**CITY OF LEEDS**

**Minutes**

**June 12, 2023**

**6:00 PM**

A regular meeting of the Leeds City Council was called to order by Mayor Nick Parslow on Wednesday, May 3, 2023, at 6:05 PM at Leeds City Hall. Present were Council Members: Kyle Nelsen, Tony Gratton and Kris Larson. Council member Patrick Streyle was absent. Also present were city employees: Al Lundstrom, Gina Harkness and Kari Follman. Amy Curry and Julie Green joined the meeting for a short time.

**Sheriff Report**

Sheriff Rode did not attend. A report for April 2023 hours was presented.

**Public Hearing**

Amy Curry and Julie Green, on behalf of resident Harriet Bracken, attended the meeting. Ms. Curry was concerned about the storage of snow on her property and her garbage dumpster volume. She was instructed to contact 3rd party performing snow removal on nearby lots about not storing snow on her property. She is to contact City after her busy season to request changing her garbage pick-up frequency. Ms. Green also had concerns about snow storage on private property and a nuisance letter received on a vehicle. She will also contact the party moving snow next winter if this is still an issue. She reported that the vehicle in question is being sold and will be removed from city limits.

**Public Works**

A motion was made by Nelsen, seconded by Larson, to approve the agreement with rural water for GIS mapping. The motion carried unanimously.

Nelsen made a motion to accept the resignation of Derrick Kline as public works assistant and the hiring of Jordan Thompson to fill this position. The motion was seconded by Gratton. The motion carried unanimously.

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

**Financials**

A motion was made by Larson, seconded by Gratton, to accept employees’ timesheets. The motion carried unanimously.

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

A motion was made by Gratton, seconded by Larson, to approve the minutes for the tax equalization meeting and the regular meeting held on May 3, 2023. The motion carried unanimously.

**Additions to the Agenda:**

Mayor Nick Parslow asked if the City would pay for a dust suppression application for the gravel streets. The council agreed that the residents would need to coordinate and pay for the application of the dust suppression product. The City will not participate in this project.

**Old business:**

A motion was made by Nelsen, seconded by Gratton, to approve two paving projects for the 2023 Season. Project A with Knife River Materials will consist of mobilization, sweeping, tact, prefill and 1.5” overlay of the following streets: 1st Ave (west) from 1st St NW south to Old Hwy 2, 1st Ave (east) from Main Steet south to 1st St SW, 2nd Street SE from 1st Ave SE east to Central Ave S, 3rd Ave (east) from Main Street south to 1st St SE and 4th Ave SE from Main St south to Old Hwy 2. Project B with Bechtold Paving will consist of mobilization, leveling Old Hwy 2 and patching the west end of Old Hwy 2, along with any patchwork needed in other areas. Quoted price for Project A is $172,700 and Project B is $108,500.00. The motion carried unanimously.

Larson made a motion to accept the mayoral appointment of Gratton and Streyle to serve on a sub-committee to manage the nuisance issues with the Graber property. The motion was seconded by Nelsen. The motion carried unanimously.

**New Business**

A motion was made by Larson, seconded by Gratton, to approve the first reading to amend City Ordinance Chapter 18 relating to City Sales Tax. Article 2, sections 18.0201, 18.0202, 18.0203 and 18.0204 shall change the tax rate from 2 percent to 3 percent. Article 5 section 18.0501 shall be amended to read: The City of Leeds will deposit tax revenues into the Sales Tax Fund to be used at the discretion of the Leeds City Council. Upon a vote being taken thereon, the following voted in favor thereof: Larson, Nelsen, and Gratton. No members voted against the approval of the first reading and member Streyle was absent and did not vote. The motion carried unanimously.

Larson made a motion, seconded by Gratton, to approve building permit number 1164, submitted by Bob and Irma Dulmage, for the construction of a fence; building permit number 1163, submitted by Kory Dokken, for the construction of a building addition located at Central Painting and Sandblasting; and building permit number 1162, submitted by the Leeds Park Board, for the construction of dugout shelters at the softball field. The motion carried unanimously.

A motion was made by Nelsen and seconded by Gratton to accept the sole bid for the purchase of Lots Eight & Nine, Block Four, ND Addition, for $500.00. This bid was submitted by Kris Larson. Voting yea were Nelsen and Gratton. Streyle was absent and did not vote and Larson abstained from discussion and voting. The motion carried.

Nelsen made a motion, seconded by Gratton, to accept the bid from Cody Smelter to purchase Lots Seven & Eight, Block One, Howery’s Addition for $200.00. This was the sole bid received for this parcel. The motion carried unanimously.

A motion was made by Larson, seconded by Gratton, to accept the bid presented by NCB Electric contingent on the buyer accepting revised terms. The submitted bid price was $3000.00 for Lot Six, Block One, Industrial Park. This was the sole bid for this parcel. A special meeting, the date and time to be determined, will be set to finalize an agreement for the terms of purchase with John Lunde, owner of NCB Electric. The motion carried unanimously.

A complaint was received pertaining to a dog nuisance. The auditor will forward the complaint to Benson County Sheriff’s Department.

Kyle Nelsen presented resolution 06-12-2023-01 to set the Bond for the City Auditor staff. Larson moved for its adoption. The motion for the adoption of the foregoing resolution was duly seconded by Council Person Gratton, and upon vote being taken thereon the following voted in favor thereof: Kris Larson, Kyle Nelsen and Tony Gratton. No members voted against the resolution and member Patrick Streyle 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.

Nelsen made a motion to approve the proposal for the Phase 1 Environmental Site Assessment and Tier 1 Vapor Encroachment Survey for the Leeds Park Vue Apartment and for the Mayor to be authorized to sign the future contract when presented by North Central Planning Council. Gratton seconded the motion. The motion carried unanimously.

Gratton made a motion to register the City of Leeds and to sign a retainer agreement with the law firm Napoli Shkolnik PLLC to be part of a PFAS cost recovery program. This action was recommended by the ND Rural Water Systems Association to protect the City from the potential financial burden pertaining to new EPA regulations on PFAS contamination. The motion was seconded by Nelsen, and the motion carried unanimously.

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

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| Benson Co. Farmers Press | $209.40 |
| Benson County Sheriff’s Department | $600.00 |
| Bobcat-Interstate Billing Service | $7380.88 |
| Cendak Cooperative | $627.15 |
| Cindy Ritterman | $150.00 |
| City of Minot | $90.00 |
| Diane Hoffman | $37.61 |
| Doubleday Book Club | $71.93 |
| Farmers Union Oil Co. –York | $25.00 |
| Ferguson Waterworks | $9000.00 |
| First Dist. Health Unit | $30.00 |
| Houtcooper | $161.81 |
| J.P. Cooke Co. | $86.75 |
| Klemetsrud Plumbing & Heating CO. | $736.13 |
| Lake Region Corporation | $80.00 |
| Leeds Airport Authority | $567.98 |
| Leeds Harvest Day Committee | $700.00 |
| ND Chemistry Lab | $548.17 |
| ND Sewage Pump Lift Station | $700.00 |
| NDTC | $280.97 |
| Northern Plains Electric | $655.92 |
| NRG Technology Services | $83.71 |
| One Call Concepts | $5.20 |
| Ottertail Power Co. | $2,556.39 |
| Payroll | $20,206.20 |
| Plunkett’s Pest Control | $77.34 |
| Quill Office Supply | $210.36 |
| Rugby Welding & Machine | $22.00 |
| US Postal Service | $8 |
| Verizon | $52.74 |
| Visa | $1048.55 |
| Waste Management | $4,950.11 |

A motion was made by Nelsen, seconded by Gratton, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:40 PM.

