Glenburn Council Meeting

March 4th, 2019 6:30 PM

Mayor Folstad called the meeting to order at 6:32 pm. Present: Mayor Folstad, Council members Ashley, Hoff, and Hensen. Larson absent Other: Josh Reiner with Moore Engineering, and Auditor Donna Zeltinger.

Dianne made the motion to approve the minutes from the Feb. 4th, 2019 meeting. Second by Dave Hoff, all aye. Motion approved.

Motion made by Dave Ashley to approve the agenda, Second made by D. Hoff, all aye, agenda approved.

**Dianne (Water & Pets):**

Five shut off notices and eight late statements were sent out; all have paid. Dog licenses are at sixty dogs as of 2-26-19.

**Dave Hoff (Sewer):**

**(Street):** no report

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

**Mayor Communications:** nothing

**Employee Communications:** nothing

**Ohnstad Twichell had sent the bond paperwork to be approved for the water tower.**

Dianne so moved to set a resolution authorizing the issuance and sale of a $600,000 (six hundred thousand) Water Treatment Revenue Bond, Series 2019. Dave Ashley seconded the motion. Dave Hoff yes, Dianne Hensen yes, David Ashley yes. Motion approved.

**Engineers report:** Josh had several items to have approved and go over.

1. Dianne so moved to approve the KLM Proposal to provide Engineering and Inspection Services during Construction and Coating of the new 100,000 gallon single pedestal water tower in Glenburn, ND. The inspections will ensure contractor compliance with the project specifications. Motion seconded by Dave Hoff. Ashley yes, Hensen yes, Hoff yes, motion approved. Dianne asked about the coating and maintenance after construction, Josh said that is up to the City.
2. Dave Ashley made the motion to approve the Moore Engineering amendment to their contract. This Amendment No. 1 includes construction engineering services after the construction contract has been awarded. Second made by David Hoff; Hensen yes, Ashley yes, Hoff yes, motion approved.
3. Dianne so moved to approve the Plans and Specifications that Josh presented to the council. Second made by Dave Hoff; Ashley yes, Hensen yes, Hoff yes, motion approved.
4. Dianne so moved to advertise for bids on the Water Tower/Looping project and to advertise in the Minot Daily News and Renville County Farmer on the dates provided by Moore Engineering. Bid opening will be scheduled for Thursday April 4th at 6:00PM. Second made by Dave Ashley; Hoff yes, Ashley yes, Hensen yes. Motion approved. Discussion was held about having a light on top of the tower and a light that would shine on the design of the tower. Josh will check into this.
5. Josh was been working on the easement exhibit. The City attorney will need to have this drawn up; Josh has contact information for him.
6. Dave Ashley made the motion to accept the payment requests to the MRI & SRF funds for the Juniper Environmental consulting bill of sixty seven hundred dollars (6,700) and the reimbursement payment made by the City for Ohnstad Twichell P.C. for the bond services in the amount of five thousand dollars (5,000). Second made by Dave Hoff; Hensen yes, Hoff yes, Ashley yes, motion approved.
7. Josh also presented the Bureau of Reclamation Categorical Exclusion Checklist to the council and informed them that the City will be required to remove the serial/builders plate from the old tower before demolition and given to the City or the City/County Historical Society for curation.
8. Presented next by Josh for review was the Itemized project Cost sheet. The contingency cost is just over 10%. Also discussed was insurance needed for the project. Josh informed the council that the Builder is responsible to carry Builders Risk liability. The City has liability insurance now and will increase that according to specifications required in our contracts with MR&I and SRF.

**Unfinished business:**

1. The car in front of 511 Seaton Street was towed on 2/26/19 according to the court order.
2. Donna is working with the State Auditor’s Office to have the 2017 and 2018 audit done.

**NEW Business: none**

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll 3,112.44

Donna Zeltinger – payroll 830.99

Brenda Schmidt-payroll 399.54

EFTPS (monthly withholding) 1,879.48

NDPERS (retirement) 795.23

NDPERS (deferred comp) 25.00

Aflac 414.98

Bank of ND 3,750.00

Blue Cross Blue shield 1,933.20

Unum Life insurance 99.26

AmeriPride 49.05

Circle Sanitation 2,689.50

Dakota Supply Group 239.88

Enerbase 888.37

Enerbase/propane 656.25

Fairview Cemetery 572.43

Farmers Union Oil Kenmare 262.50

First District Health 25.00

First Western Bank (cash for cash box) 122.58

Glenburn Park Board (for 2018) 6,000.00

Keith Mollenhauer (snow removal) 50.00

ND Sewage and Lift Station 400.00

Otter Tail Power Co. 1,547.49

Renville County 1,335.00

Renville County Farmer 227.18

Samuel Savoie (dep. Refund) 112.40

Souris River Telephone 191.32

State Fire & Tornado 4.56

Upper Souris Water District 5,220.00

**TOTAL ALL EXPENSES $ 33,833.63**

**Next meeting is scheduled for Thursday April 4th. Meeting to follow the Water Tower/looping project bid opening at 6:00PM**

Dave Hoff made the motion to adjourn the meeting at 7:04 pm, Dave Ashley seconded, all aye, meeting adjourned.

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

Mayor Eric Folstad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Auditor Donna Zeltinger: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_