City of Glenburn

Council meeting

8/1/16

Siren was tested and works.

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

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

Motion made by Dave to approve the minutes from the regular meeting held July 6th, 2016. Second was made by Rick, all aye, minutes approved.

There were no additions to the agenda.

Motion made by Dianne 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: Josh will discuss this later.

b. There were four shut off notices sent out; and 24 past due notices.

c. Letters were sent out on the two unpaid well water bills. One had a wrong address the other was sent to the company. Nothing heard back as of yet.

 **Chris (Sewer):** Brad mentioned that Vance has mowed and everything else is running good.

**Rick (Street):**

1. Brad has contacted Bechtold and we are on the list. Quote was for $50, 580.00. Chris made the motion to approve the quote from Bechtold to repair the streets. Second by Rick; Rick yes, Chris yes, Dave yes, Dianne yes, motion approved.
2. The resident at 405 1st Ave. N., stopped in and said he had received the letter and the map from the City and he will not park on the hammerhead.

**Dave (Buildings):**

1. The Garden City Apts. is being mowed and kept up.
2. Nothing new on the building permits and fees.
3. Dave made a motion to approve the building permit from Samuel Savoie, 401 Cent. Dr, for a 6’x11’ metal shed with a 8’x12’ wooden base. Second made by Rick; Chris yes, Rick yes, Dianne yes, Dave yes, permit approved.

**Mayor Folstad**:

a. Mr. Stinson will be getting quotes from a contractor on the repair to the Sinclair foundation and work up a timeline for the repair work. He had intentions of putting up a retaining wall in the basement so he can utilize the space.

b. The person going down Tate Rd with the boat has been identified and the owner will be sent a letter notifying them that the west end of Tate road is a private driveway and that they can’t exit down 1st Ave N. Dave suggested a split rail fence or concrete curb stops be placed across the two properties on the end of 1st Ave. N. to stop people from using it as a thru street.

c. The Sheriff gave a citation of two hundred fifty dollars to the resident at 511 Seaton St. for failure to remove the junk vehicles and mowing and trimming.

**Employee Comments:**

Tiffany with Lervik & Johnson CPA’s was here on Tuesday July 27th to get the information for the 2015 Annual Audit. There are confirmation letters to be signed by Eric.

Dianne mentioned that Tiffany was also contacted about putting two NSF checks back onto a customer’s acct. Donna informed the council that the customer has paid $250 of the $295 due.

**Engineer’s report:**

1. Josh informed the council that Moore has gotten some more feedback on the MR&I funding and the paperwork is ready to be sent tomorrow. Next will be the loan to finalize.
2. Josh talked to Steve Farden on the insulating by the coulee. They will possible start next week and the cost should be around one thousand dollars ($1,000.00)
3. Josh will also go over the Momerak Rd on 1st Ave N. with Steve on Monday to discuss the punch list. There has been some gravel put on it but it looks pretty flat and needs some sloping for water run-off.
4. Josh presented the final pay request for Farden’s Construction on the Oakley Dr. Project in the amount of $10, 674.78 (ten thousand six hundred seventy four dollars and seventy eight cents). Motion by Dianne to approve the final pay request. Second by Rick; Rich yes, Chris abstain, Dave yes, Dianne yes, motion approved.
5. The Task order from Moore engineer was presented. After explanation by Josh, Dianne so moved to sign the task order as presented. Second by Rick, Dave yes, Dianne yes, Rich yes, Chris yes, motion approved.

**Unfinished business:**

1. **Tabled:** Ambulance request for building.
2. **1st Ave N. (Momerak Road):** discussed with Josh earlier
3. The tree trimming done by Joel Campbell with Family Tree and Landscaping out of Cando has been completed. Brad had Joel finish out the City after the first round of trees were done. This last invoice is for sixteen hundred dollars. The council agreed that a very good job was done and the bill will be approved.
4. One of the cars on 2nd Ave N. by the pond has been removed, one has said they never owned the Honda and the Sheriff has been in contact with a gal that said she sold the van. We will continue to work on these last two cars for removal.

There is no other old business.

**N**EW BUSINESS:

1. Donna is working on the Preliminary budget and would like any input for projects or changes to the budget.
2. The LOC convention will be held Sept. 15-17th. Dianne and Donna will attend.

Presentation of Financial report:

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

**Paid To**  **Amount**

Brad Brandt-payroll 2,773.86

Brad Brandt-reimbursement/mileage 165.70

Donna Zeltinger – payroll 801.75

Jessica Stapleton-payroll 30.74

Randi Long-payroll 96.04

K. Brandt-wage 50.75

NDPERS 760.41

EFTPS 1,808.89

Aflac 364.04

Bank of ND/sewer bond 24,650.00

BCBS of ND 1,697.05

Acme Tools of Minot 356.88

Ameripride 35.00

Circle Sanitation 2,650.50

Do All Industries 94.01

Enerbase 219.23

Family Tree & Landscaping 4,035.00

Fairview Cemetery 82.00

First District Health 22.00

Hight Construction 902.25

Larson Latham Huettl 343.75

Mariner’s Well Drilling 465.00

ND Assoc. of Oil & Gas 277.48

ND Insurance Dept. 573.47

Otter Tail Power Co. 1,381.38

Renville County 1,335.00

Renville County Farmer 144.54

Souris Basin Planning 101.52

Souris River Telephone 223.84

Staples 107.98

United States Treasury/withholding 7.58

**TOTAL ALL EXPENSES $ 46,557.64**

**Next meeting is scheduled for Wed. Sept. 7th, 2016 at 7PM**

Chris made the motion to adjourn the meeting at 7:42 pm, second by Dave, meeting adjourned.

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

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

 Eric Folstad Donna Zeltinger