

## Minutes of the Cando City Council

The Cando City Council met Tuesday, September 20, 2022 at 7:00 pm at the Towner County Courthouse. Councilors Holien, Halvorson, Olson, Scott, and Bjornstad, and were present, with Mayor Bjornstad presiding. Councilor Klingenberg was absent.

Motion by Councilor Olson was seconded by Councilor Bjornstad to approve the agenda. All voted aye and the motion passed. Motion by Councilor Holien was seconded by Councilor Olson to approve the minutes from previous meeting. All voted aye and the motion passed.

**Visitors and Delegations:** Berinda Larson from Country Manor was present to request crossing the property line for a gutter project to reduce the amount of ice on the sidewalk. Council informed her she would need to apply for a variance, and get a permit to mark the lot lines.

**Old Business:** Brad Muscha with Moore Engineering was present on video to go over more details of the sewer project. The bid schedule was discussed, as well as several agreements and notes for the contractors. Some additional camera work was requested by Council. The alley to the west of 9<sup>th</sup> Ave was measured and marked. Property owners will receive a letter requesting their cooperation in removing all personal property out of the alley. Auditor Hoover presented an estimate for 2 shelves for the City Hall vault storage. Discussion was had on utilizing local vendors, with the Auditor already checking with 2 local businesses, and they do not have this type of shelving available. Motion by Councilor Bjornstad was seconded by Councilor Olson to approve 2 shelving units to be purchased from Menards. All voted aye, and motion passed. All voted aye and motion passed. Auditor Hoover requested a building committee to evaluate the future needs for all City owned properties. Councilor Olson and Holien were appointed by Mayor Bjornstad. This committee will meet in October.

**New Business:** Building Permits for Robert Reiser, Austin Goerger, Ron Ebensteiner, Angel Tuura, and Legacy Cooper C- Store were approved by building Inspector Childs and acknowledged by the Council. Auditor Hoover advocated to have employees use an application based time card, Time Clock Plus, to be used on the employee phones. This will eliminate payroll delays, and minimize human error, oversight, and risk of fraud. It also logs time off requests, vacation, and holidays. Motion by Councilor Bjornstad was seconded by Councilor Olson to approve the use of Time Clock Plus, at the rate of \$5.50 per month per employee, and a programming fee of \$510. All voted aye, and motion passed. Discussion was had on overdue water bills. Some property owners no longer live here, but owe the City for utility and trash services. The City can either assess these charges to the property taxes or submit them to a collection agency, which take 40% of the money owed. Council directed which accounts should be submitted to taxes, and which ones should go to a collection agency. The Cando Community Development Board has 2 openings. Motion by Councilor Olson was seconded by Councilor Bjornstad to approve Cassidi Murchie and Vanessa Weber to the Cando Community Development Board. All voted aye, and motion passed. Janice Reed requested some fruit trees to be removed from the berm by the City. Public Works will remove this week. Steven Smith requested trees to be removed due to bugs. These trees are not in the berm, and are not classified as City responsibility. Motion by Councilor Olson was seconded by Councilor Halvorson to approve a Gaming Request by North Star School. All voted aye and motion passed. Auditor Hoover presented concerns on job duties, job title, and the role expectations, as well as communication issues between departments, which has caused multiple organizational complications. Council approved a temporary pay advance to employees with no deductions calculated. Employees will have to pay back the advance when payroll checks are issued. Council will collect information on job descriptions of city auditors.

**Open Committee:** Councilor Halvorson stated the bid for the Audi roof hasn't been received yet.

**Bills:** Motion by Councilor Holien was seconded by Councilor Olson to approve the bills. All voted aye, and the motion passed. Motion by Councilor Olson was seconded by Councilor Scott to approve a \$730 transfer from Bravera Bank into First State Bank due to credit card payments from residents. All voted aye, and motion passed.

Salaries PP #18	\$ 5,610.84	A&W Standard	\$ 85.00	Book Systems, Inc	\$ 795.00
Cando Home/Hardwar	\$ 382.34	Capital Guardian	\$ 309.58	D&R Tire	\$ 107.65
First State Bank	\$ 7.00	GF Utility Billing	\$ 52.00	H.E. Everson	\$ 10.91
Iron Hide Equipment	\$ 3,756.40	Legacy	\$ 1,045.39	ND Chemistry Lab	\$ 251.58
ND Child Support	\$ 114.65	ND Telephone Comp	\$ 402.27	Northern Plains Electr	\$ 4,540.47
Pederson's Septic Serv	\$ 280.00	Staus Family Ent.	\$ 154.49	TC Record Herald	\$ 234.50
Cassie Axtman	\$ 120.00	Cando Lumber	\$ 771.67	Circle Sanitation	\$ 8,595.00
Tri-State Paving	\$ 101,544.00	AE2S	\$ 1,535.00	Farmers Union Ins	\$ 1,821.00
Derrick Childs	\$ 450.00	U.S.P.S.	\$ 2.10	Verizon Wireless	\$ 82.47

At 9:20 p.m. the meeting was adjourned by motion.

Amanda Hoover  
City Auditor

