**Glenburn Council Meeting**

**February 5th, 2020**

**6:30 PM**

Mayor Eric Folstad called the meeting to order at 6:30 pm. Present: Council members Ashley, Hensen, Hoff, Larson, Engineer Josh Reiner and Auditor Donna Zeltinger. Guest: Randy Palmer

PW Brad Brandt came in at 7pm.

D. Hensen made the motion to approve the minutes from the Jan. 6th, 2020 council meeting. Second by R. Larson, all aye, motion approved.

Three additions to the agenda: 1. AmeriPride contract 2. Palmer driveway and lots 3. USWU letter of intent. Motion by D. Hoff to approve the agenda with additions, second by D. Ashley. All aye, agenda approved.

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

**Dianne (Water & Pets):**

1. Nine shut off notices and forty late statements were sent out on 1/24/20
2. Landlord letters returned were from: Hensen’s Rentals, Tompkins Partners, Burseth Property Holdings, Keller Williams Inspire Realty and Outback Properties. There were twenty eight letters sent out.
3. The Glenburn School’s 100th celebration is scheduled for July 1 & 2, 2022. We would like to see the community spiff up their properties for all the visitors coming back.

**Dave Hoff (Sewer):** Everything is running good as far as he has heard.

**Rick L. (Streets):** Streets are icy; Brad is out sanding today.

**Dave A. (Buildings):** Nothing new.

**Mayor Communications:** Two sheets for the councils review: 1. Bank of ND infrastructure revolving loan fund. 2. Human resource conference April 21-22 in Bismarck.

**Employee Communications**: Brad was medically released to come back to work today.

**Engineers Report:**

Josh presented the progress to date on the tower and the updated schedule timeline. Coating in May, pipes, controls and electric in July. The following were attached for approval.

1. Motion by D. Hensen to approve the request for Contractors application for payment #8 for $60,026.14 contingent on the MR&I and DWSRF approval. Second made by R. Larson. Roll call vote: Hoff yes, Ashley yes, Larson yes, Hensen yes. Motion approved. Dave Ashley had a question for Josh on the Preferred Controls bill and the sales tax of $3,000.58 as the City is tax exempt. Josh will check into this.
2. Motion by D.Hensen to approve the request for the Moore Engineering invoice # 22927 for $4,077.25 contingent on the MR&I and DWSRF approval. Second by D. Ashley. Roll call vote: Hensen yes, Larson yes, Ashley yes, Hoff yes, motion approved.
3. Motion by D. Hensen to approve the request for funds from MR&I and DWSRF for Contractor’s payment #8 and Moore Engineering inv. #22927. Second by Ashley. Roll Call vote: Hoff yes, Hensen yes, Ashley yes, Larson yes. Motion approved.

**Unfinished business:**

* 1. Verizon Lease amendment: They would like to have the council go over the wording and make any changes. The council will make a decision and sign when they get the contract in full.
  2. Employee policy manual: Will have a separate committee meeting on this; Eric, Rick and Dave Hoff will be on the committee.

**NEW Business:**

**1.** AmeriPride Contract: Motion by Dianne to approve the 5 year contract with AmeriPride, Second by D. Hoff. All aye, approved.

**2.** Randy Palmer was here to discuss the driveway to his dad’s house and getting access to the two lots that are east and north of his dad’s. He will need to go to Mohall or talk to the neighbors about the driveway and access would be done when and if the lots were developed.

**3.** The new manager with USWU, Joddy Meidinger, sent a letter of intent for service to the City for water service. The council discussed the current contract and they will wait until we receive a new contract from USWU.

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll & phone 3,268.20

Braad Brandt-sick pay 2,016.36

Brad Brandt-supplemental wage 4,346.17

Donna Zeltinger – payroll 930.71

Brenda Schmidt-payroll 279.59

Paul Temanson, judge 600.00

EFTPS (monthly withholding) 1,498.51

NDPERS 849.20

Aflac 414.98

Blue Cross Blue shield 2,058.81

Unum Life insurance 99.26

Workforce Safety 730.44

AmeriPride 111.56

Circle Sanitation 2,760.00

Enerbase 630.00

Fairview Cemetery 687.80

First District Health 25.00

KLM Engineering, Tower 3,682.50

Maguire Iron #7 13,385.38

Moore Engineering inv.22789 Tower 1,015.90

ND Water Poll. Cont. Conf. 20.00

Otter Tail Power Co. 1,406.15

Renville County 1,650.00

Renville County Farmer 122.43

Share Corp. 571.00

Souris River Telephone 186.44

Upper Souris Water District 5,220.00

Andrew Mason, dep. Refund 61.56

**TOTAL ALL EXPENSES $ 48,627.95**

Next scheduled meeting is Monday March 2nd, 2020 at 6:30 pm.

D. Hoff made the motion to adjourn the meeting at 7:29 pm, R. Larson seconded, all aye, meeting adjourned.

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

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