**Glenburn Council Meeting**

**June 3rd, 2019**

**6:30 PM**

Mayor Eric Folstad called the meeting to order at 6:30 pm. Present: Council members Ashley, Hoff, Hensen and Larson. Brad Brandt, Public Works and Auditor Donna Zeltinger. Others present: David Waldner and Beth McGhee, Chris Palmer and Chris Clementich.

Dianne made the motion to approve the minutes from the May 6th council meeting.

Second by Rick, all aye, motion approved.

There were three additions to the agenda: 1. Garage permit from Chris Palmer 2. State Tax Commissioner Contract to collect taxes 3. Sheriff’s contract from the County

Motion made by Dave Ashley to approve the agenda with the new additions. Second made by Dave Hoff, all aye, agenda approved.

Guests:

1. David Waldner was present to ask the council about the letter he received to move his 5th wheel camper, being as it is used for a shed and not a camper. Council decided that as long as it is mowed around with no other junk sitting around it and tires are inflated it was ok to leave it as is.
2. Chris Palmer and Chris Clementich were here to discuss the building permit for a garage they had submitted for 309 3rd Ave N. Dave Ashley had a few questions on measurements as very little were on the permit. Also discussed was the driveway coming out to the North to Oakley Dr. as there is drain tile on Oakley Dr. and their sewer clean out is to the north. After discussion it was decided to have them use the alley for access to the garage. They were also asked to resubmit an application with measurements and drawings of the concrete apron. They were also given a demolition permit application.

Dave Ashley made a motion to tentatively approve the garage permit from Chris Palmer with final approval after the new application can be reviewed. Second by Dave Hoff. All aye, motion approved.

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

**Dianne (Water & Pets):**

1. Six shut off notices and 40 late statements were sent out.
2. Dog licenses are at 108 thru 5/22/19.
3. There was a letter from a woman that wanted to rent in Glenburn and was asking to allow them to have their three dogs in town. After review of the current ordinance and discussion it was decided to stick with the two dog per resident rule.
4. The council would like to have the City Attorney draw up an official letter that can be sent to the management companies, land lords and real estate people stating what our ordinances are on dogs and utilities. They must tell their buyers or renters and give them the applications for City water utility hook up and the pet applications before signing contracts. If they fail to do this and someone moves into the City that hasn’t been notified of our ordinances and they are forced to move or get rid of a dog because of this the Landlords, management companies or Real Estate sellers will be required to give back deposits for the pets.

**Dave Hoff (Sewer):** Everything is running good. Lift station still pumping; Brad will start flushing soon.

**Rick (Street):** Which roads to have patched or put overlay on was discussed. Brad will contact Bechtold and Keller Paving for prices and availability. Putting drain tile down 3rd Ave was also mentioned. Dave Hoff informed the council of a new surfacing material that is used that is much cheaper but holds up well; we will try this on the gravel part of west Raymond St. this fall. Dave will get some prices on this.

**Dave A. (Buildings): Palmer garage permit discussed earlier.**

**Mayor Communications: none**

**Employee Communications:** Donna would like to take vacation July 18th – 23rd.

**Unfinished business:**

1. Benefits for Brad; Discussion was held on how to give Brad the difference in benefits. The council wants Brad to decide if he would like to open a Roth IRA or some other retirement plan.
2. The prior Sheriffs proposal sent to the County was declined. After discussion, Rick made the motion to go with 50 hours for $1,650. Second made by Dave Hoff. Ashley yes, Hoff yes, Larson yes, Hensen yes, motion approved.

**NEW Business:**

1. Motion by Dianne to set the bond of the Auditor at $178,900.00. Second by Dave Ashley. Larson yes, Ashley yes, Hoff yes, Hensen yes. Motion approved.
2. Les Larson with Larson Computers is selling his business to Eric Kelley dba Magic City Systems LLC in Minot. Les was doing the off-site back up for the City. Council was ok with going with Magic City.
3. The renewal contract with the State Tax Commissioners Office on the sales and use taxes needs to be signed. Council was ok with the renewal agreement. Donna will sign and return.
4. Eric mentioned the spraying of the cemetery for dandelions. Tim sprayed last fall but they are still out of control. Eric would be willing to help do this if we find out what can be sprayed around the headstones without ruining or staining them. Donna will check into this.

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll 3,235.04

Donna Zeltinger – payroll 970.42

Donna Zeltinger-office supply 75.58

Brenda Schmidt-payroll 383.44

EFTPS (monthly withholding) 1,365.99

Kari Brandt 108.75

NDPERS (retirement) 830.02

NDPERS (deferred comp) 25.00

Aflac 414.98

Blue Cross Blue shield 2,058.81

Unum Life insurance 99.26

AmeriPride 51.55

Circle Sanitation 2,656.50

Enerbase 182.64

Farden Construction 1,035.00

Fairview Cemetery 20.80

First District Health 25.00

First Western Bank 960.00

Ohnstad Twitchell PC 2,500.00

Otter Tail Power Co. 1,335.02

Renville County 1,335.00

Renville County Farmer 151.70

Souris River Telephone 184.73

Staples 143.00

Upper Souris Water District 5,220.00

**TOTAL ALL EXPENSES $ 25,368.23**

Next scheduled meeting is for Monday July 1st at 6:30 pm.

Dave Hoff made the motion to adjourn the meeting at 7:52 pm, Rick Larson seconded, all aye, meeting adjourned.

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

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Mayor Eric Folstad

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Donna Zeltinger, City Auditor