

COOPERSTOWN CITY COUNCIL
Regular Meeting May 1, 2023

The Cooperstown City Council met Monday, May 1, at 7:00 pm in the city council room. Present: Deb Eslinger, Steve Perry, Larry Olson, Seth Hanson, Charles Dehoff, and Allen Gruman. Others present: Public Works David Ludwig, Auditor Christine Olson, Deputy Auditor Naomi Trostad, Joann White, Roger Schilke, and Farrah Saxberg. Absent: Paul Paintner. Pledge of Allegiance was recited.

Motion by Dehoff, seconded by Olson to approve April 3, 2023, meeting minutes. Motion carried.

Motion by Hanson, seconded by Olson to approve April 19, 2023, special meeting minutes. Motion carried.

Motion by Olson, seconded by Dehoff to approve April 25, 2023, tax equalization minutes. Motion carried.

Roger Schilke provided the council with information on how he would like to handle water at his new shop/storage building. He would like to fill a 250-gallon tote in the building with clean water for washing and possibly a toilet, which he would fill using a garden hose run from his house; he would have this water run into a 600-gallon tank in the ground located outside the building in the ground. He would have this pumped out as needed. If a condition of allowing him to do this is that there can be no toilet, he is willing to do that. David will contact NDDEQ as Roger does have access to hook into city water and sewer services or access them via his existing hookups.

Christine presented the council with information on the duties of the Special Assessment Commission. A 3-member commission will need to be appointed soon. Council members should submit some names to the office by May 8, 2023.

Farrah proposed to the council that she would like to receive \$2,500.00 per month to continue handling assessing duties for the city. Motion by Dehoff, seconded by Olson to approve paying Farrah \$2,500.00 per month until Christine becomes certified. Motion carried.

David Ludwig provided a public works report. He spent 3 days sweeping streets on the south side of town. There is an abundance of rock left on the streets and in gutters from last fall's street work. Moore Engineering has been contacted and they will be looking into this to see if anything can be done. Sanitation Products has been here to service the street sweeper. Electric Pump was here to check all lift station pumps, and all is working as it should. Manning Mechanical came and gave us an estimate of \$27,400.00 to install RPZ's and Double Checks for the city. Motion by Eslinger, seconded by Hanson to accept the bid from Manning Mechanical to do this work. Motion carried. A list prioritizing the additional work items for the streets has been put together, and the council asked that this be shared with Moore Engineering to get costs associated with the work before making any decisions. The #4 lift station along Highway 200 has an infiltration problem due to the water that sits in the ditch. The infiltration of water causes all of our pumps to run much more than necessary. Dave is recommending that this ditch should be graded when the other ditches along Highway 200 are looked at. A new pit will be dug at the landfill by Ellefson Excavating as the current pit is full. Perry asked if things were going okay or if he is getting overwhelmed as he is working alone for now. Help is needed for hanging flags. A map of areas to be mowed was shared with the city as well. Dave spoke with Roger Hanson, who estimated he spent 25 or so hours a week to keep up with the mowing in the past.

Christine Olson provided the auditor's report. Clean up week was discussed, with the suggestion that we still hold clean up week, but that the city will not be picking items on curbs up as we are shorthanded. It was decided that we should hold clean-up for 2 weeks, allowing residents to bring items to the landfill for free. A suggestion was made that we also hold a fall clean up. Moore Engineering received an update from Bituminous Paving that they will be starting the punch list items at the end of May or early June. It is not much work, so is not expected to take long. A letter from the ND State Auditors office was shared, noting additional items that were to be addressed regarding the 2018 audit report. Harold Rotunda has responded to those items. Christine has reached out to several firms to see if they would take on a new city client and what the estimated costs would be. Currently, there are only a few that have responded. Christine has talked

with Moore Engineering about a Capital Improvement Plan and outlined the process. It would take about 30 hours of effort and would cost would be about \$6,000. The council would like to move forward, but also would like to have a proposal from some other engineering firms. We have received a contract from the Office of State Tax Commissioner to administer the City of Cooperstown's local sales, use and gross receipts taxes for the 2023-2025 biennium. Motion by Eslinger, seconded by Olson to approve entering a contract with the Office of State Tax Commissioner. Motion carried. The City of Cooperstown has received the Certificate of Safe Drinking Water from the NDDEQ for 2022.

The financial report was presented. Motion carried. Motion by Olson, seconded by Gruman to move \$125,000.00 into a 12-month CD at Bravera Bank and \$125,000.00 into a 15-month CD at Bank Forward. Motion carried. Motion by Olson, seconded by Dehoff to accept the financial report as presented. The list of bills was presented. Motion by Olson, seconded by Hanson to approve payment of the bills presented. Roll call vote with all voting aye, motion passed unanimously.

Motion by Eslinger, seconded by Olson to designate the Griggs County Courier as the official newspaper for the city. Motion carried.

Motion by Olson, seconded by Dehoff to approve a proclamation declaring May 12 as Arbor Day in Cooperstown. Motion carried.

Motion by Olson, seconded by Eslinger to approve a bid of \$15.00 per time from Nancy Paintner to mow the lawn at and around city hall. Motion carried.

Motion by Eslinger, seconded by Olson to approve a local permit for a raffle and bingo submitted by the Sheyenne Valley Horseshoe Club. Motion carried.

Perry and Paintner met on April 6, 2023, to discuss city employee wages. Perry is recommending the following: Bennett Michaelis/landfill attendant is currently at \$14.42 per hour – recommending an increase to \$15.00 per hour, Naomi Trostad is currently at \$15.45 per hour – recommending an increase to \$17.45 per hour, Christine Olson is currently at \$18.78 per hour – recommending an increase to \$20.78 per hour, David Ludwig will remain at \$23.00 per hour, and Julie Keller/cleaning is currently at \$17.37 per hour as an employee – recommending \$20.00 per hour as a contract vendor. Perry recommends that this be a one-time jump with no cost-of-living adjustment in June. Motion by Hanson to approve the recommendations as presented to be effective May 1, 2023. Motion by Eslinger to amend the motion to include an increase for David to \$25.50 per hour effective May 1, 2023, seconded by Olson. Motion carried.

Eslinger reported on 2 interviews that were held for public works. One candidate informed us that he would not be able to obtain a Class B driver's license because he has a Medical Marijuana card. Christine checked with Attorney Peterson who advised against hiring him due to the possible liability issues that may arise. Eslinger recommends offering a position to Timothy Varberg. Tim stated in his interview that he would prefer to work his current job through springs work, starting the middle of June; if needed, he will start earlier. Motion by Dehoff, seconded by Olson to approve the recommendation to hire Timothy Varberg to begin no later than June 19. Motion carried.

Perry let everyone know the Park Board will be meeting on May 2nd at 7 pm and will be talking with Griggs County Central School representatives about the pool property, and encouraged anyone who can, to attend.

Motion by Dehoff, seconded by Olson to adjourn. The meeting adjourned at 8:09 pm.

Christine Olson, Auditor

Steve Perry, President

CITY OF COOPERSTOWN

*Check Summary Register©

May 2023

Name	Check Date	Check Amt	
1130 Citizens State			
110705e	BLUE CROSS BLUE SHIELD	5/2/2023	\$4,507.50 BLUE CROSS
110706e	VISA	5/11/2023	\$790.44 Microsoft Office
110707e	VERIZON WIRELESS	5/24/2023	\$120.09 MIFI INTERNET
110708e	VISA	5/22/2023	\$220.00 When to Work subscription
110709e	EFTPS	6/1/2023	\$4,993.93 PAYROLL TAXES
110710e	NDPERS	6/1/2023	\$1,815.65 RETIREMENT
113693	COOPERSTOWN MUN AIRPORT	5/1/2023	\$393.24 Airport State Aid
113694	ARAMARK	5/1/2023	\$267.28 Towels, mops, mats
113695	ARROWWOOD PRAIRIE CO-OP	5/1/2023	\$539.70 City hall propane
113696	BRAGER DISPOSAL SERVICE	5/1/2023	\$6,800.00 CITY HALL DUMPSTER
113697	BRICK & LEAF BOUTIQUE	5/1/2023	\$58.56 Admin Prof Day flowers
113698	BRITE WAY WINDOW CLEANING	5/1/2023	\$143.00 City hall window cleaning
113699	CHRISTINE OLSON	5/1/2023	\$35.00 CELLPHONE
113700	CITY OF FARGO, NORTH DAKOT	5/1/2023	\$14.00 Water samples
113701	COOPERSTOWN DRUG	5/1/2023	\$11.16 Ambulance meds
113702	COOPERSTOWN HARDWARE	5/1/2023	\$185.41 Cleaning supplies, paper products, nitrile glove
113703	DAVID LUDWIG	5/1/2023	\$35.00 CELLPHONE
113704	EMERGENCY MEDICAL PRODUC	5/1/2023	\$143.80 Opiod OD kit
113705	HANNAH ZAUN	5/1/2023	\$561.72 Initial EMT training mileage reimbursement
113706	HAWKINS INC	5/1/2023	\$1,570.15 Azone
113707	HOLLY NEUBERGER	5/1/2023	\$176.85 EMS conference mileage
113708	GRIGGS COUNTY LIBRARY	5/1/2023	\$472.13 LIBRARY PROPERTY TAX
113709	LVC SYSTEMS	5/1/2023	\$133.00 WTP auto dialer
113710	MARK URNESS	5/1/2023	\$235.82 Ambulance EVOC training mileage/meals
113711	MEGAN KRAMER	5/1/2023	\$280.63 Mileage/meals EMS EVOC training
113712	MILLERS FRESH FOODS	5/1/2023	\$62.74 Ambulance soda
113713	NAOMI TROSTAD	5/1/2023	\$107.05 Cell phone
113714	NEW CENTURY PRESS	5/1/2023	\$282.67 Minutes 4/3/23
113715	OFFICE OF THE STATE AUDITO	5/1/2023	\$620.00 2018 Audit review
113716	OTTER TAIL POWER CO	5/1/2023	\$4,581.57 CITY HALL
113717	COOPERSTOWN PARK BOARD	5/1/2023	\$2,643.85 PARK BOARD PROPERTY TX
113718	POSTMASTER	5/1/2023	\$94.00 Yearly PO Box rental
113719	RENAE GILBERTSON	5/1/2023	\$1,600.00 EMT training reimbursement
113720	SANITATION PRODUCTS, INC	5/1/2023	\$3,420.34 Sweeper maintenance/service
113721	SHAYLA CHARETTE	5/1/2023	\$300.00 Initial EMT training mileage reimbursement
113722	SUE BAKKO	5/1/2023	\$969.00 Ambulance t-shirts/sweatshirts
113723	GRIGGS COUNTY TELEPHONE	5/2/2023	\$626.73 AUDITOR
113724	BANK FORWARD	5/2/2023	\$125,000.00 CD
113725	BRAVERA BANK	5/2/2023	\$125,000.00 CD
113726	ND ONE CALL, INC	5/2/2023	\$5.20 April tickets x 2
113727	ARROWWOOD PRAIRIE CO-OP	5/4/2023	\$724.75 City fuel
113728	H E EVERSON	5/4/2023	\$30.38 Ambulance DEF
113729	TOWN & COUNTRY CO-OP	5/5/2023	\$1,017.91 Fire Dept fuel
113730	ARROWWOOD PRAIRIE CO-OP	5/5/2023	\$179.90 City hall propane
113731	COACHMAN INN	5/8/2023	\$250.00 Holly lodging x 5 nights
113732	NDDEQ	5/8/2023	\$566.71 Water samples
113733	TEAM LABORATORY CHEMICAL	5/8/2023	\$3,687.87 Super bugs/mega bugs plus for lagoon
113734	FERGUSON WATERWORKS #25	5/9/2023	\$32.44 Butyl seal
113735	MARCO TECHNOLOGIES	5/9/2023	\$114.73 COPIER LEASE
113736	ALTRU HEALTH SYSTEM	5/10/2023	\$20.00 Fire Dept CPR cards x 4
113737	METRO-BILLING SERVICES	5/11/2023	\$648.00 Ambulance claims x 27
113738	NODAK ELECTRIC COOPERATIV	5/12/2023	\$386.75 MAIN LIFT
113739	ND EMS FOUNDATION	5/15/2023	\$200.00 Dale Severson Golf Scramble

CITY OF COOPERSTOWN

*Check Summary Register©

May 2023

	Name	Check Date	Check Amt	
113740	AMKOTA LLC	5/15/2023	\$1,079.10	EMS Conference rooms x 4
113741	ND EMS ASSOCIATION	5/18/2023	\$60.00	Instructor Coordinator Refresher-N Paintner
113742	POSTMASTER	5/24/2023	\$234.46	Utility billing postage
113743	PGBA LLC	5/25/2023	\$193.71	Reimburse claim overpayment
113744	Baron, Ryan	5/31/2023	\$238.74	
113745	Flatt, Terrah	5/31/2023	\$155.14	
113746	Keller, Julie M	5/31/2023	\$934.86	
113747	Ludwig, David O	5/31/2023	\$6,593.14	
113748	Ludwig, Maximus	5/31/2023	\$99.59	
113749	Martin, Amanda R	5/31/2023	\$837.41	
113750	Michaelis, Bennett W	5/31/2023	\$1,079.49	
113751	Moser, Christopher I	5/31/2023	\$110.82	
113752	Olson, Christine L	5/31/2023	\$3,416.89	
113753	Paintner, Nancy	5/31/2023	\$1,012.52	
113754	Paintner, Paul	5/31/2023	\$972.85	
113755	Turner, Jayden	5/31/2023	\$262.42	
113756	Urness, Mark	5/31/2023	\$179.16	
113757	ZAUN, HANNAH, C	5/31/2023	\$22.16	
113758	Zimprich, Donald	5/31/2023	\$138.52	
502923e	Monthly ACH	5/31/2023	\$9,553.24	
	Total Checks		\$324,850.87	