

## City Council Meeting July 8, 2024

The City Council met at 6:00 PM at Oakes Community Center with the following members present: Mayor Sitzler, Council: Hernandez-Waite, Harris, Kelly, Hollingsworth and Mayer. Employees present: Dan Brandner, Lee Bredeson, Jeremy Sitzler, Matt O'Brien and Zasha Johnson.

Mayor Sitzler introduced himself and welcomed everyone to the council. He spoke about his ideas for moving forward and explained his plan for portfolios and appointments. Mayer moved, Harris second to approve assignments as listed, carried.

### **Portfolio Assignments**

- Public Safety: Police & Fire – Day
- Public Safety: Cemetery, Health, Ambulance & Airport – Hernandez-Waite
- Finance: Harris
- Public Works: Trees/Parks, Lights, Permits & Variances – Mayer
- Public Works: Buildings, Water, Sewer & Garbage – Hollingsworth
- Public Works: Streets, Alleys, Sidewalks & Equipment – Kelly
- President- Harris
- Vice President – Mayer
- OEI Rep - Sitzler

### **Mayor Appointments**

- City Auditor, Zasha Johnson
- Chief of Police, Matthew O'Brien
- City Supervisor, Dan Brandner
- Health Office, Katie O'Brien
- Cemetery Sexton, Adam Dahlstrom

**Account Authorizations**, Harris moved, Hollingsworth second to introduce and approve RESOLUTION TO AUTHORIZE THE ADDITION OF MAYOR DOUG SITZLER TO THE LIST OF SIGNATORIES FOR THE CITY BANK ACCOUNTS AT ALL FINANCIAL INSTITUTIONS, carried.

Engineer Report: Josh Roehrich gave a brief update on the street construction project and answered a few questions from the council. He presented change order #1 which was due to the additional concrete work that was added to fix drainage issues. Kelly moved, Hernandez-Waite second to approve change order and new completion date, carried. Harris moved, Hollingsworth second to approve contractor's application for payment #1 for work completed to date, carried. Roehrich discussed the engineering agreement for the construction phase of the project. Harris moved, Kelly second to approve the engineering agreement amendment #1, carried. Harris moved, Hernandez-Waite second to approve street project engineering invoice 39025, carried. Harris moved, Hollingsworth second to approve water plant assistance invoice 39028, carried.

Minutes, Auditor and Court Reports: Mayer moved, Harris second to approve reports as presented, carried.

Gaming Site Authorizations: Mayer moved, Harris second to approve gaming site authorizations as listed, carried.

1. Hole in One Foundation – Angry Beaver
2. Hole in One Foundation – Harvest Inn

Tourism Fund Request: Harris moved, Mayer second to approve request for tourism funds from the American Legion for the fireworks display, carried.

Bills: Harris moved, Hernandez-Waite second to approve bills pending correction of NDLC payment, carried.

Aflac	118.10	Agtegra	980.00
Airport Weather Camera	12,254.42	Aqua Pure	21,306.61
Avid Hawk	200.00	B&K Murphy	95.00
Central Business Systems	175.50	City of Fargo	28.00
Computer Express	200.00	Dakota Valley Electric	220.00
Dakota Valley Services	670.00	DRN	969.34
Economy Propane	229.62	Fabian Pest Control	105.00
Factset	91.00	Heritage Ins.	19,644.00
Info Tech	209.60	James River Repair	73.50
Lee Bredeson	156.11	Linde Gas & Equipment	153.15
Mertz	43.07	Midwest Pest Control	75.00
Mid-States Organized Crime	50.00	Moore Engineering	347,510.13
Napa	150.21	ND League of Cities	1749.00
ND One Call	83.35	NDPERS INS	21,093.56
NDPERS-Retirement	9,482.42	Northern Truck Equipment	3000.00
OEI	12,754.85	Oakes Times	390.00
Otter Tail Power	7,722.68	Pitney Bowes	164.97
Praska's	441.66	Ray-Mac	814.05
Rod's Cleaning	80.00	Sanitation Products	647.51
Sirchie Acquisition	289.50	Starion Bank	2,407.04
Starion Bank	27,727.88	Steve Berntson	156.11
Sweeney	1618.10	Sweets & Stories	106.19
Tornado Stop	2100.99	USA Blue Book	564.75
Van Diest	773.80	Verizon	487.48
Vistos	190.48	Visa Credit Card-City	2826.64
Visa Credit Card-library	471.50	Waste Management-Landfill	9,609.25
Zack's Repair	136.82		
Payroll Taxes	16,240.12	Salaries	67,228.74

Committee Reports: The public works crew was directed to mosquito spray as often as possible. Discussed PSA about standing water and other factors contributing to mosquitos. Mayer inquired about property clean-up letters that had been sent, all have made progress and improvements. Hernandez-Waite brought up gravel and cones in intersections. Roehrich will reach out to the contractor to have them send a crew out to clean up those areas.

Unfinished Business: Second reading of zoning ordinance updates regarding property setbacks. Harris moved, Hernandez-Waite second to approve ordinance update as presented, carried. Chief O'Brien updated the council on part-time officer Jordan that will be available to help when needed. The police officer position is still open and being advertised. Agencies statewide are struggling to fill positions, there has been some interest but nothing solid yet. The county commissioners approved the community service contract for an additional 5 years. The flashing school zone signs on Highway 1 are not working, will see if it can be fixed or work on an option to replace.

New Business: Application for tax abatement was received for Lots 3-5 Block 35 Washburn's Addition, the assessment is not in conformity with the use of the property. Harris moved, Mayer second to approve the

abatement as presented, carried. A resident requested that their landfill charges be reduced after they tried to access the site on the Saturday of Irrigation Days when it was closed. In the future we will make note of closures further in advance for known events and holidays. Harris moved, Mayer second to reduce the charges, carried. Harris moved, Hollingsworth second to provide a letter of support to the county for a grant application to clean the courthouse exterior and dome, carried. Drew Courtney requested the city consider providing trash pickup to Guelph, the residents in Guelph would work to make it as easy as possible, no action taken. A request to pay a plumbing bill for a resident that experienced issues after their new water meter was installed failed to receive a motion, no action taken.

Announcements & Correspondence:

Water appropriation notice received from Robert Thorpe.

Mayer moved, Harris second to adjourn the meeting at 7:30 PM.

MAYOR \_\_\_\_\_

ATTEST \_\_\_\_\_

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

