

City Council Meeting  
December 3, 2018

The City Council met at 12:00 PM at Oakes Community Center with the following members present: Mayor Zimmer and Council: Schaefer, O'Brien, Forward, Harris, and Conklin. Engel was absent. Visitors present: Craig Rhyan, Ed Huffman, Matt Hill, Emily Ptacek-Oakes Area Chamber of Commerce, Katie Dahlstrom-Oakes Area Chamber of Commerce, Jerod Klabunde-Moore Engineering, and Cavin Berube-Moore Engineering. Employees present: Kevin Haring, Zasha Johnson, Jason Paradis, Matt O'Brien, Pat Nelson, and April Haring.

Engineer Report:

**2016-1 Lagoon Improvement**, construction part is complete. Staff and Council will be working on the water meter part of this project.

**2016-2 Main Lift Station Relocation**, discussion on outstanding engineering invoices. The additional expenses are related to the extra time due to project delays. Conklin moved, O'Brien second to approve payment of \$25,000.00 to Moore Engineering for engineering services, carried.

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

Bills: Conklin moved, Schaefer second to approve bills as listed, roll call approved:

Interstate Engineering	15,676.13	Swanberg Construction	76,829.40
Edward Jones	50.00	American Welding	30.61
B&K Murphy Plumbing	82.97	Dakota Improvement	232.50
Dakota Valley Electric-Airport	374.80	Dakota Valley Electric-Sign	28.32
Dickey Rural Communications	798.54	Ecolab Pest	106.97
Economy Oil	526.50	Information Technology Dept	68.85
Napa Parts	404.46	ND State Library	34.95
Swanberg Construction	154,568.70	Waste Management-Cardboard	764.74
Waste Management-Landfill	2,439.62	Waste Management-Recycle	646.88
3D Specialties	3,109.23	AFLAC	372.86
Ameripride Linen	124.15	Avid Hawk	200.00
Berubes	330.08	Circle R	288.81
City of Fargo	28.00	Computer Express	349.00
Dakota Supply Group	277.05	Economy Propane	937.20
Environmental Science Corp	285.00	Evoqua	39,718.16
Gahner Sanitation	882.00	GS Services	400.00
Hawkins	866.70	Paradis Law Office	500.0
ND One Call	5.45	ND Rural Water Systems	240.00
Oakes Enhancement Inc	11,792.73	Oakes Truck & Trailer	6,344.67
Otter Tail Power	6,991.72	Praskas Hardware	510.16
Quill	233.70	Rods Cleaning	350.00
Sanitation Products	418.87	Starion Bank	2,407.04
Sweets & Stories	236.10	Verizon Wireless	412.93
Visa-Library	398.28	Visa	146.32
Vistos Carquest	69.75	Waste Management-Landfill	2,404.88
Starion/PSN – Bank Fees		Payroll Taxes	12,682.51
Quarter Salaries	3,218.36	Salaries	41,469.69

Visitors:

**Craig Rhyan-Circle R and Ed Huffman-Northside Treats and Eats** requested financial assistance for sewer repairs. The service lines had to have clean-outs installed to correct the problem. The clean-outs are located in the boulevard by Fir Avenue and 6<sup>th</sup> Street. Discussion was held on repairs that were completed years ago when sewer service line was hit, Mayor Zimmer will contact the contractor to see if they would be

able to help with current repair costs. Harris moved, Forward second to pay for half the current sewer repairs, \$1,431.13 payable to Craig Rhyan, roll call approved.

New Business:

**Review Request for Alley Vacation**, Paradis requested to add all adjacent property owners on Block 7 Baldwins Addition to have entire alley vacated. Council agreed and will contact other property owners to complete and do publication requirements.

**City Auditor**, O'Brien moved, Conklin second to accept April Haring's resignation as City Auditor effective December 30, 2018, carried. Conklin and O'Brien have met with Deputy City Auditor Zasha Johnson and recommend her appointment to City Auditor. O'Brien moved, Conklin second to approve Mayor's appointment of Zasha Johnson as City Auditor with \$10,000 salary increase effective December 31, 2018, carried. The Deputy Auditor position will be reviewed and advertised.

**Employee Appreciation**, Forward moved, Harris 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 completed are satisfactory. O'Brien moved, Schaefer second to increase Tristan Nelson pay to D2 as he is now a full-time employee, carried. Forward moved, O'Brien second to approve cost of living adjustment of 3% to employees as recommended by evaluations for 2019, carried.

Announcements & Correspondence:

**Moore Engineering Open House Invite**, December 12, 4-7pm at West Fargo Office

O'Brien moved, Conklin second to adjourn the meeting at 12:50 PM.

MAYOR Marty Zimmerman ATTEST April Haring  
(minutes subject to correction and approval at the next regular meeting)