

City of Surrey
Regular Council Meeting
October 7, 2019

Present: Karla Walsh, Rod Hjelden, Mike Thiesen, Brent Dickinson, Travis Dalby, Lindsay Coca.

Absent: none

Also Present: Diane Fugere, Heather Brandt, Connor Kircher, City Engineers Tom Lambrecht and Brent Erickson

Walsh called the meeting to order at 7:00 p.m.

Hjelden moved to approve the minutes of the September 3, September 17, September 25 and October 1, 2019 minutes, Travis seconded, motion carried.

Dickinson moved to approve the financial reports and other reports, Hjelden seconded, motion carried.

Blaine Klein appeared before council to discuss water backup into his yard since the excessive rains. He stated the road needs more gravel. City Engineers were asked to investigate the situation.

Diane Fugere and Heather Brandt recited their oath of office.

Diane asked about closing a dormant payroll account with First Western Bank which is being service charged \$2.00 every month. Hjelden moved to approve closing the account, to be deposited to the Bremer checking account, Dalby seconded, motion carried.

Diane asked about putting the Bremer Bank "Water Tower Account" into an interest-bearing account. Walsh asked 12 months' worth of information on activity in this account to be presented at the next regular meeting.

Council reviewed an employment application from Jonathan Yearian for snow removal. Diane was asked to get more information from Jonathan on his qualifications and equipment usage.

Council reviewed an estimate for \$274.95 from Schocks Safe & Lock Service for an electric lever to be installed on the door between the community room and the city offices. Dickinson moved to approve, Thiesen seconded, motion carried.

Coca reported 3 candidates were interviewed for the City Clerk position. Coca moved to hire Sabrina Dickinson at \$15.50 per hour with an increase to \$16.00 after completing the Odyssey training and \$16.50 after 3 months' probation, Travis seconded, motion carried on a roll-call vote: Coca – yes; Dalby – yes; Dickinson – abstain; Thiesen, yes; Hjelden – yes. If Sabrina declines the position, Coca moved to offer it to Tawna Simonson at \$17.00 per hour with an increase to \$17.50 after completing the Odyssey training and \$17.75 after 3 months' probation, Hjelden seconded, motion carried on a roll-call vote: Coca – yes; Hjelden – yes; Thiesen – abstain; Dalby – yes; Dickinson – abstain.

Walsh reported Leo Schmidt declined the building inspector position and the city is looking into a joint agreement with either the City of Minot or Ward County and if anyone had any other ideas to speak to Diane.

Council reviewed an estimate of \$429.00 from SRT for installation of panic buttons. Dalby moved to table the matter. Discussion followed. Dalby withdrew his motion. Thiesen moved to approve, Hjelden seconded, motion carried on a roll-call vote: Thiesen – yes; Hjelden – yes; Coca – abstain; Dalby – yes; Dickinson – no.

Diane presented an estimate from GovOffice in the amount of \$1,645 per year for the for redesign of the city website and stated she would prefer to research other options for a lesser amount.

Diane presented an estimate from Black Mountain Software for an ACH program for water bills in the amount of \$1,100.00 with an annual maintenance fee of \$100.00. It is currently being done manually for 112 accounts. After some discussion, Diane was asked to add that we offer ACH for water bills to the back of the monthly bill. The matter will be revisited when more accounts sign up for ACH service.

Heather presented information on a Trinity Health Foundation for Surrey Park Districts. They require matching donations before funding will be provided. There have been previous discussions on the City of Surrey donating picnic tables and benches with the specific intent to be used in the new park. Chuck Tollefson stated he has \$2,500 worth of property stored in his shop. Heather will visit with the park board to get more information. Tollefson stated there are benches and tables available.

Diane reported Bob and AJ offered \$2,400 for the snowplow in Ray, North Dakota and that offer was accepted.

Council reviewed the public works report.

Mayors Report

Walsh discussed the motion process and the need to have all information, i.e. estimates, etc. when presenting something to council.

Police Report

Connor reported the laptops have been ordered and Chief Coca will be working on advertising the police officer position.

Council reviewed a letter from the Ward County Auditor's office on city properties pending foreclosure and asked if anyone wanted to attend the hearing with no one interested in attending.

The City of Granville asked public works about renting the city's jetter and/or operator to assist with their sewer main problems. Dickinson moved to rent the jetter with the operator at \$23.00 per hour for one day contingent upon the agreement that if equipment breaks down the City of Granville will be responsible for repairs, Thiesen seconded, motion carried.

Dickinson asked about the school boosters borrowing city tables. Discussion followed. Council approved lending tables to the Church and the School.

Dickinson asked about an increase in council pay. Dickinson moved to approve \$150.00 per meeting and \$30.00 for special meetings, Dalby seconded, motion failed on a roll-call vote: Dickinson – yes; Dalby – no; Coca – no; Hjelden – no; Thiesen – no. Dalby moved to approve an increase in the special meeting fee to \$40.00, Dickinson seconded, motion failed on a roll-call vote: Dalby – yes; Dickinson – yes; Coca – no; Hjelden – no; Thiesen – no.

Council discussed flooring for the community room. Public Works will be asked to look at different option and get estimates.

Walsh presented a Leadership Code Policy and asked council to take it home, read and sign the acknowledgement and bring to the next meeting. Discussion followed. Walsh discussed how a council member should treat residents. Walsh asked for a motion in violation of the Leadership Code. No action taken. Hjelden offered to chair a committee to deal with ramifications of violating the Leadership Code and recruit members.

Council reviewed an email from Blake Crosby with the ND League of Cities regarding approval to cities to invest the Prairie Dog Fund monies if it will not be used right away.

Thiesen moved to adjourn, Dalby seconded.

*These minutes have not yet been approved by the City Council. *