City of Glenburn

Budget public hearing

Sept. 8th, 2020

6:15 PM at City Hall

Those present: Mayor Folstad, councilmembers Ashley, Hoff and Larson with Bennett coming in at 6:23PM and Auditor Donna Zeltinger. PW Brad Brandt came in at 6:25 PM. There were no others present for the hearing. Mayor Folstad called the meeting to order at 6:15 PM. Mayor Folstad asked if there had been any inquiries or disputes to the budget. There has been no one that has stopped in or called in. After a fifteen minute wait time, Ashley made a motion to approve the final budget as presented. Seconded by Hoff; Larson, Hoff, Bennett and Ashley all aye, motion approved. Motion by Larson to close the public hearing at 6:30 PM, 2nd by Bennett, all aye, meeting adjourned.

**Glenburn Council Meeting**

**Sept. 8th, 2020**

**6:31 PM**

Mayor Eric Folstad called the meeting to order at 6:31 pm. Present: Council members Ashley, Bennett, Hoff, Larson, PW Brad Brandt and Auditor Donna Zeltinger. No guests.

D. Hoff made the motion to approve the minutes from the August 3rd, 2020 council meeting. Second by R. Larson, all aye, motion approved.

One addition to the agenda: A copy of the County Uncollected Taxes sheet are in the folders.

Motion by B. Bennett to approve the agenda with the addition. Second by Ashley, all aye. Agenda approved.

**Reports from the council members were given:**

**Brian Bennett (Water & Pets):**

1. Five shut off notices and forty five late statements were sent out on 8/21/2020.
2. The new tower is up and running; Verizon is working on their base station and the ditch is dug from the tower to the west ditch.
3. The old tower is tentatively set to come down in Nov.
4. Water main break on Main St. on Monday Sept. 7th. Kemper will be here on the 9th. It effects the Post Office building and Enerbase.

**Dave Hoff (Sewer):** Everything is running good. Brad will be taking a sample down soon and discharging.

**Rick L. (Streets):** Paving has been completed on 1st Ave N, 3rd Ave S. and 6th Ave S. Patching has been started in numerous spots around town.

**Dave A. (Buildings):** Dave mentioned the Thorson Trust Building on 3rd Ave S. and that a man had been in town looking at the property. He was going to contact the Bank with his findings. Eric had been contacted by the Bank wondering if the City was interested in buying the building. It was the consensus that the City did not want to buy the building. Zoning on the property was discussed as well as the lot size and possible use.

**Mayor Communications:** The Thorson property was discussed earlier.

**ENGINEERS REPORT**:

Engineer Josh Reiner joined the meeting by phone. Josh noted the updated project schedule and mentioned Maguire will hold off until Verizon has completed their construction and antennae removal. Tower removal is currently set for October 15th. Josh had Change order #3 to substitute asphalt millings for the gravel for the tower driveway. This would reduce the unit pricing about five dollars. There was also a contract date adjustment to Dec. 3rd, 2020 due to Verizon’s completion date. B Bennett made the motion to accept change order #3 and the date change. D. Hoff 2nd; Hoff yes, Ashley yes, Larson yes, Bennett yes, motion approved.

Josh then opened the following for payment and approval.

1. The contractor’s application for pay request no. 12 for $30,536.75 and a reduction in retainage was motioned to be approved by B. Bennett contingent on approval from MR&I and DWSRF, second by Ashley. Bennett yes, Hoff yes, Larson yes, Ashley yes, Motion approved.
2. B. Bennett made the motion to approve the Moore Engineering inv.24599 for $6,080 contingent on approval from MR&I and DWSRF. Second by Dave Ashley; Hoff yes, Larson yes, Bennett yes, Ashley yes. Motion approved.
3. R. Larson made the motion to request funding from MR&I and DWSRF for the Pay request #12 and Moore Engineering inv.24599. Second by B. Bennett; Ashley yes, Hoff yes, Larson yes, Bennett yes. Motion approved.
4. Josh explained the partial certificate of substantial completion and punch list. Motion by Dave Ashley to accept the request for substantial completion by Maguire Iron. Bennett 2nd; Hoff yes, Bennett yes, Ashley yes, Larson yes, Motion approved.
5. The City will notify our insurance agent to begin carrying insurance on the new water tower as of 9/9/2020.

**Employee Communications**:

1. Retention list approval.

Motion by D. Ashley to destroy the items on the list of scheduled cancelled checks, claim vouchers and deposit slips to be shredded according to the State Retention list. Second by Larson, all aye, motion approved.

1. Brad informed the council that he had a resident tell him to leave their property while he was marking the curb stop and water line for CTI. She wanted him to call each time he wanted to enter the property. The council said to mail the resident a copy of the ordinance allowing City employees to enter the property at any time.

**Unfinished business:**

1. The Employee policy committee met on Sept. 1st. The council was given the recommendation from the Committee for the changes to the Vacation/sick leave to become PTO leave with new hires and for the Health Insurance changes to pay 75% of a single health insurance. Motion by Bennett to accept the recommendations by the policy committee and the revision date to be Sept. 8th, 2020. Second made by Ashley, Hoff yes, Bennett yes, Ashley yes, Larson yes, motion approved.

**New Business:**

* 1. Set up fall clean up dumpster for October.
  2. Maintenance help for Brad when he has surgery in Oct. Should advertise in numerous local papers. Full time position starting at $20 per hour DOE. Three month probation period with a mandatory drug test.

**PAYING OF THE BILLS:**

Ashley made the motion to approve the financial report and pay bills out of the proper accounts. Hoff seconded, all aye. Motion approved.

**Paid To**  **Amount**

Brad Brandt-payroll & phone 3,380.86

Brad Brandt-reimbursements 21.98

Donna Zeltinger – payroll 694.34

Donna Zeltinger-reimbursement 55.33

Brenda Schmidt-payroll 382.34

EFTPS (monthly withholding) June 1,350.98

NDPERS for Aug. 840.51

Aflac 414.98

Blue Cross Blue shield 2,289.22

Unum Life insurance 107.22

AmeriPride 49.87

Bank of ND, sewer bond 23,450.00

Bank of ND, water bond 18,122.35

Bechtold Paving 49,543.07

Circle Sanitation 2,932.50

Collins/water dep. 39.85

Enerbase 391.32

Fairview Cemetery 10.59

Fardens Const. 182.00

First District Health 25.00

First District Health/water tower 50.00

Harding, water dep. 48.00

Home of Economy 13.63

Magic City Systems 330.00

Maguire Iron/tower 17,585.60

Menards 26.86

Moore Engineering/tower 2,239.61

ND Sewage pump 7,840.00

One Call Concepts 61.20

Otter Tail Power Co. 1,392.81

Renville County 1,650.00

Renville County Farmer 180.95

Souris River Telephone 190.93

Travelers Insurance 1,379.00

Upper Souris Water District 7,327.80

US Post Office-stamps 165.00

**TOTAL ALL EXPENSES $ 144,765.70**

Next scheduled Council meeting is Monday October 5th, 2020 at 6:30 pm

B. Bennett made the motion to adjourn the meeting at 7:20 pm, Hoff seconded, all aye, meeting adjourned.

Mayor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_