**Glenburn Council Meeting**

**August 5th, 2019**

**6:30 PM**

Mayor Eric Folstad called the meeting to order at 6:30 pm. Present: Council members Ashley, Hoff, Hensen and Larson and Auditor Donna Zeltinger. Others present: Engineer Josh Reiner and PW Brad Brandt.

Dianne made the motion to approve the minutes from the July 1st, 2019 council meeting.

Second by Larson all aye, motion approved.

There was one addition to the agenda: Under old business: benefits

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

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

**Dianne (Water & Pets):**

1. Five shut off notices and twenty late statements were sent out.
2. Dog licenses are at 119 thru 7/29/19. Cat registration is very low.
3. We had a signed complaint form on a cat that is getting into an apartment and spraying on the doors and walls. A letter was sent to the owner to keep the cat inside or put on a leash.
4. The water tower has overflowed a few times this past week due to rocks getting into the valve. Clint with NAWS has been up each time to clean them out. We will get a discount on the water overage next month.

**Dave Hoff (Sewer):** Everything is running good. Brad discharged a couple of weeks ago so the cells are looking good.

**Rick (Street):** The few patches we had done are looking good. Still need to do a lot more. Brad asked to have a load of gravel put down on the street by 506 Main St.

**Dave A. (Buildings):** Motion by Dave Ashley to approve a permit to move in a 11x20 wood shed for the Kotzer’s at 402 Main St. Second by Dave Hoff, all aye, approved.

**Mayor Communications:**

* 1. The council would like a letter sent to the Grigsby’s to see what their intent is for the duplexes that caught on fire a few months ago. Donna had talked to the management company to clean up the yards and was told that the Grigsby’s were handling the rest of it.
	2. Mayor Folstad asked what had been heard back from the County on when we were on the list for road help from the County. Donna was told we were on the list but that we had received help earlier and they were wanting a copy of the invoice, which Donna didn’t recall ever getting one.

**Employee Communications:** SRT was out to look at the area by the grass dumpster to set up a security camera. At this time it would be to expensive, so will look into a game camera.

**Engineers Report**: Josh informed the council that the foundation is complete but there is still concrete work left; such as a stoop and a splash pad. Josh had photos of the fabrication being done and stated that they will bring out a half dozen or so pieces at a time. They are a little ahead of schedule so will begin putting up the tower and work until the middle of January depending on the weather. There were three things for approval.

1. Motion by Dianne Hensen to approve the payment request #2 to Maguire Iron for two hundred forty seven thousand, six hundred fifty five dollars and forty seven cents. ($247,655.47) upon the funding agency approval. Second made by Dave Hoff; roll call vote, Hoff yes, Ashley yes, Larson yes, Hensen yes. Motion approved.
2. Motion by Dave Ashley to approve the Moore Engineering bill for seven thousand one hundred thirty two dollars and thirty eight cents (7,132.38) upon approval of the funding agency approval. Second by Dave Hoff. Roll call vote: Hensen yes, Ashley yes, Hoff yes, Larson yes, motion approved.
3. The easement papers have been executed and will need to be recorded at the County.
4. Motion by Dianne Hensen to approve the request for funds from MR&I and DWSRF which include; Contractors application for payment #2; Moore Engineering invoice 21496 as presented above. Second by Rick Larson. Roll call vote; Hoff yes, Hensen yes, Ashley yes, Larson yes. Motion approved.

**Unfinished business:**

1. The City Attorney has a draft letter drawn up but he is out of town until Thurs. so will send it then.
2. Received a call from Matt with Brady Martz out of GF. They are willing to do the audit this fall so a copy of the 2016 audit was sent to him. Cost is approx. $12,000 a year.
3. Benefits for Brad; Donna had some dates on benefits given and what Kari is now paying out of pocket for Brad. The council wanted a breakdown of the BCBS since 2009, Donna will prepare this.
4. Tabled: Fireworks ordinance.

**NEW Business:**

**Preliminary Budget**

Motion by Dave Ashley to approve the preliminary budget. Second by Dave Hoff. Discussion: Dianne had a few questions on the figures, which Donna explained. Roll Call vote: Hensen yes, Larson yes, Ashley yes, Hoff yes. Preliminary Budget approved. After discussion, the budget hearing will be set for Tuesday September 10th at 6:15 pm at City Hall.

**LOC CONVENTION**

Anyone interested in going to the LOC annual convention in Bismarck needs to let Donna know before August 30 so she can register and book motel rooms.

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll 3,229.04

Brad Brandt-travel expense 165.94

Donna Zeltinger – payroll 1,083.54

Brenda Schmidt-payroll 501.27

EFTPS (monthly withholding) 1,800.20

NDPERS (retirement) 786.70

NDPERS (deferred comp) 25.00

Aflac 414.98

Blue Cross Blue shield 2,058.81

Unum Life insurance 99.26

AmeriPride 55.78

Chris Doane/dep. Refund 69.30

Circle Sanitation 2,689.50

City of Minot 90.00

Dakota Agronomy 211.00

Dakota Fire Extinguisher 68.96

Derek Davis/dep. Refund 80.50

Do All Industries 2,609.01

Enerbase 155.64

Fairview Cemetery 44.08

First District Health 25.00

Jerry Erdahl deposit refund 150.00

Keller Paving Inc. 28,500.00

Lavera King Trust/easement 500.00

Magic City Systems LLC 238.00

Minot Auto Supply 17.30

ND LOC 546.00

Productivity Plus 961.18

One Call Concepts 4.80

Otter Tail Power Co. 1,371.72

Renville County 1,650.00

Renville County Farmer 168.63

Souris River Telephone 187.43

Upper Souris Water District 5,761.20

**TOTAL ALL EXPENSES $ 56,319.77**

Next scheduled meeting is for Tuesday Sept. 10th. Budget hearing at 6:15pm with regular meeting to follow.

Dave Hoff made the motion to adjourn the meeting at 7:28 pm, Rick Larson seconded, all aye, meeting adjourned.

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

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