City of Glenburn

Council meeting

4/4/16

Weather Siren was tested at 6:57PM.

Mayor Eric Folstad called the council meeting to order at 7:00 pm

Those present were Council members Eric Folstad, Rick Larson, Dianne Hensen, Chris Schilken and Dave Ashley. Others: Brock Storrusten & Josh Reiner with Moore Engineering, Brad Brandt PW and Auditor Donna Zeltinger

Motion made by Dianne to approve the minutes from the regular meeting held March 7th, 2016. Second was made by Rick. All aye, minutes approved.

Motion made by Rick to approve the agenda. Second made by Chris, all aye, agenda approved.

**Reports from City Officers were given:**

**Dianne (Water and Pets):**

**a.** The Water Project will be discussed with the engineers later in the meeting.

b. There were four shut off notices sent out that are due by the 11th.

c. The Policy on Utility Billing was discussed due to the large number on delinquent bills that are outstanding. After discussion, Dave made the motion to change Appendix B the Policy on Utility Bills and Payments to read that on the 20-21st of the second month a twenty five dollar ($25.00) late fee and a 1 ½ % finance charge on unpaid balance will be added to the account. The City has the authority to turn the water off until the account is paid in full. If water is turned off there is a two hundred dollar non-refundable fee that must be paid before the water will be turned on. The change eliminates one month off of the time. Discussion was held on if the deposit charged now should be raised; if the amount of time to pay is dropped by one month the deposit will be adequate. Second made by Dianne. Chris yes, Rick yes, Dianne yes, Dave yes. Motion approved.

d. There were two beagles running loose off and on over a few weeks so the Sheriff was called to contact the owners. They will be sent the twenty five late fee for not having their dogs registered by March 1st.

**Chris (Sewer):** SRT has stakes set for the line at the lift station and John, the rep from The Sewage Pump and Lift Station Co. was up on March 23rd. It was discussed on how many phones should be hooked up and if the Sheriff should be on it as well.

Brad informed the council that he had discharged.

**Rick (Streets):** Patching of streets was mentioned. There will be a map made up the areas Brad feels need to be done. There is a lot of truck traffic on Oakley again; contact the Sheriff to monitor.

**Buildings:**

1. Nothing new on the Garden City Apts.
2. Building permits to be updated. Dave asked the council if they want set pricing or graduated pricing. It was agreed upon that graduated would be the way to go. Dave has been checking on what other small towns have so will continue on that path. There will have to be more than one permit made up, such as fence, shed, garage or out buildings and homes for new or remodeling.

**Mayor Folstad**: Nothing new.

**Employee Comments:**

Brad attended training in Bismarck on March 28-30th.

Brad had someone mention to him that there are a couple of cars on Chelsey drive that have not moved all winter. Donna will contact the Sheriff.

**Engineer’s comments:**

**Water Tower Project:** Josh informed the council that the funding process is lengthy but is coming along. The have been working on preliminary reports. Discussion was held on tower capacity, pressure, water testing and different factors. The new tower would have mixers. There would not be any issues with running the 200,000 gallon at 150,000 gallon level. Moore is working to find out if we can use some of the funding that was designated for the water main looping to cover some of the additional tower expense. There are still numerous studies and supporting documents that need to be completed for this process. Brock is thinking the project would start at the earliest this fall.

Other items: a. The State Water Commission form to be on the funding list for the 2017-2019 biennium has been received. With the changes in what they well be funding municipal projects are unlikely to be funded. At this point it does not look to be worthwhile to apply. B. Brad asked about the insulation on the sewer line that runs toward the coulee that Farden was to do. Moore will contact them on this. C. Donna asked about an easement map and what it required to make one. It can become a lengthy and costly process but can be done.

**Unfinished BUSINESS:**

1. **Tabled:** Ambulance request for building.
2. **Ave N. (Momerak Road):** The revised contract was sent to Mike Hayes but it has not been returned with a signature. Donna has sent another email to him explaining that the road remains in Hayes name until the issues are resolved. Brock stated that as of now this is just an easement and there are drain issues that need to be addressed. He suggested contacting our attorney on how to proceed.

**Any other old business:**

1. Need to order a cleanup dumpster for May. The compost dumpster has been here for a couple of weeks.

**N**EW BUSINESS:

1. Employee evaluations all looked good. Raises for the employees were discussed. Motion by Rick to give a fifty cent raise to the employees. Motion failed due to the lack of a second. After more discussion and figuring, Chris made a motion to give all employees a four percent raise (4%). Second by Dianne. Dianne yes, Rick yes, Dave yes, Chris yes. Motion approved.
2. Tax Equalization meeting; Tuesday April 12th 6PM Donna informed the council that County Assessor Diana Krause informed her that the she did an across County revaluation using Main pricing tables on dwellings and that taxes will drop anywhere from 2-5% for next year.
3. No one will be attending the NDIRF meeting on May 11th. The proxy will be signed and mailed in.
4. Kristy Titus with the RC Job Development Authority is looking for someone to be on the board. It was suggested to put this in the City newsletter to see if anyone would like to volunteer.
5. The proposal from Fog’Em for mosquito control was gone over and discussed. The council would like to think about this some more and Eric will talk to them on some other options.

Donna will check on the grant for the briquettes.

1. The City website domain has been bought by someone else. The proposal from Kasey, our computer and IT man, for a new web domain and City web site was gone over. Dianne made the motion to have a new web site made and accept the proposal from Kasey. Second by Dave; Dianne yes, Rick yes, Chris yes, Dave yes. Motion approved.

Other new business: Brad has someone lined up to help with mowing. Wage was discussed; they will start at eight dollars per hour.

Presentation of Financial report:

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

**Paid To**  **Amount**

Brad Brandt-payroll 2,688.76

Brad Brandt-reimbursement and travel 249.13

Donna Zeltinger – payroll & travel 993.44

Jessica Stapleton-payroll 304.13

NDPERS 747.80

EFTPS 1,175.70

Aflac 364.04

Best Western Ramkota 160.20

BCBS of ND 1,803.46

Cody Flood/deposit refund 36.00

Ameripride 70.00

Circle Sanitation 2,650.50

City of Minot 90.00

Dyne\_Shop 110.00

Enerbase 116.36

Fairview Cemetery 469.54

First District Health 22.00

Glenburn After Prom 50.00

Larson Latham Huettl 137.50

Moore Engineering 239.25

Municipal Govn. Academy 100.00

Otter Tail Power Co. 1,111.75

Post Office/box fee 114.00

Ramada/Bismarck 80.10

Renville County 1,335.00

Renville County Farmer 118.99

Share Corp. 569.92

Souris River Telephone 157.90

Starion Bond Services 30,934.75

Upper Souris Water Users 5,040.00

**TOTAL ALL EXPENSES $ 52,040.22**

**Next meeting is scheduled for May 2nd, 2016 at 7PM**

Chris made the motion to adjourn the meeting at 8:22 pm, second by Rick, meeting adjourn.

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

Mayor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eric Folstad Donna Zeltinger