**Glenburn Council Meeting**

**July 6th, 2020**

**6:36 PM**

Mayor Eric Folstad called the meeting to order at 6:36 pm. Present: Council members Ashley, Bennett, Hoff, Larson and Auditor Donna Zeltinger. Brandt absent.

D. Ashley made the motion to approve the minutes from the June 1st, 2020 council meeting. Second by R. Larson, all aye, motion approved.

Two additions to the agenda: Organizational meeting minutes and a deck permit.

Motion by D. Hoff to approve the agenda with the additions. Second by D. Ashley, all aye. Agenda approved.

Engineer Josh Reiner was on the phone to go over his report; He went over the Construction update on coatings, electric work, disinfecting and filling of the tower. He then opened the following for payment and approval.

1. The contractor’s application for pay request no. 10 for $90,000 was motioned to be approved by Rick Larson, contingent on approval from MR&I and DWSRF, seconded by Dave Hoff. Ashley yes, Hoff yes, Bennett yes, Larson yes. Motion approved.
2. Rick Larson made the motion to approve the Moore Engineering inv. 23706 for $2,287.50 contingent on approval from MR&I and DWSRF. Second by Brian Bennett, Larson yes, Bennett yes, Hoff yes, Ashley yes. Motion approved.
3. Dave Ashley made the motion to request funding from MR&I and DWSRF for the Pay request #10 and Moore Engineering inv.23706. Second by Rick Larson, Hoff yes, Bennett yes, Ashley yes, Larson yes. Motion approved.
4. Josh informed the council of funding from USDA Rural Development at a rate of up to 1.500% which could be used for water or Waste Disposal or for grants up to 45%.
5. The council had questions for Josh on what will be done with the water in the old tower once the new tower is in service. Josh will check into this. Rick asked if there were any grants or funding for Streets; Josh mentioned the Bank of ND has infrastructure loans but no grants that he is aware of. Donna asked if the issue with the paint splatter was taken care of; Josh said it was being handled by the contractor.

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

**Brian Bennett (Water & Pets):**

1. Three shut off notices and twenty six late statements were sent out on 6/25/2020.
2. There was a written complaint on a dog at 306 Raymond St. This was turned over to the Sheriff’s Dept. and a written warning was issued.
3. Brian would like to check into the wording in our ordinances on dog attacks and address when a dog bites another dog or person. Our current leash law handles a lot of the issues.

**Dave Hoff (Sewer):** Everything is running good.

**Rick L. (Streets):** An estimate from Farden Construction and Bechtold Paving was shown to the council for 1st Ave N, portions of 3rd Ave S. and 6th Ave S and Seaton St. Quote is for 4” paving and grading work. Approximate cost is $78,870. Discussion was held on when to start the project due to the water tower filling and possible pressure problems in the water line. Adding no truck traffic and 15 mph signs to 3rd Ave S. would minimize wear and tear. Rick Larson made a motion to start the 1st Ave N. project, per Farden’s schedule, around Aug. 24th. Second by B. Bennett, Hoff yes, Bennett yes, Ashley yes, Larson yes, motion approved.

**Dave A. (Buildings):**

1. Motion by D. Ashley to approve the deck permit which was pre-approved, to David Roberts at 112 Oakley Dr. Second by R. Larson, all aye, motion approved.
2. Motion by D. Ashley to approve a shed permit to Austin Henrichsen, 98 Healy St. which was pre-approved. Second by D. Hoff, all aye, motion approved.
3. Motion by D. Ashley to approve a deck and step permit from Jonathan Schmechel, 405 1st Ave N. Second by R. Larson, all aye, approved.

**Mayor Communications:** Selling of the commercial property at 307 Main St. was discussed. Donna will check with Brad on what it is used for and if ok will draw up the paperwork and put it up for bids. Bids to be opened at the August 3rd meeting if it is to be sold.

**Employee Communications**: The staff has been busy sending out letters for mowing & trimming of properties as well as abandoned vehicles and refuge.

**Engineers Report: Discussed earlier.**

**Unfinished business:**

1. Employee policy committee: No meeting.
2. Verizon lease amendment: Eric made a call to Verizon and was told they are proceeding as planned.
3. A motion was made by R. Larson to appoint Dave Ashley to sign off on time sheets and bank statements per recommendations by Brady Martz. Second by B. Bennett, all aye, motion approved.

**New Business:**

* 1. Motion by D. Ashley to approve the minutes from the Organizational meeting held June 23rd. Second by D. Hoff, all aye, minutes approved.
	2. Fire and Tornado Insurance review of property. There were a few more questions on the contents of the well house and lift station. Still need to get a replacement cost on the omni-directional siren. Donna will get with Brad and Brenda on these items.
	3. Discussion was held on the wording of Ordinance 12.0401 penalty clause. After review it was noted that the wording in question was already in the paragraph proceeding the penalty clause. No action is needed.
	4. Eric had been in contact with one of the owners of the Garden City Apartments to see what he would take to buy them out. The owner is wanting what the property is assessed for, which is currently around $35,000. The council felt this was too high of a price plus having the cost of demolition.

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll & phone 3,380.86

Brad Brandt-reimbursements 139.98

Donna Zeltinger – payroll 830.57

Brenda Schmidt-payroll 295.06

Nicole Puuri-mowing 251.25

Eric Folstad-reimbursement 97.24

EFTPS (monthly withholding) June 1,835.45

NDPERS for June 857.41

Aflac 414.98

Blue Cross Blue shield 2,289.22

Unum Life insurance 107.22

Mike Ehinger, deposit refund 60.16

Josh Taylor, deposit refund 77.00

Lee Howes, RV refund 105.00

Eric Folstad, Mayor 692.62

Dave Ashley, elected official 554.10

Dianne Hensen, elected official 554.10

Rick Larson, elected official 554.10

David Hoff, elected official 554.10

Paul Temanson, attorney/judge 1,200.00

AmeriPride 49.87

Circle Sanitation 2,880.75

Dakota Agronomy 606.25

Enerbase 258.95

Fairview Cemetery 86.75

Farden Construction 140.00

First District Health 25.00

International Code Council 247.00

Maguire Iron 25,525.06

Mertes Implement 290.50

Moore Engineering 3,735.54

ND Dept. of Enviro. Quality 10.00

One Call Concepts 15.05

Otter Tail Power Co. 1,841.06

Renville County 1,650.00

Renville County/election 175.00

Renville County Farmer 148.28

Renville County Farmer/dues 33.00

Souris River Telephone 186.55

Staples 113.99

Upper Souris Water District 5,580.00

**TOTAL ALL EXPENSES $ 58,449.02**

Next scheduled Council meeting is Monday August 3rd. 2020 at 6:30 pm.

B. Bennett made the motion to adjourn the meeting at 8:22 pm, R. Larson seconded, all aye, meeting adjourned.

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

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