**Glenburn Council Meeting**

**June 1st, 2020**

**6:35 PM**

Mayor Eric Folstad called the meeting to order at 6:35 pm. Present: Council members Ashley, Hensen, Hoff, Larson, Engineer Josh Reiner and Auditor Donna Zeltinger. Brandt absent.

R. Larson made the motion to approve the minutes from the May 4th, 2020 council meeting. Second by D. Hoff, all aye, motion approved.

One addition to the agenda: Shed permit for Aaron Puuri for 95 Raymond.

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

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

**Dianne (Water & Pets):**

1. Five shut off notices and thirty two late statements were sent out on 5/26/2020.
2. No dog issues this month. The Sheriff’s report on the Miller/Armstrong dog incident was available for review.

**Dave Hoff (Sewer):** The rip rap was delivered to the lagoon. No other issues and all is running well.

**Rick L. (Streets):** Brad has been patching holes with the cold mix. Need to make a plan where we divide the City into sections and work on the streets over a five year period. Need to find funding; possible tie in with water/sewer line replacement.

**Dave A. (Buildings):**

1. There is a building permit from Kelly & Richard Regel for two buildings. After reviewing the application it was rejected by the council due to the fact that both buildings were over the maximum 1000 sq. ft. allowed for accessory buildings in a R1 zone along with not having the height noted on the two story building. Water and sewer was also to be installed and there was no plan showing this.
2. Motion by D. Ashley to approve the shed permit from Aaron Puuri to move in an 8’ x 8’ shed to the property at 95 Raymond St. Second by D. Hoff, all aye, permit approved.

**Mayor Communications:** Nothing at this time.

**Employee Communications**: Nothing at this time.

**Engineers Report:**

Josh informed the council that the coating should be started June 2nd or 3rd with electrical work to follow. He also went over the project schedule and noted it was running on time. The change order for the insulation and lighting that was approved at the last meeting needed a signature. The change order for the Rural Water line was discussed and the City Attorney opinion was reviewed.

**Engineers report cont.**

Requests for payment are as follow:

1. Motion by D. Hensen to approve the Contractors payment no. 9 for $102,100.25. Second by D. Hoff. Larson yes, Ashley yes, Hoff yes, Hensen yes, motion approved.
2. Motion by D. Hensen to approve the Moore Engineering Inv. # 23706 for $12,389.65. Second by D. Ashley. Hoff yes, Hensen yes, Larson yes, Ashley yes, motion approved.
3. Motion by D. Ashley to request funds from MR&I and DWSRF for Contractors payment #9 and Moore Engineering inv. #s 23459 and 23706. Second by D. Hensen. Larson yes, Hoff yes, Hensen yes, Ashley yes. Motion approved.

**Unfinished business:**

1. Employee policy committee: No meeting.
2. Verizon lease amendment: The City Attorney sent an opinion on the Verizon contracts and lease agreements. Eric will contact Rick Adam’s boss Kelly and talk directly with her,

**New Business:**

* 1. Motion by D. Hensen to set the bond of the City Auditor as set by NDIRF for three hundred twenty five thousand three hundred twenty one dollars ($325,321).Second by D. Ashley. Hoff yes, Ashley yes, Larson yes, Hensen yes, motion approved.
  2. The 2017 & 2018 Audits have been completed. Copies of the management letters are in your folders. Copies of the audit reports are available on the table. The observations and recommendations list by the auditors were gone over. Table until July who will sign bank reconciliations and other documents and set up a minimum fund balance policy.

**PAYING OF THE BILLS:**

There is a bill from the Renville County Farmer with options for one year at $33 or three years for $94. After discussion it was decided to go for the yearly renewal.

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-reimbursement 34.99

Donna Zeltinger – payroll 785.66

Brenda Schmidt-payroll 278.43

EFTPS (monthly withholding) May 1,358.42

NDPERS for May 858.08

Aflac 414.98

Blue Cross Blue shield 2,289.22

Unum Life insurance 107.22

Alex Walker, water deposit/credit 101.65

AmeriPride 49.87

Bechtold Paving 1,200.00

Brady Martz 10,000.00

Circle Sanitation 2,811.75

City of Minot 90.00

Do All Industries 6.61

Enerbase 271.36

Fairview Cemetery 7.83

Farden Construction 8,570.00

First District Health 25.00

First Western Bank-cash 108.19

Kemper Const. 2,547.10

KLM Engineering 4,630.50

Menards 4.18

Moore Engineering 484.83

ND Sewage Pump and LS Co. 425.00

One Call Concepts 13.20

Otter Tail Power Co. 1,074.53

Renville County 1,650.00

Renville County Farmer 147.84

Share Corp. 1,484.38

Souris River Telephone 186.80

Upper Souris Water District 5,220.00

US Post Office Glenburn-stamps 330.00

**TOTAL ALL EXPENSES $ 50,948.48**

Organizational meeting to be held Tuesday June 23rd at 6:30 pm at City Hall.

Next scheduled Council meeting is Monday July 6th, 2020 at 6:30 pm.

D. Hoff made the motion to adjourn the meeting at 7:22 pm, R. Larson seconded, all aye, meeting adjourned.

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

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