**Glenburn Council Meeting**

**December 2nd, 2019**

**6:30 PM**

Mayor Eric Folstad called the meeting to order at 6:30 pm. Present: Council members Ashley, Hensen, Hoff and Larson. PW Brad Brandt, Auditor Donna Zeltinger. Others: Engineer Josh Reiner, Rick Adams with Verizon, Dan Ruby with Circle Sanitation, Mike Ehinger, Larry Derr, Jeri Long and Jodi Spokely.

D. Hensen made the motion to approve the minutes from the Nov. 4th, 2019 council meeting. Second by D. Hoff, all aye, motion approved.

There were three additions to the agenda: 1. Email from City of Granville 2. Rural Water annual bill and 3. Policy manual. Motion by D. Hoff to approve the agenda with additions, second by R. Larson. All aye, agenda approved.

Guests:

#1. Dan Ruby with Circle Sanitation was here to discuss the new five year contract which he had two options for: **Option 1** is with totes. Each tote is a 96 gal tote and holds the equivalent of three/32 gallon trash cans. Rates for years 1 & 2 would be $16.55 per residence per month and years 3, 4 & 5 would see an increase to $17.50 If a resident wants an additional tote the cost is $5.50 for years 1 & 2 and $6.25 for years 3,4,& 5. Pick up of furniture or mattresses and larger items will not be able to done at the curb but the City will have 4 roll off dumpsters per year for one week each where these items could be placed. Pick up day would also be changed because of the side dump truck. **Option 2** is without totes and the price is $17.25 for years 1, 2 & 3 and $18.00 for years 4 &5 per residence per month. The council will look over both contracts, get input from the residents and will make a decision at the Jan. meeting.

#2. Rick Adams representing Verizon Wireless was here to present the council with Site options for Verizon to place their generator and cabinets next to the new water tower. He also had pictures of a similar site to give the council a general idea of how it looks. After discussion and review D. Hensen made the motion to approve Alternate site plan # 1, second made by D. Ashley. Larson yes, Hensen yes, Ashley yes, Hoff yes, motion approved.

#3. Mike Ehinger, with the school, addressed the council about the parking situation where vehicles are to be off the streets during daylight hours. The council is willing to work with the school and allow parking on the North and East sides with the understanding that if there is a storm coming all vehicles must be moved prior for snow removal.

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

**Dianne (Water & Pets):**

1. Six shut off notices and forty one late statements were sent out on 11/25/19.
2. Of the 28 letters sent out to Landlords, management companies and real estate agents to address Utility and dog applications, only five have been returned.

**Dave Hoff (Sewer):** Brad mentioned it is close and spring runoff will be a problem. Pumps are running 6 hours a day. He is keeping a close eye on the lagoon cells.

**Rick L. (Streets):** He has been receiving a lot of calls on the no parking during daylight hours rule.

**Dave A. (Buildings):** Dave mentioned the shack that was erected on a Chelsey Drive rental property that did not have a building application submitted or an approval to build. He also would like to see the landlords take initiative to see that such things are seen to on their properties.

**Mayor Communications:** Eric has been checking out the properties that letters were sent to for cleanup and vehicle abandonment. Some have been complying while others are still in need of licensing.

**Employee Communications**:

1. Brad informed the council that the transmission on the City pickup has been slipping and loosing oil while sanding streets. Discussion was held on what could be wrong and a few options to try to repair
2. Christmas bonuses for the employees were mentioned. D. Hensen so moved to pay the same as last year. Second by D. Hoff, all aye, motion approved.
3. Looking for someone to have Brad train for the maintenance position was gone over. Brad and Donna will work on job description and what is required for training.

**Engineers Report:**

Josh updated the council on the progress to date on the tower and the updated schedule timeline. He then presenting the following for approval and payment:

1. Change order #1 dealing with the water main installation date to be changed to June 30th, 2020. Motion by D. Hensen to approve the change order #1 to June 2020. Second by D. Ashley; Larson yes, Hensen yes, Hoff yes, Ashley yes. Motion approved.
2. Motion by D. Hensen to approve the request for Contractors application for payment #6 for $164,217.90 contingent on the MR&I and DWSRF approval. Second made by D. Hoff. Roll call vote: Ashley yes, Hoff yes, Larson yes, Hensen yes, Motion approved.
3. Motion by D.Hensen to approve the request for Moore Engineering Inv. #22587 for $12,090.70 contingent on the MR&I and DWSRF approval. Second by Larson. Roll call vote: Ashley yes, Hoff yes, Hensen yes, Larson yes, motion approved.
4. Motion by D. Hensen to approve the request for funds from MR&I and DWSRF for Contractor’s payment #6 and Moore Engineering inv. #22587. Second by Ashley. Roll Call vote: Hensen yes, Hoff yes, Larson yes, Ashley yes. Motion approved.

Josh had a cost proposal and example plan for the lighting of the tower. There were questions on how far away the light would need to be and how much would be lit up. Josh will ask the electrical engineer and council will decide later.

**Unfinished business:**

1. Fireworks ordinance: There was a second email from the one resident asking for the council to reconsider the changing of the Fireworks ordinance. Discussion found that this was the only complaint against allowing fireworks by email, phone, visits or mail that the City or council had received. Dave Ashley read the ordinance amendment.

Motion by D. Ashley to approve the 2nd Reading of the amended Ordinance no# 4.0405 Fireworks-Discharging of, Sale of. Second by D. Hoff; Roll call vote: Ashley yes, Hensen yes, Hoff yes, Larson yes. Second Reading approved.

1. Eric had talked to Brad about the bonus offer the council had come up with and everyone was in favor of the bonus and agreement. The policy manual will need to be updated for future reference so there are no questions when new employees are hired. This will be gone over in Jan.

**NEW Business:**

**#1. Liquor License renewal:**

1. Motion by R. Larson to approve the renewal liquor and beer application from the GCDC for the Last Hurrah Bar & Grill. Second by D. Hensen, all aye, approved.
2. Motion by R. Larson to approve the renewal liquor and beer application from Delora Ahmann for Del Jr’s. Second by D. Hensen, all aye, motion approved.

**#2. Council meeting dates:** The list was gone over and approved.

**#3. Ordering of a new Plat book.** Motion by Larson to order a new Renville County Plat book. Second by Hoff, all aye, motion approved.

**#4. Christmas Ad in the RC Farmer:** After review of prices and sizes, D. Hensen so moved to place a Christmas Ad in the RCF at half the size of last year, second by D. Hoff. Ashley yes, Larson yes, Hensen yes, Hoff yes. Motion approved.

**#5. Granville EDC letter.** How sharing the cost for an Economic Development director with other cities would help us was discussed and will be looked at further when more information is gotten from the other cities.

**#6. ND Rural Water annual bill:** After review of the bill it was decided to pay the renewal fee of $245. We utilize their help for locating lines, reports and other water related issues.

**PAYING OF THE BILLS:**

 Hensen 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 3,229.04

Donna Zeltinger – payroll 822.67

Brenda Schmidt-payroll 463.32

EFTPS (monthly withholding) 4,137.44

NDPERS (deferred comp) 12.50

Aflac 414.98

Blue Cross Blue shield 2,058.81

Unum Life insurance 99.26

AmeriPride 55.78

B & G Electric 148.90

Chris & Donna Doane (dep. Refund) 69.30

Circle Sanitation 2,722.50

Do All Industries 40.62

Enerbase 917.02

Fairview Cemetery 6.85

First District Health 25.00

First Western Bank (loan payoff) 96,960.00

First Western Bank (cash for cash box) 78.09

Glenburn Park Board (yearly giving) 6,000.00

H & H Coatings 1,894.00

Kemper Constr. 3,940.46

One Call Concepts 2.40

Otter Tail Power Co. 1,577.48

Renville County 1,650.00

Renville County Farmer 123.20

Souris River Telephone 187.50

Upper Souris Water District 5,220.00

US Post Office (stamps) 220.00

Western Agency 2,085.00

**TOTAL ALL EXPENSES $135,162.12**

Next scheduled meeting is Monday January 6th, 2020 at 6:30 pm.

D. Hoff made the motion to adjourn the meeting at 8:32 pm, D. Ashley seconded, all aye, meeting adjourned.

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

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