Glenburn Council Meeting

April 2nd, 2018

Mayor Folstad called the meeting to order at 6:31 pm. Present: Mayor Folstad, Council members Ashley, Larson, Hensen and Hoff; Others: Dan Ruby with Circle Sanitation and Auditor Donna Zeltinger.

Rick made the motion to approve the minutes from the March 5th, 2018 meeting. Second by Dave Hoff, all aye. Motion approved.

Additions to the agenda: Dan Ruby and BCBS increase.

Motion made by Dianne to approve the agenda with additions, second made by Dave A., all aye, agenda approved.

Bid openings for the buildings at 3rd Ave S and Seaton St. will be opened at 6:30 pm on April 16th. Requirements for posting were in the Renville Co Farmer and the Minot Daily News.

Guest Dan Ruby informed the council that he has been trying to visit the towns that Circle Sanitation operates in to make sure there are no concerns and to see that everything is running smoothly. Dan also mentioned the use of totes in the City if they so choose and that the option is always open. There were no concerns at this time.

**Reports from City Officers were given:**

**Dianne (Water & Pets):**

1. Water Tower/looping project: Moore Engineering had a breakdown of the cost for the water tower.
2. Discussion was held on raising of the minimum water usage total and the overage of water on the City billing. With the cost of water rising and repairs and maintenance to the water lines and other equipment this has become a necessity. Donna had a few examples of how the water increase would affect our customers. After review, Dianne so moved to raise the minimum water for the first 1000 gallons to fifteen dollars ($15.00) with no increase to the over 1000 gallons. Second made by Dave A. Rick yes, Dave H. yes, Dave A. yes and Dianne yes. Motion approved. This increase will take effect on the April billing.
3. Eric and Dianne met with the USWD board on March 21st to discuss the upcoming contract and also to ask about lowering our monthly minimum water. After discussion, Dianne so moved to lower the monthly water usage from USWD to eight hundred thousand gallons (800,000) per month. Second by Dave Hoff. Rick yes, Dianne yes, Dave Hoff yes, Dave Ashley yes.
4. There were seven shut off notices and thirty four late statements sent out. Two of the shut offs have paid.

**Dave H. (Sewer):** There was a breakdown of check valves at the lift station on March 21st. Brad had to call in ND Sewage and Pump service to access the problem and have them order new check valves to put in. Dave H. would like to be shown how to operate the generator and how the lift station works. Brad should do step by step instructions and laminate it for future use.

**Rick (Street):** There needs to be something done with 1st Ave N this year. If we put the new water tower in we should wait until after that is done because the street will be torn up with the equipment needed for the tower. Dave H. suggested using recycled concrete and recycled asphalt as a filler until a major fix can be done.

**Dave A. (Buildings):** Dave had a rough drawing of the outside of the building showing the front door and two smaller windows on the sides with a deposit drop box underneath one of the side windows. With the under 50 capacity, we could also get a door that swings in so the door isn’t always blocked by the snow and ice. For the office side he had a smaller replacement window. The council agreed for Dave to get three estimates on the project so a decision could be made and the projects started.

**Mayor Communication:** There needs to be more visible no parking signs put up on the South side of Oakley Dr. near the school. People are still parking too close to the North doors which hinders the vision of the children entering or exiting the school. This should be a drop off and pick up place only for safety reasons.

**Employee Communications:** Donna will be taking vacation April 19th-23rd. Rose will be working those days

**Engineers:** Juniper Environmental study contract: sign when we hear on the USWD contract and NAWS. Garrison Diversion paperwork will need to be signed as well.

**Unfinished business:**

1. The park board still hasn’t gotten any price quotes on the tent/canopy.
2. Discussion was held on the costs associated with the water tower and looping and if it is feasible to finish the projects. A final decision will be made at the May meeting.
3. Donna had an old survey from 2011 and a letter from Mohall that put a timeline on the NAWS involvement.

**NEW Business:**

1. Employee evaluations: Mayor Folstad stated that the employees were doing a good job all the way around.
2. After review of salary, Dianne so moved to give a 4% raise across the board. Second by Dave A. Dave Ashley yes, Rick yes, Dianne yes, Dave Hoff yes.
3. Donna informed the council that the BCBS premium was increasing by 11.3%. To lower to the next level would have only saved five dollars so it was decided to stay with the current plan. The increase to the City would be $49.19.
4. The Tax Equalization Meeting will be held on Wed. April 11th at 6:30 pm at City Hall.

**PAYING OF THE BILLS:** Donna had a corrected bill detail from March for the council. The totals for the bills paid was incorrect due to the formula not catching a line. It was correct in the newspaper and in the final minutes.

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

**Paid To**  **Amount**

Brad Brandt-payroll 3,237.12

Donna Zeltinger – payroll/mileage 928.05

Rose Asuncion-payroll 161.76

NDPERS 776.32

EFTPS for March 1,132.09

Aflac 414.98

BCBS of ND 1,834.83

Post Master stamps/box fee 266.00

Fairview Cemetery 248.96

Ameripride 41.90

Circle Sanitation 2,574.00

Enerbase 599.92

First District Health 22.00

Municipal Govn. Academy 170.00

ND Sewage & Lift Station Service 1,911.00

Otter Tail Power Co. 1,344.06

Radisson 83.70

Renville County 1,335.00

Renville Co. Farmer 153.30

Souris River Telephone 185.45

Starion Bond Service 30,158.25

Upper Souris Water District 5,220.00

**TOTAL ALL EXPENSES $ 52,798.69**

**Next meeting is scheduled for Monday May 7th, 2018 at 6:30 pm.**

Dave Hoff made the motion to adjourn the meeting at 8:28 pm, Rick seconded, all aye, meeting adjourned.

No siren tested due to time of the meeting.

Approved date \_\_\_\_\_\_\_\_ Mayor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_