**NW Drainage Outlet**, a preconstruction meeting was held with property owners and contractors to review proposed plans; few adjustments will need to be made, but the plan is still to have the project completed before spring fieldwork. One property owner was not present, and Pat Nelson feels should be contacted before work beginning. O'Brien moved, Conklin second to proceed with construction pending landowner approval and accepted costs by Forward and Nelson, carried.

Building Permits:

The following application was tabled for further information and to determine if variance will be needed:

1. Dan Trageton, Lot 1 Block 33 WTL, addition to garage

Bills:

O'Brien moved, Forward second to pay BK Murphy Invoice 10670 for \$372.50 to unplug sewer drain but request the items from the bid, water and recirculating pump, be installed as full payment has been made, carried.

Visitors:

Greg Gebhardt asked the Council questions regarding a property tax exemption for Katie Haberman. She requested a tax exemption based on improvements to the home made by the prior homeowner. The Council is working on gathering information and determining how to administer the exemption. A determination should be made soon.

Committee Reports:

**Police Department** still receiving applications and scheduling interviews. Chief Marke Roberts thanked the Council for the opportunity to work for the City of Oakes and appreciated all his time here.

Unfinished Business: None

New Business:

**Employee Appreciation**, Conklin moved, Forward second to give \$150.00 in Oakes Bucks to each full-time City employee and \$75.00 in Oakes Bucks to each part-time City employee as an appreciation gift, carried.

**Employee Review and Salary Adjustments**, all employee reviews were completed and satisfactory.

O'Brien moved, Forward second to approve cost of living adjustment of 3.0% to employees as recommended by evaluations for 2017, roll call approved.

Announcements & Correspondence:

**Open House** following today's meeting from 1-6PM.

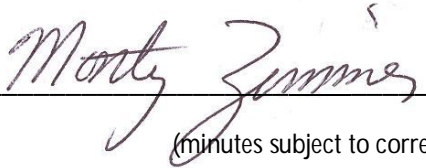
**OHS** invitation to view documentary file for December 7 at 3:45 PM and 6:00 PM

**Moore Engineering** Open House Invitation for December 16, 2015, at their West Fargo office.

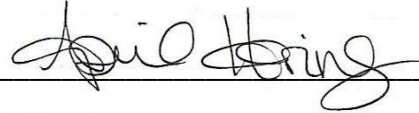
**SCDRC Regional Meeting** regarding Building Inspector Project for December 7 at 10 AM.

Forward moved, Conklin second to adjourn the meeting at 12:20 PM.

MAYOR



ATTEST



(minutes subject to correction and approval at the next regular meeting)