

## Cooperstown City Council

December 6, 2017 – City Hall – 7:00 PM

Mayor Paintner called the meeting to order at 7:00 pm. Members present included Paul Paintner, Welton Cochrane, Rick Cushman, Nic Zimprich, Tim Erickson and Bryan Ressler. Absent: Lee Watne. Others in attendance: Blaine Larson, Chris Olson, Nancy Lunde, Phyllis Ratcliffe, and Beth Berge.

**Agenda & Minutes:** Ressler moved, Cushman seconded, to approve the agenda with additions and corrections. Motion carried unanimously. The minutes from the November 6, 2017 meeting were approved with a motion from Cushman, seconded by Zimprich. Motion carried unanimously.

**Griggs-Steele Empowerment Zone:** Beth Berge attended the meeting representing the Griggs-Steele Empowerment Zone. She explained that Prairie Authority, LLC is a subsidiary of the Empowerment Zone. She is here requesting the City of Cooperstown approve a write-off of a Community Development Block Grant loan made by the City to Prairie Authority in 2008 for the purchase of equipment for Centri-Filters Technologies in the amount of \$23,360.91. Centri-Filters Technologies ceased operations in 2009 and was dissolved. Prairie Authority ceased operations in 2012 and is in the process of officially dissolving. Prairie Authority respectfully requests that the loan be forgiven and written off. A portion of Century Code, Chapter 40-5-01 states: a city is not lending its funds or extending its credit to any organization and no general liability on the part of the city is incurred. There would be no ramifications to the city in forgiving this loan. After discussion Cushman moved, Cochrane seconded, to approve forgiveness of this loan to allow the loan to be written off. Motion carried unanimously.

**Home Rule Charter:** City Attorney Phyllis Ratcliffe attended the meeting with a request to file a letter with the Attorney General regarding the City's Home Rule Charter and the ability of the City to increase the sales tax by ordinance. Initially the City brought the Home Rule Charter and the 1% sales tax to a vote of the citizens. In 2008 the City imposed another ½ % sales tax. At November's council meeting the City Council passed a motion to remove the \$50.00 sales tax cap that is a part of our current ordinance. This led to Phyllis' question of whether the City can impose an additional sales tax by city ordinance. After discussion of this matter, Zimprich moved, Cushman seconded, to approve filing a letter with the Attorney General regarding the Home Rule Charter and the City's ability to increase sales tax by ordinance. Motion carried unanimously.

**County Properties:** Mayor Paintner asked the council to review the information on the 3 properties which the county would like to deed to the city. He asked Phyllis Ratcliffe to attend the meeting to inform the council how the properties would be handled if the city did accept them. She will gather information on the lien that is currently on one of the properties and research ownership of the other property and have this information available at the next council meeting.

**Utility Billing:** Chris Olson presented a report on garbage rates and the number of utility accounts the city currently collects garbage payments for. She asked the Council to review their policy for garbage billing. The city pays Brager Disposal for a set number of accounts each month whether the city collects a garbage payment for the residence or not. The city currently has a snowbird policy which allows the garbage charge to be removed while a resident is gone for the winter. The policy also allows for empty homes and homes for sale to remove the garbage charge. After discussion Erickson moved, Ressler seconded, to eliminate from the utility policy a section allowing for snowbirds to have garbage charges removed, effective June 1, 2018. Motion carried unanimously. The council would like a count to be done by Brager Disposal regarding how many residences are currently being collected from. They will re-evaluate the list Chris currently has of homes which are not being billed for garbage and will discuss further at the next meeting. Welton Cochrane feels the City needs to change the policy to make things even across the board. The council would like to meet with Trish Brager and Jeremy Zaun for a discussion on changes we need to make with the garbage charges. Chris informed the council of the number of properties who do not receive any sort of bill for city services. These properties benefit from lights, mosquito spraying and from past projects completed by the city. Should these properties also be billed for these services? The council will table this and will discuss further at the next council meeting. Chris informed the council of a discrepancy with how Cooperstown Medical Center has been billed for water since 2011 when they were given a special rate. The city water rates have increased 4 times with the medical center rates not increasing at all. After discussion Cushman moved, Erickson seconded, to approve implementing a same rate for all water accounts policy regarding the cost of water. Motion carried unanimously. Chris Olson will send a letter to the Medical Center to inform them of the changes in their utility payment.

**2018 Election:** Nancy Lunde reported the June 2018 elections will be held in the new Courthouse in 2018. She asked for approval from the City Council. Cochrane moved, Zimprich seconded, to approve the June 2018 election to be held at the County Courthouse in Cooperstown. Motion carried unanimously.

**Pledge of Securities:** Cushman moved, Zimprich seconded, to approve the Pledge of Securities: Citizens State Bank: Market Value of \$1,398,088.41 and Bank Forward: Market Value of \$517,052.10. Motion carried unanimously.

**North Dakota State Fire & Tornado:** Nancy Lunde informed the council of payment from ND State Fire & Tornado on the insurance claim for the damaged well pump. She had submitted a claim with a quote of \$5,572.00. With a deductible of \$1,500.00 the company paid \$4,072.00 as the City is covered with an Equipment Breakdown Protection Endorsement. As the portion of the premium for the Equipment Breakdown coverage is \$284.36 per year, this seems to be very good coverage.

**Internal Control & Management Policy:** Nancy Lunde presented a new Internal Control & Management policy to the City Council. Nancy brought this to the council as

the city did not have one previously. Zimprich moved, Cushman seconded, to approve the adoption of this Internal Control & Management Policy. Motion carried unanimously.

**CDBG Project:** Nancy Lunde presented the agreement from Moore Engineering for the Cooperstown Water & Sewer Replacement/Odegard Avenue project. She asked the Council to approve this agreement. Zimprich moved, Cochrane seconded, to approve the Moore Engineering agreement for the Cooperstown Water & Sewer Replacement/Odegard Avenue project. Motion carried unanimously.

**Dept. Reports:**

**WSS:** Blaine Larson reported on the activities of the city crew for the past month. He informed the Council of the Fluoridation Quality award the City just received for maintaining a consistent level of optimally fluoridated water for the 2016 year. The council commended the city crew for their good work. Chris Olson reported there are 14 auto read meters currently left to install. There was further discussion of how many meters we need to purchase to complete the city. The council determined we should have a few extra meters on hand after we have completed installing within the whole city. Cochrane moved, Erickson seconded to approve the purchase of 140 auto read meters and a second gateway from Metron-Farnier, LLC. Motion carried unanimously.

**Auditor Report:** Nancy Lunde provided the auditor's monthly financial report, payroll report and list of receipts. There was discussion of the timing of the January 2018 meeting. The regular council meeting will be January 3, 2018 at 7:00 p.m.

**Bills:** The council reviewed the bills with discussion on several. The bills listed were approved to be paid with a motion from Cushman, seconded by Ressler. There was a roll call vote with all members in favor. Motion carried unanimously.

**Permits:** Cushman moved, Zimprich seconded, to approve the Atchison Rifle & Archery Club Local Permit. Motion carried unanimously. Ressler moved, Erickson seconded, to approve the Griggs County Archery Local Permit. Motion carried unanimously. Zimprich moved, Cushman seconded to approve the Sawyer Markel Building Permit. Motion carried unanimously.

**Old Business:**

The next regular City Council meeting will be January 3, 2018. Cushman moved, Ressler seconded, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:40 pm.

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Nancy Lunde, City Auditor

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Paul Paintner, Mayor

## December 2017 Bills Paid

VISA	\$149.68
VISA	\$615.41
BLUE CROSS BLUE SHIELD	\$5,800.89
PACE PAYMENT SYSTEMS	\$20.00
VERIZON WIRELESS	\$329.43
EFTPS	\$5,585.00
EFTPS	\$9.58
ADVANCED BUSINESS METHODS	\$67.87
AMERIPRIDE SERVICES	\$79.01
ARROWWOOD PRAIRIE CO-OP	\$1,428.82
BANK OF NORTH DAKOTA	\$171.84
BLAINE LARSON	\$35.00
BLUETARP FINANCIAL	\$264.61
BRAGER DISPOSAL SERVICE	\$6,663.00
CHAD JOHNSON	\$35.00
CHRISTINE OLSON	\$35.00
CITIZENS INSURANCE AGENCY	\$81.01
CITY OF FARGO, NORTH DAKOTA	\$24.00
COOPERSTOWN MEDICAL CENTER	\$38.40
COACHMAN INN	\$188.00
COOPERSTOWN GRAVEL	\$816.00
COOPERSTOWN TRUE VALUE	\$263.68
EMERGENCY MEDICAL PRODUCTS	\$82.95
EVERETT VIGESAA	\$150.00
FEHR ELECTRIC	\$170.00
FERGUSON WATERWORKS #2516	\$2,429.38
FOUNDATION PLUMBING, LLC	\$128.27
GRAINGER	\$94.18
GRIGGS COUNTY TELEPHONE	\$793.98
H E EVERSON	\$144.31
HAWKINS INC	\$1,804.16
HEARTLAND CONSULTING GROUP,LLC	\$2,588.00
HENRY SCHEIN INC.	\$134.94
HIGH PLAINS WATER	\$9.00
LAKE AGASSIZ DEV. CORP.	\$1,188.70
MIDCONTINENT COMMUNICATIONS	\$100.00
MILLERS FRESH FOODS	\$190.50
NANCY LUNDE	\$35.00
ND EMS ASSOCIATION	\$80.00
ND LEAGUE OF CITIES	\$180.00
ND ONE CALL, INC	\$10.00
NDRWSA	\$235.00
NEWMAN TRAFFIC SIGNS	\$663.80
OTTER TAIL POWER CO	\$4,320.42
PHILLIP STEICHEN	\$150.00
RANDY MYERS	\$35.00
REITEN, INC	\$1,779.96
SCDRC	\$1,000.00
T&K SALES	\$145.00

TOM DAHL	\$400.00
TOM GILBERTSON & SONS	\$4,134.00
V W MOTORS INC	\$129.88
WATER SMITH, INC	\$5,572.00
Zoll Medical Corporation GPO	\$765.00
POSTMASTER	\$161.12
TOWN & COUNTRY CO-OP	\$49.68
HENRY SCHEIN INC.	\$356.86
SANFORD HEALTH - OCCUPATIONAL	\$90.00
ND Dept. of Health	\$546.11
NODAK ELECTRIC COOPERATIVE	\$243.23
METRO-BILLING SERVICES	\$399.00
ALTRU HEALTH SYSTEM	\$116.00
ND EMS ASSOCIATION	\$310.00
DOUGHERTY & COMPANY LLC	\$500.00
CITY OF COOPERSTOWN	\$100,318.33