Glenburn Council Meeting

January 7th, 2019 6:30 PM

Mayor Folstad called the meeting to order at 6:31 pm. Present: Mayor Folstad, Council members Ashley, Hoff, Larson and Hensen. Other: Josh Reiner with Moore Engineering, PW Brad Brandt and Auditor Donna Zeltinger. Guest was Diane Witteman

Dave Ashley made the motion to approve the minutes from the December 3rd, 2018 meeting. Second by Rick, all aye. Motion approved.

Additions to the agenda: none

Motion made by Dianne to approve the agenda, second made by Dave Hoff, all aye, agenda approved.

Guest: Diane Wittman was here to give an update on the EMR’s and quick response info. There were three new EMR’s that completed training. Larry Derr and Tyler Heser from Glenburn and Aaron Keith. As soon as their certification letter is received they will be added to the Mohall/Lansford roster as emergency responders due to liability concerns with Glenburn’s QR status. Diane was also interested in finding a location to place an AED machine where there could be 24 hour access. She also had a copy of a letter that was sent to Chad and Jodi Spokely asking for some of the equipment to be used to supply the new EMR’s with. There has been no response as of yet so she will send out a certified letter in the next couple of weeks. Also discussed was what equipment was needed to supply the EMR’s and the possible cost.

**Reports from City Officers were given:**

**Dianne (Water & Pets):**

Five shut off notices and thirty five late statements were sent out. Dog licensing is going well for 2019, there were 100 new tags ordered. Donna had a question on how to handle a situation where a resident was given a shut off notice but will only pay 100 or 150$ once in the month. Council said to notify the customer that they still had an outstanding balance and if not paid in full in the month due their water would be shut off. Donna also informed the council that the two residents that had the fire have outstanding bills and have moved out of town. The bill will go to the landlord.

**Dave Hoff (Sewer):** Everything running smoothly.

**Rick (Street):** Slippery.

**Dave A. (Buildings):** Nothing to report

**Mayor Communications:** The Mayor discussed the property to the east of town and asked if he should pursue interest in the land for future development. The land is now in the hands of the children of the previous owner.

**Employee Communications:** Donna informed that council that she had contacted Rath and Mehrer to do the City Audits and they are not capable of taking on new City accounts. Josh will check with Moore.

**Engineers report:**

1. Josh informed the council that Moore had received comments on the plans and specifications for the project from the Bureau of Reclamation. The comments were minor and will be addressed prior to resubmitting the plans for approval.
2. The FAA Obstruction Evaluation Group is doing a study on the tower location. Moore does not anticipate and issues however this division of the FAA is on shutdown with the partial government shutdown taking place.
3. An easement will be needed for the water main looping taking place between Oakley Drive and Raymond Street. There is an existing 20’ easement which the Sanitary Sewer is in that the water main would fit in. At a minimum a temporary construction easement will be needed for the installation of the water main. However pending negotiations with the property owner obtaining an additional 10 feet of permanent easement on both sides of the existing 20’ easement making a total of a 40’ wide easement would allow the city to more easily maintain the sewer and water mains in the future should excavations need to take place. Donna had copies of the original easements that she will copy and email to Josh. Eric will contact the owners to see if this is possible.
4. Josh wanted a confirmation on the logo for the water tower. Council had agreed on the one with the paw prints going up onto the bowl of the tower.
5. Moore Engineering will prepare a contract amendment to add construction services to the agreement. Moore Engineering will be recommending KLM as the company observing the construction and coating of the tower. These costs are all included in the project budget.
6. Josh mentioned the Prairie Dog Bill that will be discussed in the state legislature. There is not any solid information on how much money the city could get but depending what comes out of the legislature on this bill the city may get some infrastructure funding.
7. Bids on the project should be in February or March.
8. Brad asked if the water line looping on the east side from Raymond St. to Oakley Dr. could be done after harvest so no crops are involved. Josh said that as we finalize the contract documents this is something that could be put in the contract to require this if the city does desire to.

**Unfinished business:**

1. Leatherbury court date rescheduled to January due to an illness.
2. CD #40932 was cashed out and put into the savings acct. for the payoff of the shop loan in Dec. 2019. CD #40931 was renewed with a new interest of 3.04
3. Notification of the water increase of $3.00 and the garbage of .50 was put in the December City Newsletter. Increase starts with the January billing.

**NEW Business: None at this time.**

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll and bonus 3,528.01

Donna Zeltinger – payroll 1,157.75

Brenda Schmidt-payroll 543.03

Paul Temanson-judge/attorney 1,200.00

EFTPS (monthly withholding) 1,272.52

NDPERS (Dec.) 12.50

Aflac 414.98

Blue Cross Blue shield 1,933.20

Unum Life insurance 99.26

Circle Sanitation 2,689.50

Enerbase 659.39

Fairview Cemetery 11.61

First District Health 22.00

Gravel Products 676.27

JP Cooke Co. 57.45

Menards 18.97

ND Rural Water Systems Assc. 240.00

One Call Concepts 1.20

Otter Tail Power Co. 1,038.39

Praxair 74.98

Renville County 1,335.00

Renville County Farmer 351.16

Souris River Telephone 184.31

Upper Souris Water District 5,220.00

US Post office (stamps) 150.00

**TOTAL ALL EXPENSES $ 22,891.48**

**Next meeting is scheduled for Monday February 4th, 2019 at 6:30pm**

Dave Hoff made the motion to adjourn the meeting at 7:24 pm, Rick seconded, all aye, meeting adjourned.