

**Rutland City Council**  
**January 9, 2023**

The monthly City Council meeting was convened at 5:00 p.m. by Council President Erickson. Council Members Anderson, Lysne, McLaen present. The Mayor arrived late. City Auditor also present.

**Agenda:** Anderson/McLaen moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Lysne moved approval of the December 5, 2022 minutes. Motion carried.

**Public Comments:** No members of the public present.

**Sidewalk Grant:** The Auditor reported that the City has been awarded a Transportation Alternatives (TA) grant for sidewalk construction. The project would be done in 2025 with the bidding through NDDOT between October 2024 and May 2025. The City Engineer will attend the March meeting to discuss the process.

**Property Purchase/Sale:** The City purchased the tax forfeited property at 217 Arthur Street and will be able to sell the two lots after the property deed is obtained from the County. If the deed is received this month, the Council could publish the call for bids/sale in February, with a bid opening in March.

The Council discussed the process with an intent to open the written bids at the March meeting and allow those bidders to attend to bid in person after the opening and the high bid is known.

**Garbage Rates:** The City Auditor noted that the garbage rates have not been raised since 2005 when the current rate was set. The City is also billed for the recycling collection and pays a fuel surcharge. The City made \$367.05 on the garbage contract service in 2022; that does not cover all expenses for salaries and the Municipal Waste Site. The garbage enterprise fund continues to decline annually. In 2022, the fund started at just over \$10,000 and ended around \$8,900. Since 2005, the cost of living has increased by 52.59%. Some communities have a flat rate over the garbage for each container, some do annual percentage increases, and others do a combination. Forman is raising their rates by 10% in 2023.

Anderson/McLaen moved to increase the garbage rate by \$5.00 per container effective with the next billing cycle. Motion carried.

Mayor Mahrer entered the meeting at 5:10 pm and chaired the meeting.

The City Auditor noted that the sewer charge of \$5.34/month has not been raised since before 2005. The fund has had a slight decline for several years; in 2022, expenses exceeded revenues by about \$1,000.

Anderson/Lysne moved to raise the City sewer monthly charge by \$1.00 effective with the next billing cycle. Motion carried unanimously.

Anderson suggested that the Council may want to consider an annual percentage increase of the water/sewer/garbage rates.

**Financial Report:** Erickson/McLaen moved approval of the December 2022 financial report as presented. Motion carried.

**Bills:** Lysne/Erickson moved approval of the payment of bills:

ACH	DRN	\$ 147.10	Telephone
ACH	Waste Management	1829.96	Garbage contract
13527	Walock-Johnson	11.00	Bobcat blade insurance
13528	Bill Anderson	277.05	July-Dec 2022
13530	Delores Lysne	130.87	July-Dec 2022
13531	Jacobson Plumbing,	\$1,641.52	Curb box
13532	Lillegard	\$19.72	Bobcat filter
13533	Lori McLaen	\$277.05	July-Dec 2022
13534	Michael Mahrer	\$304.75	June-Dec 2022
13535	Nardini Fire Equipment	\$368.00	City Hall Monitoring Fee
13536	Quill	\$55.09	Hall trash bags
13537	Riteway Business Forms	\$141.59	Water postcards
13538	Rodney Erickson	\$184.70	July- Dec 2022
13539	Rutland Township	\$202.49	1/2 Joint Shop utilities & taxes
13540	Sargent County Teller	\$53.44	Dec. minutes
13541	Sargent County Treasurer	\$1,101.58	Drain 8, City specials
13542	Southeast Water	\$708.00	236,000 Gals. Oct-Nov '22
13543	Sweeney Controls	\$540.00	Water Tower Monitoring System
13544	US Postmaster	\$236.00	Stamps
13545	Scott Haan	\$ 1,123.79	December 14-31, 2022
13546	Maguire Iron	1,632.00	Water tower 2021 service
13547	Vining Oil & Gas LLC	1,435.82	Hall propane
13548	US Treasury	2,376.85	Form 941, 4 <sup>th</sup> Qtr. 2022

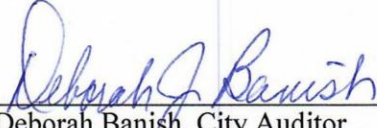
Motion carried.


**Delinquents:** There are three delinquents at this time.

The Auditor reported that the City's new Bobcat is anticipated to be delivered in February.

The meeting adjourned at 5:50 p.m.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor



**Rutland City Council**  
**February 6, 2023**

The monthly City Council meeting was convened at 5:00 p.m. by Mayor Mahrer. Council President Erickson and Council Members Anderson, Lysne, McLaen present. City Auditor also present.

**Agenda:** Erickson/Lysne moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Lysne moved approval of the January 9, 2022 minutes. Motion carried.

**Public Comments:** No members of the public present.

**Property Purchase/Sale:** The City purchased the tax forfeited property at 217 Arthur Street; the property deed has been obtained from the County.

Anderson/Lysne moved to sell the property at Lots 1 and 2, Block 5, Original Townsite, City of Rutland, on bids with a minimum bid of \$5,000. Bids will be opened on March 6 and individuals submitting a sealed bid no less than \$5,000 will be permitted to participate in an oral bid process at the meeting. Motion carried.

**Hall Doors:** The Hall kitchen door is damaged beyond repair and needs to be replaced. The bid received last month was to replace both of the front doors for approximately \$18,000. Erickson will obtain another bid for the doors for further discussion at the March meeting.

**Financial Report:** McLaen/Lysne moved approval of the January 2023 financial report as presented. Motion carried.

**Bills:** Erickson/Anderson moved approval of the payment of bills:

ACH	DRN	\$146.41	telephone
ACH	Waste Management	\$1,809.96	Garbage Contract
ACH	Waste Management	\$48.74	Hall garbage
13549	Scott Haan	\$907.05	January and 2022 hours worked
13550	B. Mahrer Construction	\$1,200.00	snow removal
13551	Bobcat of Gwinner	\$76.42	oil & filters
13552	Clark Equipment	\$244.00	Bobcat attachment prep & shipping
13553	Deborah Banish	\$831.15	January
13554	Even Law Office	\$259.60	legal services
13555	Lillegard, Inc.	\$10.00	bobcat part
13556	Otter Tail Power	\$1,246.26	electricity
13557	Sargent County Teller	\$39.46	minutes publication
13558	SE Water Users	\$738.00	water Dec. 246,000 gals
13559	Team Lab	\$111.50	snow melt
13560	WSI	\$995.02	Workers comp insurance
13561	Vining Oil	\$718.00	Hall Fuel
Sewer & Lagoon Checking			
ACH	Loan Interest	\$787.50	
ACH	Administration Fee	\$262.50	

Motion carried.

**Delinquents:** There are five delinquents at this time.

The Auditor reported that the City's new Bobcat has been delivered and has already been put to good use.

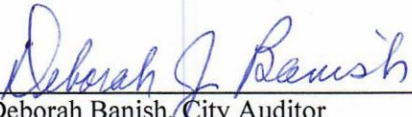
The Mayor reported on a complaint that the Gulleeson's have been moving snow from their property across the alley onto the Liermark property. The Gulleeson's have been made aware of the problem; if it continues, the City will need to send a letter to remind them not to move snow across the alley onto another property.

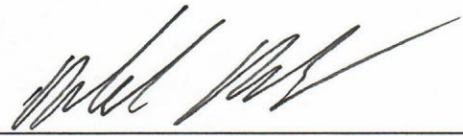
McLaen reported that a new heating/ac motor was installed in the Hall prior to the pinochle tournament.

The Mayor instructed the City Auditor to remind residents that garbage bins cannot be left on the street but should be removed as soon as possible after the garbage is picked up on Tuesday and no later than the next evening (Wednesday).

The meeting adjourned at 5:50 p.m.

ATTEST:

  
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Deborah Banish, City Auditor

  
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Michael Mahrer, Mayor



**Rutland City Council**  
**March 6, 2023**

The monthly City Council meeting convened at 5:00 p.m. Mayor Mahrer presiding. Council President Erickson and Council Members Lysne, McLaen present; Anderson absent. City Auditor and the City Engineer, Mike Bassingthwaite, also present. Members of the public also present.

**Agenda:** Erickson/Lysne moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Lysne moved approval of the February 6, 2022 minutes. Motion carried.

**2022 Financial Statement:** The 2022 financial statement was sent electronically to the Council and published in the Sargent County Teller by March 1 as required by State Century Code.

Erickson/McLaen moved acceptance of the City of Rutland Financial Statement for the year ended 2022. Motion carried (Aye – Erickson, Lysne, McLaen, Mahrer; Nay – none. Absent – Anderson).

**Property Purchase/Sale:** The City purchased the tax forfeited property at 217 Arthur Street. Bids for the sale were due today by noon. The Mayor opened the sealed bids: \$5,001.00 from Andrew Woytassek, \$5,100 Jake Erickson and \$5,500 Landon Evenson. The oral bid process commenced with a minimum starting bid of \$5,500 and Andrew Woytassek was awarded the property with a high bid of \$8,000.00. A Purchase Agreement will be executed with substantial progress on the property to be done within six months or the property will revert back to the City.

**Hall Doors:** The Hall kitchen door has been temporarily fixed. Erickson has contacted Fargo Glass and Paint but his calls have not been returned. He will follow up with other entities to obtain estimates.

**Public Comments:** Margie Johnson asked about the sidewalk project that includes the Rutland General Store area that has new sidewalk and a curb cut at the intersection. City Engineer Mike Bassingthwaite said the project is for both sides of the street from Front to Gay Street. Some sidewalk may not need replacement but the City must demonstrate that it is not necessary and that the curb cuts meet current ADA code. This project will not be bid out until 2024 so there is time to examine the entire project area.

**Water Mains:** Bassingthwaite said the City is on the DWSRF funding list which is a loan rather than a grant. If it is time to consider updating the mains, then a plan should be developed. Mains are required to be 8" rather than 6". The Mayor stated that there are valves that cannot be turned and need to be replaced. Erickson said there are no cast iron mains left in town; most are PVC and AC. Bassingthwaite said if the mains were done in the 60s there may be an asbestos problem. He will meet with the Mayor to review the water main maps.

**TAP Grant:** Bassingthwaite said that the ND DOT will fund 80.93% of the actual sidewalk construction cost. The City's cost share does not include the environmental and archeological studies required for the project. Concrete costs have doubled but hopefully they will come down before the construction phase begins. A field survey will be needed in the spring along with other studies not included in the grant award. The City and Interstate Engineering will need to enter into a contract for Engineering Services. He provided a proposed contract for future consideration. The preliminary engineering phase maximum cost is \$29,500 and the Construction engineering phase is at a not to exceed \$32,500. Costs are based on time but the project may not require as many hours as estimated.

**NDLC Spring Workshop:** The City Auditor reported that there will be spring training conference for elected and appointed officials in Bismarck on March 21 and 22. She requested approval for attendance.



Lysne/Erickson moved approval of payment for registration, lodging and travel for Auditor attendance at the North Dakota League of Cities Spring Conference, March 21 and 22, 2023, in Bismarck. Motion carried (Aye – Erickson, Lysne, McLaen, Mahrer; Nay – none. Absent – Anderson).

**Financial Report:** McLaen/Lysne moved approval of the February 2023 financial report as presented. Motion carried.

**Bills:** Erickson/Lysne moved approval of the payment of bills:

ACH	DRN	\$ 146.27	telephone
ACH	Waste Management	1,798.94	Garbage Contract
ACH	Waste Management	100.65	Hall garbage
13562	Scott Haan	1,031.99	Jan 29-Feb 11, 2023
13563	Otter Tail Power	1,074.45	Electricity
13564	Scott Haan	1,123.79	Snow Removal Feb 12-25, 2023
13565	B. Mahrer Construction	607.50	snow removal
13566	Clark Equipment Company	7,330.65	Bobcat Skid Steer Loader
13567	Dacotah Paper	96.51	Paper products/Janitorial supplies
13568	Deborah Banish	831.15	February
13569	Municipal Finance Officers	30.00	Membership
13570	Quill	55.37	Janitorial supplies
13571	SE Water Users	747.00	Water, January 249,000 gals.
13572	Jacobson Plumbing Heating	878.63	Hall blower repair
13573	Otter Tail Power	52.62	Electricity
15374	Sargent County Teller	163.80	Minutes, Prop. Sale, financials

Motion carried (Aye – Erickson, Lysne, McLaen, Mahrer; Nay – none. Absent – Anderson).

**Delinquents:** There are three delinquents at this time; one bill will be paid by the closing agent.

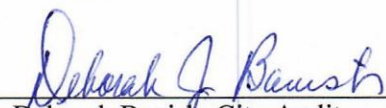
The Mayor reported that Kenny Hamilton has offered for sale a set of snow tires for the City Skid Steer. He has purchased a new skid steer and the do not fit. He is asking \$1400 for the wheels and tires. The Council passed on the purchase as tire chains have been helping with snow removal.

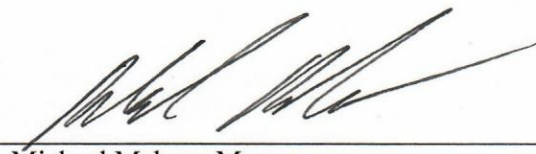
McLaen asked about any planning for water issues when snow begins to melt. The Council acknowledged the concern and expect water issues this spring. The major concern would be if the City lift station stops and runs over or if the Lagoon cells overflow.

Lysne asked if there is any progress on the Post Office. Erickson reported that the architect has seen the building and is develop plans.

The meeting adjourned at 6:00 p.m.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor



**Proceedings of City of Rutland  
Board of Equalization  
April 3, 2023**

The Rutland Board of Equalization met at 5:00 p.m. at City Hall. Mayor Mahrer, Council Members Erickson, Anderson, Lysne and McLaen present with County Assessor LaJuana Hayen and the City Auditor.

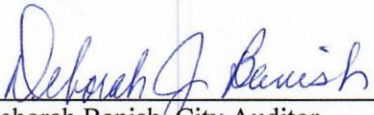
Erickson/Lysne moved approval of two Homestead and three Veterans credits as presented by the County Assessor. Motion carried unanimously.


The County Assessor noted that the State increased residential rates so the City property taxes increased.

Anderson/Erickson moved approval of the assessment books as presented. Motion carried unanimously.

The Board of Equalization adjourned at 5:10 p.m.

ATTEST:

  
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Deborah Banish, City Auditor

  
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Michael Mahrer, Mayor

**Rutland City Council**  
**April 3, 2023**

The monthly City Council meeting was convened at 5:15 p.m. by Mayor Mahrer. Council President Erickson and Council Members Anderson, Lysne, McLaen present.

**Agenda:** Erickson/Lysne moved approval of the agenda. Motion carried.

**Minutes:** Anderson/Lysne moved approval of the March 6, 2023 minutes. Motion carried.

**Hall Doors:** Erickson is waiting for an estimate on the replacement of the two South doors.

**Water Mains:** Mahrer stated there are still two more valves that need to be replaced. All the water main valves should be turned at least annually.

Bill asked about replacing the 6" mains with 8" lines. That would be needed for the City to retain the Class A fire protection rating that helps with insurance. The Mayor said the City should have street project right after and main replacements but the valves should be done first. It was noted that there are some copper lines in the southwest side of town. The Mayor will talk to Jacobson Plumbing about the valve replacements.

**Lead Service Line Inventory:** The Auditor presented information on State assistance to inventory the City's water lines. It was noted that there may be some old artesian well copper lines in town. Another option is to have residents photograph their indoor service line/meter area to assist in an inventory. The City should not have any lead water service lines left in town that would need to be identified.

**Financial Report:** Erickson/Lysne moved approval of the February 2023 financial report as presented. Motion carried.

**Bills:** Erickson/Anderson moved approval of the payment of bills:

ACH	DRN	\$ 145.15	telephone
13575	Scott Haan	1,073.79	Feb. 25-March 11
13576	Vining Oil & Gas	1,436.00	800 gals. Hall propane
13577	Scott Haan	907.50	March 12-25, 2023
13578	B. Mahrer Construction	135.00	pile snow
13579	Deborah Banish	1,296.33	March salary, travel reimbursement
13580	ND League of Cities	200.00	Spring workshop
13581	Otter Tail Power	1,373.42	electricity
13582	Rutland Oil	1,057.50	250 gals. #1 fuel
13583	SE Water Users	663.00	221,000 gals. February
13584	US Treasury	2,207.66	f941 1 <sup>st</sup> Qtr 2023

Motion carried.

The Auditor is authorized to pay the routine bills for Waste Management and Sargent County Teller, and others, as they are received and due.

**Delinquents:** There are three delinquents at this time.



The Auditor discussed the process to post water bill receipts into the system. Residents with accounts at Stock Growers Bank have funds withdrawn which they are posted individually into the billing account, then funds are transferred through the bank online from the General Fund to the Sewer & Lagoon Fund; a similar process is used for the eight-nine individuals who pay through the GovPay service. Those individuals also pay a service fee to GovPay. There is an add-on software module for ACH payments for automatic payment from any bank and would be a direct software module which would streamline the current process to help reduce human error. The cost is about \$1,100 for the initial program and \$200 yearly. The Auditor will present additional information at the next meeting.

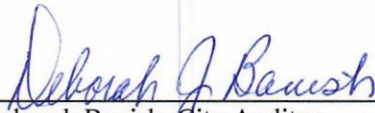
The Certification of Uncollected Taxes was received and filed.

The Auditor noted that the annual Records Retention Disposal form is due in May. There are several documents that would be eligible for transfer to the State Historical Society for permanent retention. Minutes from 1908 to 2012 would be a good candidates to transfer. The State Archives would scan the minutes keeping the originals stored in a humidity and temperature controlled atmosphere; that would be better than in a file drawer in the office that is subject to varying temperature and humidity. Council Members asked for additional information including any cost, access to the documents, and return of the originals if and when requested. The Auditor will provide further information at the May meeting.

The Auditor provided a summary of the spring conference items including the ND Insurance Reserve Fund and changes to insurance, the grant funding that will be available to cover 60% of snow removal costs

The meeting adjourned at 5:50 p.m.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor

**Rutland City Council**  
**May 1, 2023**

The monthly City Council meeting was convened at 5:10 p.m. by Mayor Mahrer. Council President Erickson and Council Members Anderson, Lysne, McLaen present.

**Agenda:** Anderson/McLaen moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Anderson moved approval of the April 3, 2023 Board of Equalization minutes and the April 3, 2023 regular minutes. Motion carried.

**Public Comment:** David Young asked about fixing the culvert and drainage on the southwest end of town by the County weed department building. The Mayor suggested installing a pipe to drain to the west to the existing County drain. Council members Anderson and McLaen concurred in fixing the drain.

Council Member Lysne entered the meeting at 5:10 p.m.

The discussion on the water main gate valves and lead service line inventory assistance was postponed to the June meeting when the City Engineer will be present.

**Hamilton Building:** The City Attorney issued a letter to Dr. Hamilton regarding the removal of vermin from the building. His response deadline is this week (seven days from receipt of the letter). The City Attorney has asked about demolition of the building. The Council stated preference to keep the building as the exterior is not in as bad shape as the interior. The matter will be on the next agenda for discussion pending receipt, or lack thereof, of a response from Dr. Hamilton.

**City Jail Building/Shed:** The Mayor noted that the roof on the old jail by the siren needs repair. The roof shingles are curling. Council Member Anderson said that the concrete building was a 1930 Works Progress Administration project and served as the City jail. The Mayor will get estimates for shingling and for a steel roof on the building.

**City Clean-Up Day:** City cleanup day will be held Saturday, May 20.

Council Member Erickson entered the meeting at 5:30 p.m.

**City ACH Software:** The City Auditor sent an email to 30 residents regarding an ACH option for paying water/sewer/garbage. Of the 30, two said no and 23 said yes. There are other residents that may elect this option. It will be a significant time saver for processing bill payments and reconciling bank statements. The initial cost is \$995.00 with an annual \$195.00 cost for the ACH software that would be allocated to the three enterprise fund accounts.

McLaen/Erickson moved approval of the Banyon ACH software module at the cost of \$1,190.00 with an anticipated start date for the June utility billing. Motion carried unanimously.

**Hall Doors:** Anderson/Erickson moved acceptance of the bid from The Valley Glass Shop, LLC. to remove/replace the two front doors on the Hall and to install two industrial doors at a cost of \$7,350.71. Motion carried unanimously.

**Financial Report:** Lysne/Erickson moved approval of the April 2023 financial report as presented. Motion carried.



**Bills:** Erickson/Anderson moved approval of the payment of bills:

234e	ND Job Service	\$48.62	1st Qtr. Unemployment Insurance
235e	Waste Management	\$99.74	Hall trash
236e	Waste Management	\$1,779.95	Contract garbage
237e	DRN	\$145.07	Phone/Internet
13585	Bobcat of Gwinner	\$599.54	Edge cutting bolt, chains
13586	Sargent County Teller	\$50.68	March minutes
13587	Scott Haan	\$957.05	Mar 26- Apr 8
13588	Vining Oil	\$12.28	Hall fuel oil
13589	Scott Haan	\$918.88	Apr 9-22, 2023
13590	Deborah Banish	\$831.15	April
13591	Immense Impact	\$605.00	Annual/website
13592	Otter Tail Power	\$1,304.54	Electricity
13593	Roger Pearson	\$90.00	Readings, water service
13594	Rutland Oil	\$17.70	3 tubes grease
13595	SE Water	\$723.00	241,000 gals. 2/23-3/23/23
13596	Vining Oil	\$1,010.07	506.3 propane @1.99

2010 Streets Checking

1038e Stock Growers Bank

17187.50

Loan principal and interest

Motion carried.


**Auditor Report:** The Auditor reported that the ARPA final report was submitted prior to the April 30 deadline as well as the Snow Grant Early Season application for the period October to December 2017 through 2022. The full season snow grant application is due May 30 for the period October through April of each of those years. The annual backflow report is due today and has yet to be filed. The Records Retention report is due the end of May and will include the 'routine' items that can be shredded and/or discarded. The issue of old documents such as the minutes and other items that are eligible for transfer to the State Archives can be discussed with additional information at a later date.


The Auditor reported that the City of Rutland has been recognized as a 2022 Tree City USA by the Arbor Day Foundation.

Mayor Mahrer suggested repairing the Christensen Addition road which is railroad property that is used by several residents north of the railroad. Two or three loads of gravel are needed to bring it to grade – it is lower than the shoulder. The Council concurred with improving that road.

The meeting adjourned at 6:10 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor

**Rutland City Council**  
**June 5, 2023**

The monthly City Council meeting was convened at 5:05 p.m. by Mayor Mahrer. Council Members Anderson, Lysne, McLaen present; Erickson absent. City Auditor and City Engineer also present.

**Agenda:** Lysne/Anderson moved approval of the agenda. Motion carried.

**Minutes:** Lysne/Anderson moved approval of the May 1, 2023 minutes. Motion carried.

**Public Comment:** David Young asked the culvert and drainage on the southwest end of town. The Mayor said he has talked to Jacobson Plumbing about draining straight west into Drain 8. Anderson noted there is an advantage to the City to keep that drained. The issue is who will pay for the work to resolve the problem.

Anderson/Lysne moved that the City Attorney be requested to draw up an easement with the property owner to permit a drain to remove water west into the existing Drain 8. Motion carried.

Council Member McLaen entered the meeting at 5:20 p.m.

**City Engineer:** Mike Bassingthwaite, Interstate Engineering, discussed the Lead Service line Inventory Assistance Application. He informed the Council that this is an application for assistance to complete and submit the required lead service line inventory. Rutland may not have any lead service lines however, the inventory is required to be submitted to the State. It is a very involved process going through maps, project records, property records, building permits and other information to provide the proof that there are no lead lines. It could also require some excavation if paper documents are not available. There is some financial assistance through the program as well.

Anderson/Lysne moved adoption of the resolution authorizing filing of an application to the ND Department of Environmental Quality for assistance performing a lead service line inventory in compliance with the Lead and Copper Rule revisions:

WHEREAS the City of Rutland public water system is a community public water system regulated by the NDDEQ, the governing body of the City authorizes the City Auditor to submit an application to the NDDEQ to request assistance with a lead service line inventory, lead service line replacement plan, facility plan to prepare for a DWSRF loan, and/or to conduct non-regulatory sampling as described in the application. The City will provide to the NDDEQ and the NDDEQ's designated service provider physical access to records, public easements, public rights-of-way, and the City will provide any other information needed to perform the necessary work. If on-site investigation of service lines (such as potholing or hydrovacing) is performed by the NDDEQ's designated service provider or one of its subcontractors, the City will waive permit fees. Motion carried.

*Water Mains and Gate Valves:* Bassingthwaite has no recommendations at this time on the water mains or valves. The fire hydrants were installed in 1954 and the gate valves are getting old. The City water mains were replaced in the 1980s, however, the hydrants and valves were not included in that project. There is also the issue of the water tower that was built in 1954. The State is looking for water related projects but valves and hydrants may not get a ranking and he is skeptical if that would qualify.

Anderson asked about Bank of ND (BND) low interest loans. Bassingthwaite said 2% interest loans are available from BND. The City would be required to show what it will do with the water rates to cover the



debt. The City could start raising the water rates to bank funds up to five years in advance of a project to cover some costs.

Anderson asked about the Federal Infrastructure Bill. Bassingthwaite said the Infrastructure and Jobs Act has a lot of money but they are for “big rural” grants. The Routes Program has funded only tribal areas and those with high poverty rates. The City needs to prioritize projects.

Anderson said the main street sidewalk needs to be addressed. Bassingthwaite said the Transportation Alternatives Program (TAP) funding process requires the same environmental steps as a large project. TAP funds cannot be used for the required preliminary design, archeological or biological studies. The City will need to commit about \$100,000 to the project. There is a cost for ‘free money.’

The Council discussed the TAP funding and the project timeline. Planning would be in 2024 and the project construction in 2025. The Council discussed possible revenue sources to help in funding the project sooner. Public hearings would also be needed if there will be assessments.

Lysne asked about just doing the east side of main street. Bassingthwaite said the City would still need ADA compliance at intersections. Construction plans for the DOT/TAP project would be about 20-30 pages; for a contractor ramp that would probably only be one page. He would still provide the surveying and slopes and distances for project maps. The project would most likely be under the \$200,000 bid threshold so the City could do it on its own; however, it may be more expensive to piece it out.

McLaen said it would still be much cheaper than working the State and Federal government on the project. The City should probably skip the TAP funding award.

Bassingthwaite said if the City turns down the funds, it will not be able to reapply in the future. There are problems with the east side sidewalk and drain tile might be an issue. He will do a quick estimate for a valve and hydrant project. It will not be possible to find contractors for a project this year but it is something to plan for next year. This group should meet just prior to a meeting to look at the existing sidewalk and determine where and how much of the sidewalk needs to be replaced first. He informed the Council that it could take as much as 1.5 years to get a water tower done. Rosholt recently bid for a 75,000 gallon water tower and the bid came in at \$1.8 million.

**Hamilton Building:** The City Attorney issued a demand letter to Hamilton Enterprises requiring removal of the raccoons within 7 days of receipt of the letter, or, at least, steps such as contracting with a pest removal company for dealing with the raccoons and notifying the city of the estimated timeframe to deal with the raccoons. The letter also informed Hamilton Enterprises, that failure to deal with the issue would result in the City having the raccoons removed and billing Hamilton for the costs, including attorney's fees.

The City Attorney suggests proceeding to remove the raccoons with a plan to invoice Hamilton Enterprises by the end of this month, giving 30 days to pay. Failure to pay will attach to his taxes. The letter specifically indicated those would be the steps taken.

McLaen said it appears the raccoons have moved out of the building. The Mayor stated the City should locate a pest control firm to check the building and close it up. He will contact EcoLabs to see if they do this type of work. It was noted that EcoLabs has not yet been paid for work at City Hall last fall.

**City Jail Building/Shed:** The Mayor said that estimates for a steel roof or shingles has not been obtained. Scott Haan may be able to put on steel shingles. If not, the City Auditor will obtain estimates.

**City Hall Lights:** McLaen presented an estimate of \$1,500 for removing the ballasts and replacing the ceiling lights in City Hall. The project is expected to take one day and could be done this month. The Council concurred on proceeding with the project as soon as possible.

**Financial Report:** McLaen/Lysne moved approval of the May 2023 financial reports as presented. Motion carried.

**Bills:** Anderson/Lysne moved approval of the payment of bills:

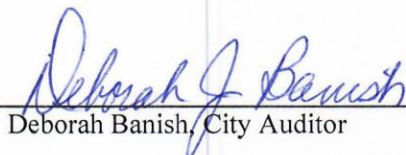
238E	Waste Management	\$ 1,765.01	Contract garbage
239E	Waste Management	99.23	Hall garbage
240E	DRN	145.20	Phone/Internet
13598	ND One Call	2.05	Line locate
13599	Sargent County Teller	41.48	April minutes
13600	Scott Haan	1,133.74	April 24 - May 5
13601	Vining Oil	1,010.07	Hall fuel oil
13602	Scott Haan	1,581.17	May 7-20
13603	Banyon Data Systems	1,190.00	ACH Software
13604	Deborah Banish	837.15	May
13605	Otter Tail Power	1,117.76	Electricity
13606	Quill	281.75	Office supplies
13607	Roger Pearson	52.50	Water reading, meter work
13608	Scott Haan	1,173.41	May 21-June 2
13609	SE Water	732.00	244,000 gals.
13610	Southside Automotive	150.04	hoses, parts
13611	Team Lab	361.50	street paint
	Total Checks	\$ 11,674.06	

Motion carried.

**Auditor Report:** The Auditor reported that the full season snow grant application was submitted prior to the May 30 deadline. The tree grant funding application will be submitted; the State tree staff have reviewed the plantings and the City can apply. The annual backflow report has yet to be filed. No Records Retention report was submitted for this year.

The meeting adjourned at 6:20 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor



**Rutland City Council**  
**July 10, 2023**

The monthly City Council meeting was convened at 5:05 p.m. by Mayor Mahrer. Council Members Erickson, Lysne, McLaen present; Anderson present by phone. City Auditor also present.

**Agenda:** Lysne/McLaen moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Erickson moved approval of the June 5, 2023 minutes. Motion carried.

**Water Mains/gate valves:** The City Engineer will attend the August meeting to discuss the water projects.

**City Sidewalk Project:** Anderson/McLaen moved that the City Council instruct the City Attorney to draft a resolution of necessity and prepare the other documents needed to establish a special assessment district for a new sidewalk area from Front to Gay Street on the East side and from Front to Arthur on the West side of First Street. The amount/cost of the estimated assessment to be determined based on the Engineer's estimate for the cost of the work. A public hearing on the proposed project should be scheduled ASAP, to inform the public about the sidewalk project as applied for in the TAP grant application, or as described in alternatives suggested by the City Engineer.

The Council discussed the project and whether the special assessment would be for the entire city or just adjacent property owners. Anderson noted that the argument can be made that that a portion of the levy could be on all properties. This action would start the process for a public hearing and the assessment issue can be considered later.

Motion carried.

**Hamilton Building:** The Mayor said that Ecolab will check the Hamilton building for pest and rodent control. McLaen stated that there has been no sign of raccoons recently in the building. The Auditor stated that Hamilton is now delinquent on the 2022 property taxes.

**Old Jailhouse Roof:** The Mayor said the old jailhouse roof needs to be replaced. Jim Brown will submit estimates for the work for shingles and for steel roofing.

**Demolition Permit:** The Auditor presented a demolition permit submitted by Jerry & Andrew Woytassek to demolish the house and garage at 206 2<sup>nd</sup> Street West.

Anderson/Lysne moved that the Council approve the demolition of the house and garage at 206 2<sup>nd</sup> Street West. Motion carried unanimously.

**Trailer Park Inspection:** The RV Park/Campground Inspection Report for the City RV park found two violations: Cross-connection/backflow connections missing, and the procedure for responding to emergencies and complaints is not posted. Corrections will be made as required prior to the next inspection June 27, 2024.

**Commercial Building & Personal Property Insurance Coverage:** The latest coverage report was received and filed. Changes were made recently and coverage is acceptable.

**2024 Budget:** The 2024 preliminary budget will need to be adopted at the August meeting. There will not be any increase in the cost for publishing/printing, SE Water Users is increasing water rates, and other



cost increases are anticipated. The Council had discussed an annual water/sewer/garbage rate increase that may be something to consider. The mill levy set last year is about 104.3 mills so there is little room for increases with a 105 mill levy limit. Property values will be increased 2% by the State Board of Equalization and will have a slight impact on the revenue.

**Financial Report:** Erickson/Lysne moved approval of the June 2023 financial reports as presented. Motion carried.

**Bills:** Lysne/Anderson moved approval of the payment of bills:

245e	DRN	\$ 145.42	Phone
246e	Waste Mgmt.	\$ 98.15	Hall garbage
247e	Waste Mgmt.	\$ 1,731.96	City Contract
13612	Walock-Johnson Insurance	\$ 1,777.00	Property Insurance
13613	Otter Tail Power Company	\$ 1,069.17	Electricity
13614	Sargent County Teller	\$ 42.40	May minutes
13615	Scott Haan	\$ 2,052.38	June 4-17
13616	Scott Haan	\$ 1,224.55	June 18-July 1
13617	Advantage Pest Control	\$ 160.00	Spiders
13618	B & K Electric	\$ 1,500.00	Hall lighting
13619	Bill Anderson	\$ 230.87	Jan-June 2023
13620	Bobcat of Gwinner	\$ 147.53	Hydraulic Fluid Bobcat
13621	Deborah Banish	\$ 831.15	June salary
13622	Delores Lysne	\$ 260.12	Jan-June 2023
13623	Ferguson Waterworks	\$ 1,270.66	New Reader/Touch pads
13624	J. Deere Financial	\$ 162.17	Bobcat filters, blades
13625	Lori McLaen	\$ 280.22	Jan-Jun 2023
13626	Michael Mahrer	\$ 304.75	Jan-June 2023
13627	ND League of Cities	\$ 355.00	2024 membership
13628	ND One Call	\$ 2.60	line locate
13629	ND Rural Water	\$ 260.00	July 2023-Jn 2024
13630	Rodney Erickson	\$ 230.87	Jan-June 2023
13631	Roger Pearson	\$ 45.00	June meter reading
13632	Rutland Oil Company	\$ 504.00	oil, fuel
13633	Rutland Park Board	\$ 150.00	Street Signs
13634	Sargent County Teller	\$ 137.44	Minutes/Legals
13635	SE Water Users	\$ 957.00	319,000 Gallons May
13636	Southside Automotive	\$ 17.28	Hydraulic coupler/adapter
13637	US Treasury	\$ 2,072.32	Social Security
13638	US Postmaster	\$ 270.00	roll stamps
	Total Checks	\$ 18,290.01	



Motion carried.

**Delinquents:** There are four delinquent accounts at this time.

**Auditor Report:** The Auditor reported that the full season snow grant payments have been received for a total of \$15,161.90, and the new automatic ACH utility bill payment process is going well with more signing up for the option. It has been a time saver. The Auditor thanked the Council for approving the software.

The Auditor reported that a free workshop is being held in Bismarck sponsored by the Municipal Finance Officers Association July 25 and 26. Topics will cover municipal finance, budgets, and more.

Anderson/Erickson moved approval for the Auditor's attendance at the MFOA workshop in Bismarck on July 25 and 26 and reimbursement for hotel and mileage. Motion carried unanimously.

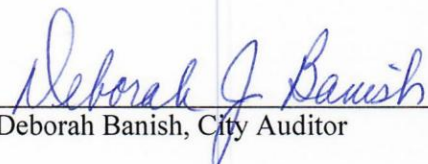
**Mayor Report:** The Mayor reported that the Fire Department has had the lot surveyed for their new building and ground work will begin. The City Attorney has investigated the Fish and Wildlife Easement near the drain that needs to be cleaned. The drain is at an angle and it is not in the easement area.


Council President Erickson reported that the new Hall entry doors will be installed in August.

The Mayor said another tree need to be removed from the Bradbury property as it is unsafe.

The meeting adjourned at 5:50 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor

**Rutland City Council**  
**August 7, 2023**

The monthly City Council meeting was convened at 5:05 p.m. by Mayor Mahrer. Council Members Anderson and McLaen present; Erickson and Lysne absent. City Auditor also present.

**Agenda:** McLaen/Anderson moved approval of the agenda. Motion carried.

**Minutes:** McLaen/Anderson moved approval of the July 7, 2023 minutes. Motion carried.

**City Sidewalk Project:** The City Engineer was unable to attend the meeting. The Mayor said the City has to determine where it wants sidewalk replaced. Anderson noted curb cuts/ramps do not meet ADA code. The Mayor said the exact project area needs to be defined so the Engineer can develop estimates; that should definitely be the area from the café to the insurance building, and the sidewalk to the north of the insurance building. He will contact the Engineer for estimates to get the east side done. The west side also needs to be done. The City needs to identify what it can afford to do on an annual basis.

**Resolution of Public Necessity:** The resolution of public necessity for the sidewalk project was postponed to the next meeting.

**2024 Budget:** The auditor presented a 2024 preliminary budget for consideration. The estimate is approximately a 106.05 mill budget; the Council mill levy is 105. The budget can be reduced after this meeting, but not increased. Last year's budget was just under 105 mills so there is not much room to increase revenues or reduce expenditures.

Anderson/McLaen moved to approve the 2024 preliminary budget and set the public hearing on the budget for the next meeting, Monday, September 11, at 5 p.m. Motion carried.

**Financial Report:** McLaen/Anderson moved approval of the July 2023 financial reports as presented. Motion carried.

**Bills:** McLaen/Anderson moved approval of the payment of bills:

252e	DRN	\$ 145.24	Phone
250e	Waste Mgmt.	\$ 99.75	Hall garbage
251e	Waste Mgmt.	\$ 1,767.91	City Contract
253e	ND Job Service	\$ 76.89	Unemployment Ins. 2nd Qtr.
13639	Otter Tail Power	\$ 1,049.82	Electricity
13640	Scott Haan	\$ 1,214.72	July 2-15
13641	Deborah Banish	\$ 1,301.60	July, mileage, MFOA
13642	Joe's Ag Supply	\$ 120.00	Grounds keeping chemical
13643	Nardini Fire	\$ 825.00	Fire Insp - Shop, Museum
13644	ND One Call	\$ 2.60	Line locate
13645	Quill	\$ 273.16	Office & Janitorial Supplies
13646	Roger Pearson	\$ 60.00	Water meters, reading
13647	Scott Haan	\$ 1,067.45	July 16-29
13648	SE Water User	\$ 1,104.00	368,00 gals May 22-Jn 22
13649	Southside Automotive	\$ 77.02	Tire repair on skid steer
13650	Walock-Johnson Insurance	\$ 1,501.00	Liability & fleet ins.
	Total Checks	\$ 10,686.16	



Motion carried.

**Delinquents:** There are three delinquent accounts at this time.

**Auditor Report:** The Auditor reported approval of Gaming permit #240 for the Wild Rice Antique Tractor and Plowing Association for a raffle at Uffda Day on October 1, 2023 and approval of a building permit for a garage on Parcel #29-9110000, Greene's Addn., Lots 5-6-7-8 & 100 ft. vacated alley & 145x80 ft.

The Auditor reported on the Municipal Finance Officers Association workshop she attended in Bismarck. She was part of a panel discussion on records management/retention/and destruction. The information on a special assessment deficiency level was presented and was already discussed as part of the preliminary budget.

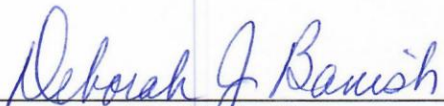
The Auditor noted that the North Dakota League of Cities convention will be in Bismarck in September and she plans to attend. The registration fee is \$250.00. There is an Elected Officials workshop on Wednesday, September 20, as part of the convention but it will also be available virtually for a \$75.00 fee. She urged Council Members to take the opportunity for the webinar. Council Members Anderson and McLaen expressed interest in the virtual webinar. The Auditor suggested they register and have the City invoiced.

**Mayor Report:** The Mayor reported that the owners of the property at 304 Bagley want to build a berm to protect against water this year. They want to cover or remove the East and West sidewalk but will keep the North side sidewalk that goes east and west. The Council concurred to permit the removal of the old sidewalk and the construction of a berm to protect the house from excess water.

It was noted that the Rutland General Store building, the Cramton property and the Amerman property all sold in July so there will be new residents in town.

The meeting adjourned at 5:50 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor

**Rutland City Council**  
**September 11, 2023**

The City Council convened the public hearing on the 2024 budget at 5:00 p.m. Mayor Mahrer, Council Members Anderson, Erickson, Lysne and McLaen present. City Auditor and the City Attorney were also present.

**Budget Public Hearing:** The hearing was closed at 5:05 p.m. as no members of the public were present.

The regular monthly meeting convened at 5:05 p.m.

**Agenda:** McLaen/Lysne moved approval of the agenda. Motion carried.

**Minutes:** Lysne/Erickson moved approval of the August 7, 2023 minutes. Motion carried.

**Public Comment:** No members of the public were present. Anderson asked about a temporary fix of the sidewalk on First Street in front of The Lariat Bar; something needs to be done before Uffda Day to make it safer. Mahrer and Scott Haan will do some repair with Quikrete.

Anderson/Lysne moved to authorize a temporary repair of the sidewalk in front of The Lariat Bar for safety reasons. Motion carried unanimously.

**Rutland Fire Department Update:** Kris Jochim, Rutland-Cayuga Rural Fire Department, gave an update on the new fire hall project. The ground work is well underway. He distributed a map and building information to the Council. The project will include removal and installation of culverts. He submitted a building permit for the project.

Erickson/Lysne moved to permit the RCRFD to fill the area with clay and install, and remove, culverts for the new fire hall project. Motion carried unanimously.

The RCRFD will be responsible for replacing the blacktop on the streets where culvert work is done.

**Hamilton Building:** The City Attorney reported that the sale of the old post office and adjacent building is currently in negotiations. A purchase agreement has been sent to the owner.

**Old Jailhouse Roof:** There is no update on the roof installation. An insured contractor needs to be hired.

**2024 Budget:** The 2024 preliminary budget, estimated at 106.5 mills with revenue of \$32,957.05, was approved in August. The State Board of Equalization has not yet provided the anticipated residential value increase percentages so that was not available in estimating the city's property value. The existing residential value at 105 mills generates \$32,209.59 in revenue. The City budget should not be lowered as the anticipated residential value will provide more than \$32,209.59 but the actual increase amount is not known.

Anderson/McLaen moved to approve the 2024 budget at the maximum 105 mills with anticipated revenues of approximately \$32,957.05. Motion carried unanimously.

**Quit Claim Deed:** McLaen/Lysne moved to approve the Quit Claim deed of land to Andrew J. Woytassek and Jerry Woytassek described as Lots One and Two (1 and 2) in Block Five (5), Original Townsite, City of Rutland, Sargent County, ND. Motion carried unanimously.



**Sargent County Emergency Management Agency:** Anderson/McLaen moved to authorize the City of Rutland participation in the Sargent County Emergency Management Agency. Motion carried unanimously.

**Financial Report:** Erickson/Lysne moved approval of the August 2023 financial reports as presented. Motion carried unanimously.

**Bills:** Erickson/McLaen moved approval of the payment of bills from the general fund:

266E	DRN	\$145.51	phone, internet
13651	Otter Tail Power	\$880.90	Utilities
13652	Scott Haan	\$ 916.05	July 30 – Aug. 12
13653	Scott Haan	\$1084.79	Aug. 13 – 25, 2023
13654	B. Mahrer Construction	\$621.94	Gravel, trucking
13655	ND DEQ	\$166.83	Water sample testing
13656	Deborah Banish	\$848.22	Aug. salary, reimbursables
13657	Ecolab Pest Control	\$150.00	Pest Control
13658	Even Law Office	\$75.00	Prepare Res of Necessity
13659	J.P. Cooke Company	\$88.35	Animal license tags 2024
13660	Kotaco Fuel & Propane	\$409.27	Hall fuel oil
13661	ND One Call	\$5.20	Line locate
13662	Roger Pearson	\$45.00	August meter reading
13663	Rutland Oil	\$102.00	Oil, grease
13664	Sargent County Teller	\$101.36	Legals - July & August
13665	Scott Haan	\$1,034.17	Aug. 27-Sept. 9, 2023
13666	SE Water Users	\$1,314.00	Water 438,000 gals. July
13667	Voided		
13668	Team Lab Chemical	\$806.50	Mega Bugs for Lagoon
267E	Waste Management	\$1,804.01	Garbage contract
268E	Waste Management	\$101.33	Hall garbage

Motion carried unanimously.

**Delinquents:** There is one delinquent account at this time.

**Auditor Report:** The Auditor reported approval of Building Permit #248-23 for a garage and deck addition on Parcel # 29-9105000 Greene's First Addition, Lot 7, Block 3 and vacated alley.

The Auditor will attend the ND League of Cities conference and the Municipal Officers Association training in Bismarck on September 20-22.

Erickson/McLaen moved approval of payment for registration, travel and lodging for the Auditor's attendance at the NDLC and MFOA conference in Bismarck. Motion carried unanimously.

There is no update on when the new doors will be installed at City Hall. They are anticipated to be installed this month.

City-wide cleanup day will be held Saturday, September 23, from 8 a.m. to 1 p.m. A roll-off has been ordered and will be at the City Shop. Electronics, tires, and whitegoods will also be accepted.

**Water Tower:** City Engineer Mike Bassingthwaite discussed capital improvement needs including the water tower, mains and valves and sidewalk replacements. He presented cost information on a recently bid project for a 75000 gallon water tank in the State; the bid was \$1.65 million. If the project meets the State's full funding requirements, it will fund up to \$1 million. DWSRF and BND currently have 2% interest loans available. He provided estimates on the payback costs and user costs to pay for such a project. There is a cost versus benefit consideration. He suggested that the City Council consider increasing water rates soon to help fund the future project(s) that the City is facing.

Anderson/McLaen moved to authorize the City Engineer to submit the pre-construction funding and lifecycle feasibility analysis to the State Water Commission before the end of October to start the water tower replacement process. Motion carried unanimously.

Bassingthwaite said the Council will need to determine where to locate the new water tower so the old tower can be removed. The Council concurred the new tower should be just north of the existing site.

**Sidewalks:** The Engineer said the Council needs to decide whether to accept the State ND DOT Transportation Alternatives Program grant funding. The City cost share of the grant would be about \$100,000. The project was for the entire replacement along First (Main) street on both east and west sides from Front to Gay/Arthur Street.

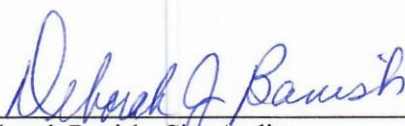
Erickson stated it may be a challenge to get support to replace the west side sidewalk and to be compliant with the store area posts. Bassingthwaite said a four foot path is needed; the curb could be moved taking a portion of the Street.


Anderson noted that the County road right-of-way is 28' and the City is responsible for the area on either side.

The Council scheduled a public information meeting/special meeting for 5 p.m., Tuesday, September 26, in City Hall to provide information to residents and property owners on the proposed sidewalk project on First Street between Front Street and Gay/Arthur Street. Information on the project, estimated costs and funding sources will be prepared by the City Engineer to present at the hearing. The Council is seeking public input to guide in making decisions on the project.

The meeting adjourned at 7:00 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor



**Rutland City Council**  
**October 2, 2023**

The monthly City Council meeting was convened at 5:05 p.m. by Mayor Mahrer. Council Members Anderson, Erickson, Lysne, and McLaen present. City Auditor also present. Scott Haan also present.

**Agenda:** McLaen/Lysne moved approval of the agenda. Motion carried.

**Minutes:** Lysne/Anderson moved approval of the September 11 and 26, 2023 minutes. Motion carried.

**General Store:** Lysne asked if the Rutland Store is commercial or residential for utilities. The Auditor stated it is zoned commercial but utilities are charged the same for both residential and commercial. Lysne stated the new owner has two utility bills, one for the store and one for the apartment. The Auditor stated the Council policy for the prior owner received three bills for water in the apartment, the store, and the café. There are separate meters for the store and the café; the café water is turned off. The residential unit was billed according to City Ordinances on residential garbage; the apartment does not have a separate meter so there are two separate bills sent.

Erickson noted that this is continuing the policy from the previous owner. The City Auditor requested Council action if that policy is changed.

Lysne/McLaen moved that the new owner of the store building receive one bill for the residence with usage based on the store meter while the building is only used as a residence; if the building is returned to commercial use, this change will be reconsidered. Motion carried.

**Sidewalk Project:** Anderson/Erickson moved that the City approve the Transportation Alternatives Project (TAP) grant application for the sidewalk replacement project along First Street from Front Street to Gay/Arthur on the east and west side in 2025. Motion carried: Aye – Anderson, Erickson, McLaen; nay Lysne.

**Resolution of Public Necessity:** Anderson/McLaen approved adoption Resolution No. 23-01: A Resolution of the City Council of the City of Rutland, North Dakota, to establish a Sidewalk Improvement District No 23-01.

WHEREAS, pursuant to applicable provisions of the North Dakota Century Code Chapter 40-22 and the Rutland Home Rule Charter #8, requiring the responsibility of the City Council to provide for the use and operation of public grounds and improvements; and,

WHEREAS, it has been determined by the Rutland City Council through a vote taken on July 10, 2023, that the city sidewalks are in need of restoration from Front to Gay Street on the East side and from Front to Arthur Street on the West side of First Street; and,

WHEREAS, the Rutland City Council, advised obtaining an estimated cost assessment regarding the sidewalk project to be produced by Interstate Engineering; and,

WHEREAS, the City Council wishes to declare its intent to establish a Sidewalk Improvement District, and to set a public hearing for the public and all affected persons to consider its establishment;

Now, therefore, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RUTLAND AS FOLLOWS:

Section 1. The City Council of the City of Rutland hereby declares its intention to establish a citywide street improvement district in accordance with Rutland Home Rule Charter #8.

Section 2. The Sidewalk Improvement District No. 23-01 shall be within the following boundaries as shown on the map attached as Exhibit "A"

Section 3. The City Council orders the City Auditor's Office to publish a Notice of Hearing on said establishment of a sidewalk improvement district in the official newspaper for the City of Rutland on October 27 and November 3, 2023 to be held in the City chambers at 5:00 p.m. on November 6, 2023 to hear and determine the sufficiency of protests.

Motion carried unanimously.

**Bobcat:** Scott Haan, Public Works, presented a quote for the City Bobcat replacement. The government program is no longer available. The current Bobcat will need new tires. Erickson said the City used to keep the Bobcat until it neared 1,000 hours, maybe we should keep it for 2,500 hours. The next time the hours and figures should be examined to determine the City's options.

Anderson/Lysne moved approval of the purchase of a new Bobcat with trade-in for an anticipated cost of \$5,413.05. Motion carried unanimously.

**Public Works Salary:** Haan has been in the public works position for two years as of October 25. He is requesting a \$2.00/hour raise. He uses his own vehicle and fuel with a \$50.00/month reimbursement.

Lysne/Anderson moved approval of the public works hourly wage to \$23.00/hour with \$50.00/month for use of a personal vehicle effective October 3, 2023. Motion carried unanimously.

**Auditor Salary:** The Auditor presented a 2021 salary survey of City Auditors. Auditor pay is \$15/hour with 60 hours/month. Assistant City Auditors were paid more than \$15/hour in 2021. Similar size city salary comparisons were reviewed.

McLaen/Erickson moved that the City Auditor salary be increased to \$24/hour effective November 1, 60 hours/month, with a 5% annual increase for five years at which time the salary will again be reviewed. Motion carried unanimously.

**Mayor/Council Pay:** The Auditor presented a Mayor/Council pay survey from 2021 which was received and filed the information. Lysne informed the Auditor that she does not want to receive Council pay.

**Financial Report:** McLaen/Lysne moved approval of the September 2023 financial reports as presented. Motion carried.

**Bills:** Erickson/Lysne moved approval of the payment of bills:

	General Fund		
ACH	DRN	\$ 147.00	Phone
ACH	Waste Mgmt.	101.77	Hall garbage
ACH	Waste Mgmt.	1,814.01	City Contract
13669	Scott Haan	1468.28	Sept 10-23
13670	US Treasury	2,710.09	F941 3r Qtr. 2023
13671	Southside Automotive	143.42	Parts



13672	SE Water Users	1,017.00	339,000 gals. August
13673	Rutland Oil	402.00	Fuel
13674	Roger Pearson	45.00	September
13675	Otter Tail Power	948.26	Electricity
13676	ND League of Cities	275.00	Convention registration
13677	Linde Gas & Equipment	244.95	Cylinder lease
13678	Forman Lumber	85.92	Quikrete
13679	Deborah Banish	1300.29	Salary & reimbursement
13680	ND One Call	1.30	Line locate
13681	Sargent County Teller	170.92	September minutes & budget publ.
13682	Scott Haan	933.11	Sept. 24- Oct. 7
13683	Waste Management	1250.60	Fall Clean-up Day container
	<b>2010 Streets Fund</b>		
1039	Stock Growers Bank	807.50	2010 Streets Loan interest

Motion carried.

**Delinquents:** There are two delinquent accounts at this time.

**City Auditor Report:** The Certification of Uncollected Taxes for 2020-2022 was presented. The Auditor noted that the 2010 Streets Fund should uncollected taxes of \$2401.81 for 2022; the Council passed a special levy of \$7,000 to help cover the fund shortages for 2022 and prior years.

**Mayor/Council Reports:** The Mayor stated that the 2023 Uffda Day celebration was a success. The ice cream 'booth' was a success alone making a \$1,200 profit.

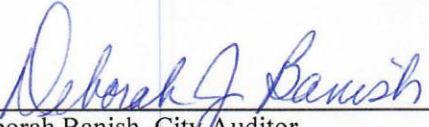
Council President Erickson stated that the City should have one clean-up day, possibly earlier in September, due to the cost of the roll off and the small amount that individuals pay to dispose of large items.

Erickson reported that the water tower cleaning crew stated that the City's water tower is in excellent condition and the nicest they have worked on. This crew from Texas did the contracted cleaning of the tower (through Maguire Iron); they have built water towers in the past. They estimate that the City could use the existing tower for another 14-15 years. Over 200 pictures and information is in the report that he will send to the City Engineer.

The Mayor stated the tower was last relined in 2008 or 2009. The relining and exterior maintenance on the tower will continue to help prolong the useful life of the tower.

The meeting adjourned at 5:50 pm.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor



**Rutland City Council  
November 6, 2023**

The monthly City Council meeting was convened at 5 p.m. by Mayor Mahrer. Council Members Anderson, Erickson (by phone), Lysne, and McLaen present. City Engineer and City Auditor also present.

**Agenda:** McLaen/Anderson moved approval of the agenda. Motion carried.

**Minutes:** Lysne/Anderson moved approval of the October 2, 2023 minutes. Motion carried.

**Water Mains/Gate Valves:** The City Engineer reported that cost estimates for water main and gate valve replacements are being developed. Some lines are very old; the ones with PVC piping will be included in the cost estimates. AC pipes are very fragile and can snap when moving dirt so they will not be included.

**Engineer Contract for Services:** Anderson/Erickson moved approval and execution of the Engineering Services Agreement with Interstate Engineering for professional services required for the design and construction of the sidewalk improvements through the ND DOT Transportation Alternatives Program Project No. TAC-0041(022) PCN 23942 at an approximate cost not to exceed \$62,000. Motion carried.

Mike Bassingthwaite, City Engineer, reported that the field survey for the project has been completed before snowfall.

The Mayor noted that the recent Maguire Iron cleaning crew commended the City on having one of the best water towers. Bassingthwaite noted that the tower has leaked periodically. Erickson suggested obtaining cost estimates from Maguire and others for relining the tower. Bassingthwaite reported that the City of Forman is proceeding with replacement of the water tower. The City Auditor will obtain and forward the Maguire Iron report, with photographs, for additional information.

Lysne entered the meeting at 5:10 p.m.

**Water Sample Contract Renewal:** Anderson/Lysne moved approval of a Water Sample Contract with Southeast Water Users for October 1, 2023 through October 1, 2026 to collect and submit samples to the ND Department of Health for analysis at the cost of \$50.00 per month. Motion carried.

**Water Rates:** The City Auditor reported that the City's cost of water will increase by \$0.25 per 1,000 gallons in January 2024. The City raised the water rate per in 2015 from \$19 to \$20 for 3,000 gallons and in 2017 to \$23. Water could be set for an annual % increase, for example, 3% (\$.69 increase would cover \$.23 of the increase) or 5% (\$1.15 increase would be \$.38 per 1,000).

Lysne/Erickson moved to increase the water rate by 5% effective with the January billing. Motion carried.

**2024 meeting schedule:** Adopt the 2024 meeting schedule as presented: January 8 and 29, March 11, April 1 - Board of Equalization & Regular, May 6, June 3, July 8, August 5, September 9, October 7, November 4 and December 2, 2024. Motion carried.

**County Forfeiture:** The City Auditor reported that the County Commission meets November 7 and will set the sale price on one lot in Rutland: Block 2, Lot 16, Original Townsite. If the property does not sell, the City will have the opportunity to purchase it for \$1.00 plus specials.

Anderson/McLaen moved that the City purchase the lot if not redeemed at the County sale. Motion carried.



**Financial Report:** Lysne/Anderson moved approval of the October 2023 financial reports as presented. Motion carried.

**Bills:** Erickson/Lysne moved approval of the payment of bills:

	General Fund		
ACH	DRN	\$ 146.64	Phone
ACH	ND Job Service	159.15	2023 Qtr. 3
ACH	Waste Mgmt.	101.18	Hall garbage
ACH	Waste Mgmt.	1799.95	City Contract
13684	Otter Tail Power	943.69	Electricity
13685	Scott Haan	1255.14	Oct 8-21
13686	Valley Glass Shop	7600.71	Hall doors
13687	Deborah Banish	831.15	October
13688	ND One Call	1.30	Line locate
13689	Quill	2.00	Paper supply balance due
13690	Riteway Business Forms	137.01	Water bill forms
13691	Roger Pearson	75.00	October
13692	Sargent County Teller	60.80	October minutes publication
13693	Scott Haan	1046.40	Oct. 22-Nov. 4, 2023
13694	SE Water Users	390.00	130,000 gals. 8/24-9/21
13695	SE Water Users	600.00	Water sample contract
13696	Team Laboratory	1031.50	Lagoon winter blend chemicals
13697	US Postmaster	102.00	Postcard stamps

Motion carried.

**Delinquents:** There are two delinquent accounts at this time that will be turned off this week if not paid.

**Auditor Report:** There was a surprise inspection of the City landfill and the gates were unlocked and there is no signage. A new lock has been installed. The Auditor was authorized to order and purchase a sign for the gates at the municipal waste site.

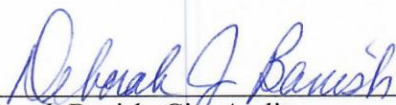
**Mayor/Council Reports:** The Mayor reported that the bank is taking ownership of the old Bradbury property. The street light is out but the fallen trees are on private property.

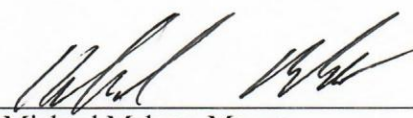
McLaen noted the upcoming events: Santa Day on December 2, the Fireman's breakfast on December 3, and the Dueling Pianos event on January 19.

Erickson has been in contact with the Postal Service. The latest update is they are getting the funding lined up and then it is expected to be approximately another four months before the site will be ready to open. He is in contact weekly on updates.

The meeting adjourned at 5:40 p.m.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor

**Rutland City Council  
December 5, 2022**

The monthly City Council meeting was convened at 5:00 p.m. by Mayor Mahrer. Council Members Anderson, Lysne, McLaen present; Erickson absent. City Auditor also present.

**Agenda:** Anderson/Lysne moved approval of the agenda. Motion carried.

**Minutes:** Lysne/Anderson moved approval of the November 7, 2022 minutes. Motion carried.

**Public Comments:** No members of the public present.

**Lariat Bar Liquor License:** Anderson/Lysne moved to approve the beer and liquor license for The Lariat Bar and Grill for January 1 through December 31, 2023, subject to receipt of payment. Motion carried.

**Gaming Site Authorization:** Anderson/Lysne moved approval of the Gaming Site Authorization for the Rutland Sportsman's Club to conduct pull tab and electronic dispensing devices at The Lariat Bar and Grill for the period December 1, 2022 to June 30, 2023. Motion carried.

**SCJDA:** Anderson/Lysne moved to nominate the Rutland Mayor, Michael Mahrer, to the Sargent County Job Development Authority to represent organized cities of the county with a population under 500. Motion carried.

**2023 Meeting Schedule:** Lysne/Anderson moved approval of the 2023 Council Meeting calendar as presented:

January 9*	August 7
February 6	September 11*
March 6	October 2
April 3 - Board of Equalization & Regular	November 6
May 1	December 3
June 5	
July 10*	*2nd Monday due to holiday

Motion carried.

**Fund Transfer:** Anderson/Lysne moved to approve the transfer of 20% of the current year receipts from the water Enterprise fund to the Streets and Sidewalks general fund account. Motion carried.

**Financial Report:** Anderson/Lysne moved approval of the November 2022 financial report as presented. Motion carried.

**Bills:** Lysne/Anderson moved approval of the payment of bills:

ACH	Stock Growers Bank	\$ 5.00	Resident NSF bank charge
ACH	DRN	147.79	Telephone
ACH	Waste Management	1885.92	Garbage contract
ACH	Waste Management	105.44	Hall garbage
13509	Scott Haan	\$23.05	reimbursement
13510	Scott Haan	977.65	Oct. 23-Nov. 5



13511	Scott Haan	1,210.88	Nov. 6-19, 2022
13512	Sargent County Auditor	739.94	Tax forfeited property purchase
13513	Banyon Data Systems	1,680.00	Office software
13514	Deborah Banish	831.15	November
13515	ND One Call	2.60	Line locate
13516	Otter Tail Power	857.44	electricity
13517	Roger Pearson	45.00	November
13518	Rutland Oil	1,235.00	250 gals fuel
13519	SE Water Users	795.00	265,000 gallons Oct.
13520	Scott Haan	902.35	Nov. 20- Dec. 3
13521	Bobcat of Gwinner	733.68	Bobcat bristles
13522	SC Teller	38.72	Nov. minutes publication
13523	Vining Oil & Gas	1,595.80	Hall fuel 800 gals.
13524	Otter Tail Power	1,259.72	December electricity
13525	Mahrer Construction	1,485.00	Snow removal
13526	Scott Haan	1,343.50	December 4-17, 2022
ACH	SnowWolf	8,715.15	Bobcat snow plow attachment

Motion carried.

Council Member McLaen entered the meeting.

**City Engineer:** Mike Bassingthwaite, Interstate Engineering, discussed recent changes from the Department of Emergency Services for hazard mitigation project funding. Water towers no longer qualify. The City may want to postpone the sidewalk project next year; concrete costs continue to increase. There is also a shortage of concrete culverts due to a lack of manufacturing capacity. He will meet with the Mayor soon to review the need for replacing water mains in the City.

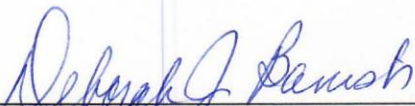
**Delinquents:** There are six delinquents at this time.

**Council and Mayor Reports:** The tree on the lot at 419 Cooper Street needs to be removed. It is on private property; however, the tree is causing the electric power line to break consistently and Otter Tail Power will not connect the line to provide service to the street light pole on that block. The City Attorney will be requested to send a letter to the owners to have the tree removed or the City will proceed to have it removed and charge the owners for the cost of removal.

McLaen informed the Council that the Fire Department plans to hold a New Year's Eve dance at City Hall and a special liquor permit may be needed to be issued. The Auditor will issue the permit if alcohol will be sold as part of the event.

The meeting adjourned at 6:00 p.m.

ATTEST:

  
Deborah Banish, City Auditor

  
Michael Mahrer, Mayor