**Glenburn Council Meeting**

**January 6th, 2020**

**6:30 PM**

Mayor Eric Folstad called the meeting to order at 6:30 pm. Present: Council members Ashley, Hensen, Hoff, Larson and Auditor Donna Zeltinger.

D. Hensen made the motion to approve the minutes from the Dec. 2nd, 2019 council meeting. Second by R. Larson, all aye, motion approved.

 Motion by D. Ashley to approve the agenda, second by D. Hoff. All aye, agenda approved.

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

**Dianne (Water & Pets):**

1. Nine shut off notices and forty four late statements were sent out on 12/24/19
2. Landlord letters returned are at five of the 28 letters sent out.

**Dave Hoff (Sewer):** Everything is running good and the water table looks like it is dropping.

**Rick L. (Streets):** Streets are slippery.

**Dave A. (Buildings):** Nothing new.

**Mayor Communications:** Nothing new.

**Employee Communications**: Brad has a follow up appt. for Jan. 8th; so will know more when he will be coming back to work.

**Engineers Report:**

 The council reviewed the progress to date on the tower and the updated schedule timeline. The following were attached for approval.

1. Motion by D. Hensen to approve the request for Contractors application for payment #7 for $53,541.51 contingent on the MR&I and DWSRF approval. Second made by D. Ashley. Roll call vote: Hoff yes, Ashley yes, Hensen yes, Larson yes. Motion approved.
2. Motion by D. Hensein to approve the KLM Engineering invoice # 7589 for $14,730.00 contingent on the MR&I and DWSRF approval. Second by D. Hoff. Roll call vote: Larson yes, Hensen yes, Hoff yes, Ashley yes. Motion approved.
3. Motion by D.Hensen to approve the request for the Moore Engineering invoice # 22789 for $3,982.60 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 #7, KLM Engineering inv. #7589 and Moore Engineering inv. #22789. Second by Hoff. Roll Call vote: Hensen yes, Ashley yes, Hoff yes, Larson yes. Motion approved.

Josh had a note on the tower logo lightening stating it can be installed approx. 20’ from the edge of the bowl.

**Unfinished business:**

1. **Circle Sanitation contract:** After review of the list of residents that had called, stopped in or emailed their responses and discussion of what the council members had heard it was noted to not go with the totes at this time. Motion by Rick Larson to approve Option #2 No Totes, second by D. Hensen. Roll Call vote: Ashley yes, Larson yes, Hoff yes, Hensen yes, Motion approved.
2. **Employee Policy Manual:** The Mayor asked if anyone had any input for updating the handbook. Dianne had a question on how it works with us being Home Rule. Donna will call the State and ask about this. Dave Hoff had noticed in the State HR manual there was some good information on PTO time and hours needed to work. Eric asked for a job description for the maintenance supervisor position as we will need to start advertising for someone to shadow Brad before he retires.

**NEW Business:** Those up for City Election are the Mayor, Eric Folstad and council members Dianne Hensen and Dave Hoff. Park board members are Tim Zeltinger and Martha HarriSon. Petitions and Statements of interest are in the portfolios. Eleven signatures are needed for the petition and all paperwork is due back to the City Auditor by 4pm on April 6th.

**PAYING OF THE BILLS:**

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

**Paid To**  **Amount**

Brad Brandt-payroll & phone 3,229.04

Braad Brandt-bonus 369.40

Brad Brandt-reimbursement 349.98

Donna Zeltinger – payroll 910.70

Donna Zeltinger-bonus 369.40

Brenda Schmidt-payroll 455.33

Brenda Schmidt-bonus 92.35

EFTPS (monthly withholding) 1,332.58

NDPERS 826.69

Aflac 414.98

Blue Cross Blue shield 2,058.81

Unum Life insurance 99.26

AmeriPride 55.78

Brady Martz 10,000.00

Circle Sanitation 2,689.50

Enerbase 1,486.41

Fairview Cemetery 64.25

First District Health 25.00

Great Plains Directory 63.00

J.P. Cooke Co. 71.15

KLM Engineering, Tower 375.00

Maguire Iron #5 Tower 7,737.80

Maguire Iron #6 Tower 41,054.47

Moore Engineering inv. 22248 Tower 735.85

Moore Engineering inv. 22587 Tower 3,022.67

ND Rural Water Systems 245.00

One Call Concepts 3.60

Otter Tail Power Co. 1,292.01

Renville County 1,650.00

Renville County Farmer 294.83

Souris River Telephone 186.29

Staples 301.97

Upper Souris Water District 5,220.00

US Post Office (stamps) 220.00

**TOTAL ALL EXPENSES $ 87,303.10**

Next scheduled meeting is Monday February 3rd, 2020 at 6:30 pm.

D. Hoff made the motion to adjourn the meeting at 6:58 pm, R. Larson seconded, all aye, meeting adjourned.

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

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