

City of Columbus
Council Proceedings
January 7, 2019

The regular meeting of the Columbus City Council was called to order by Mayor JoAnn Lunstad at 7:00 pm on Monday, January 7, 2019 at the Columbus Community Center.

Council members present: JoAnn Lunstad, David Ronning, Chris Kihle, Cindy Lautenschlager, and Amber Nygard

Employees present: Christine Aasheim, Raymond MacBeth, and Shannon Logelin

Guests Present: Valerie Post and Chris Hageman with Ackerman-Estvold

Motion by Nygard, second by Lautenschlager to approve the Agenda as presented. Motion carried.

Motion by Lautenschlager, second by Ronning to approve December 3, 2018 minutes as read. Motion carried.

Old Business:

- MDU – City of Columbus street light update – Nygard conducted a street light audit and made suggestions to the Council. Only lights at intersections and fire hydrants will be marked to remain, all other lights will be de-activated to save street lighting costs.
- First District Health Notices – Update on status – Shannon updated the Council on the status of the houses. Opening have been secured and only houses that require tear-down have not been secured. Raymond will contact suggested contractors to retain bids for tear-downs.
- SRF Loan Update – Ackerman-Estvold – Chris Hageman will keep the City updated as necessary.

New Business:

- New Web-Site Domain – www.cityofcolumbusnd.com
- Bulk Water Depot Estimate – several estimates were presented. Tabled
- Meter Installations – Ivers Plumbing has agreed to return to Columbus to complete meter installation for the properties that remain un-metered.
- Meter Audit – at the suggestion of ND Rural Water Systems Association, Raymond will be conducting a water meter audit of all metered properties beginning in February.
- Water Certification – Christine will complete necessary training to complete certification.
- Pesticide Certification – Raymond will complete necessary training to complete certification.
- Sale of Equipment – Equipment to be sold: street sweeper, JD Tractor with attachments, 3-point snow blower, and any other equipment deemed unnecessary for City operations.
- Sale of Real Property – City owned properties and properties that the City hopes to acquire from Burke County will be sold.
- Set-up to Accept Credit Cards – MuniPay will be set up and available for customers to pay utilities bills using credit cards by February 1, 2019.
- Lori Edwards Letter – Amber Nygard presented a letter from Lori Edwards concerning her belief that she has been overcharged for the curb stop special assessment on her property tax statement as well as the base utility charge for her rental properties.

- In 2018, Ms. Edwards combined three lots into one lot, the three lots were identified in the 2017 special assessment determinations for \$38.80 per lot. By combining the lots, the one remaining lot will be assessed \$116.40 per year for the remaining term of the assessment. The properties in the initial assessment cannot be altered regardless of ownership or boundary changes. Property owners are encouraged to pay the assessment in full prior to selling or adjusting property lines. The full assessment is \$620.80 per lot less any amounts already paid.
- Ms. Edwards owns two residences on one lot at 203 1st Avenue West, the property has only one curb stop for the two residences. Per City ordinance 7.0206 "...each premise shall have a separate and distinct water service connection and sewer service connection, and where permission is granted for branch service systems, each branch system must have its own separate curb stop and each unit on the branch shall pay the fees as set in section 7.0222". Section 7.0221 and 7.0222 set the utility rates per resolution and state the liability for utility charges lies with the owner of the property.

Maintenance Report

- Raymond and Shannon discussed work done since the last meeting.

Auditor's Report:

- Bills to Pay – Bills were reviewed.
- Financial Reports – through December 31, 2018 were presented
Motion by Lautenschlager, second by Nygard to approve the financial reports through December 31, 2018, and to pay bills as presented. Mayor Lunstad called for a vote: ayes: Ronning, Kihle, Lautenschlager, Nygard; nays: none. Motion carried.
- Auditor presented information on current wage and benefit expenses of the City, along with each employee's job description, what fund pays each expense, and discussed the need for the city to either increase revenue or decrease expenses. In hopes of reducing the need for increased utility rates, the Auditor suggested some ideas for reducing expenses and questioned the City's need for two maintenance employees at 30 hours per week. Shannon offered to take a lay-off due to lack of work to be done. **Motion by Lautenschlager, second by Kihle to lay-off Shannon Logelin effective January 11, 2019. Mayor Lunstad called for a vote: ayes Ronning, Kihle, Lautenschlager, Nygard, nays: none. Motion carried.**
- Delinquent accounts – A complete list of all City utility customers that were 30 days or more delinquent on payment of their utility billing as of the Council meeting was presented. Accounts not brought current by January 25, 2019 will receive shut-off notices on January 28, 2019.

Motion by Lautenschlager, second by Ronning to reschedule City Council meetings for the following dates: April 1, 2019 moved to April 8, 2019, July 1, 2019 moved to July 8, 2019, September 2, 2019 moved to September 9, 2019, and December 2, 2019 moved to December 9, 2019. Motion carried.

Motion by Nygard, second by Lautenschlager to adjourn meeting. Motion carried.

Meeting adjourned.

Announcements:

Next regular meeting will be held February January 4, 2019 at the Columbus Community Center.

New Rate Study – Brian Day with Midwest Assistance Program will present our updated rate study and utility rate suggestions at the February City Council meeting.

Annual Wages & Benefits per employee as of 1/1/2019:

(Christine at annual salary, Raymond and Shannon at 30 hours per week at \$18.50 per hour)

	Christine	Raymond	Shannon
Wages	28,454.40	28,860.00	28,860.00
Payroll Taxes	2,176.76	2,207.79	2,207.79
Health Insurance	<u>7,268.64</u>	<u>12,772.32</u>	<u>5,681.52</u>
	37,899.80	43,840.11	36,749.31

Bills to pay: Raymond MacBeth 1,000.34, Shannon Logelin 952.33, BCBS 2,452.14, MDU 1,017.37, Raymond MacBeth 1,141.64, Shannon Logelin 863.84, Christine Aasheim 1,758.81, EFTPS 1,406.78, EFTPS 120.38, Office of State Tax Commissioner 518.00, Job Service 116.18, Job Service 22.08, Burke County Treasurer 180.18, Burke County Treasurer 20.00, Burke County Tribune 91.50, Circle Sanitation 1,618.00, Crosby Building Supply 293.34, First District Health, 22.00, Gustafson Septic Service 600.00, Jerry's Transfer Service 75.00, Kemper Construction 8,299.99, Lignite Oil 1,167.18, NCC 96.94, North Dakota Water Users Association 75.00, Northwest Rural Water 1,950.57, On the Spot Truck Repair 3,021.83, One Call Concepts .65, The Country Store 71.68, and Visa 1,109.48 – Auditor (Verizon 241.88, Intuit 14.70, Staples 150.40, USPS 50.00, Crosby Self-Serv 34.59) Maintenance (New Century Ag 50.00, Menards 567.91)

Christine Aasheim, City Auditor

JoAnn Lunstad, Mayor