

Regular Meeting
January 14, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:00pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Chasity Orcutt, Alex Martinez, Doug Martwick and Anthony Schirado. Also present: Melissa Rotzien, Scott Myers, Deputy David Tomlinson, James Farrell, Nancy Bittner, Mike Hoerauf and Vicki Horst.

Minutes: Moved by Schirado, seconded by R Duppong to approve the minutes from the regular meeting on December 10, 2018. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Martinez to approve the December financial report and pay the January bills. Motion carried unanimously.

A & A Heating and Air.....	575.00
Farmers Union Insurance.....	691.00
Farmers Union Oil	261.08
Glen Ullin Job Development	185.90
Glen Ullin Library.....	1,000.00
Glen Ullin Regional Airport	1,382.11
Glen Ullin Super Valu	6.18
Glen Ullin Times.....	339.19
Joe's Electric.....	272.49
John Mahoney.....	600.00
Lince Sanitation	8,680.00
Mainstreet Designs, Inc.	7,932.63
Marshall Lumber.....	5.43
MDU	2,859.56
Morton County Auditor	3,360.00
Napa	409.86
NorMont Equipment.....	1,339.78
ND Department of Health.....	16.00
ND League of Cities	1,068.00
ND One Call	3.60
ND Workforce Safety	1,152.41
Old Red Trail	500.00
Southwest Water Authority.....	4,513.73
Total Safety US.....	51.00
Verizon.....	23.39
Vicki Horst.....	12.99
WRT	166.24
Wages, Benefits, Employer Taxes (December).....	9,055.61

Engineer Report:

Phase I:

- ✓ Sewer lining: Completed and video is being reviewed. There are a couple spots that need patching.
- ✓ Budget: About \$120,000 is left in the budget for this project.

CBDG:

Options:

- ✓ Water main on Elm Avenue without street repair approximately \$160,000
- ✓ Water main on Elm Avenue with street repair approximately \$430,000.

Moved by Martwick, seconded by Glasser to combine money from the two projects (CBDG & RD Phase I) to complete the water main and street repairs using CTB, no class 5, without going over budget by any more than \$20,000. Motion carried unanimously. This project should take about a month to be completed. The goal is to have the bid opening at the March meeting.

Ordinance 2018-14: Moved by Schirado seconded by Martwick to place on second and final reading this ordinance to fine those who build without a building permit one hundred dollars (\$100.00) Motion carried unanimously.

City Auditorium: City maintenance will fill cracks in wall with spray foam insulation before any additional work is done.

Mobile Home Court Applications: Moved by Schirado, seconded by Martinez to approve the applications for Johnson's Trailer Park. Motion carried unanimously.

Block 22, Lot 1: The County wants to sell to the city for \$1.00 plus filing costs. No action was taken.

Emergency Manager: The battery is shot for the EM trailer. A portable self-adjusting generator is around \$4,000, looking for a grant to purchase one.

Building Inspector: Moved by Schirado, seconded by Martinez to table this item. All voted no, motion failed. No further action was taken.

Ordinance 2019-1: Moved by Schirado, seconded by Martinez to place this ordinance on first reading to eliminate the 3 hour wait time before calling a special meeting. Motion carried unanimously.

Resolution 2019-1: Moved by Martwick, seconded by Schirado to pay \$30.00 per councilperson for each special meeting attended. Motion carried unanimously.

Old Fire Hall: One garage door has been installed, the second will be done this week. Special thank you to Alex Martinez and Louis Martinez for installing the door~job well done! The old doors will be disposed of in the city landfill.

Special Assessment Software: Moved by Schirado, seconded by Orcutt to approve the quote from Black Mountain Software to custom develop the software to accept a receipt from Morton County for Special Assessments paid each month. Motion carried unanimously.

Maintenance Report:

- ✓ Exam: Moved by Schirado, seconded by Martinez to approve registration for 2 water certification exams for Mr. Hoerauf. Motion carried unanimously.
- ✓ Lagoon was pumped
- ✓ New brooms have been received and installed on skid steer and sweeper.

- ✓ Christmas lights have been taken down, thank you to Doug Martwick for the help.
- ✓ Burn permit for the landfill has been approved, waiting for snow cover.
- ✓ Card reader for the SD card has been received and works.
- ✓ Snowplow hydraulics seemed to be working again. Will probably have this checked out during the summer.
- ✓ Crushing concrete and asphalt at the landfill. A proposal was considered for 800 ton to be crushed and used for the city while the company doing the work would retain the remaining 6,000 tons. No action was taken. Additional quotes will be obtained.

Resolution 2019-2: Moved by Schirado, seconded by Martwick to increase the water shut off to \$50.00 and \$50.00 for water turn on. Voting yes: Schirado and Martwick. Voting no: R Duppong, Orcutt, Martinez and Glasser. Motion failed. Moved by Glasser, seconded by Schirado to charge \$50.00 to shut water off and \$50.00 to turn water on for those whose water is turned off due to nonpayment of their water bill and \$15.00 off and \$15.00 on for all other reasons. Motion carried unanimously.

Police Contract: Moved by Schirado, seconded by Martinez to approve the 2019 contract with Morton County. Motion carried unanimously.

North side surveying: The GU Park District has committed \$500.00 to help with the surveying costs. Thank you Park District.

Library Special Assessments: Moved by Martwick, seconded by Schirado to take funds from the library fund to pay for the special assessments at the library. Motion carried unanimously.

Auditor Duties: Moved by Schirado, seconded by R Duppong to allow the auditor to make online and in person transfers between all accounts as needed and to receive bank statements and other information from the bank as necessary to complete financial transactions. Motion carried unanimously.

Beverage Station: Moved by Schirado, seconded by Martinez to purchase a used fridge for \$75.00 for use in the council room and to purchase a countertop for on top of the filing cabinet. Motion carried unanimously.

Vacation Help: Moved by Schirado, seconded by Glasser to hire Beverly Koller as temp help during the auditors vacation at \$15.00 per hour. Motion carried unanimously.

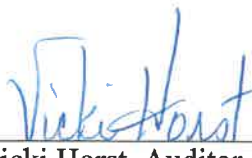
Adjourn: With no further business, it was moved by Schirado, seconded by Martinez to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, January 14, 2018 at 7:00pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Committee Meeting
February 8, 2019

Mayor Audrey Duppong called the meeting to order at 4:00 pm in the Council Chambers. Roll Call: Doug Martwick, Chasity Orcutt, and Anthony Schirado. Others Attending: Jerod Klabunde and Vicki Horst

Agenda:

Review plans for 2019 CBDG Project

The plans were reviewed to remove the water main from Elm Avenue and to put the few remaining service lines into the streets. The service lines were identified.

Adjourn: Moved by Schirado, seconded by Martwick to adjourn the meeting at 4:45pm. Motion carried unanimously.


Audrey Duppong, Mayor


Vicki Horst, City Auditor

Regular Meeting
February 11, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:00pm in the Council Chambers with the following council members present: Randy Duppong, Alex Martinez, Doug Martwick and Anthony Schirado. Absent: Gary Glasser and Chasity Orcutt. Also present: Deputy Pastir, James Farrell, N Bittner, M Hoerauf and V Horst.

Minutes: Moved by Schirado, seconded by R Duppong to approve the minutes from the regular meeting on January 14 and the committee meeting on February 9, 2019. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Martwick to approve the January financial report and pay the February bills. Motion carried unanimously.

Bank of Glen Ullin	40.00
Black Mountain Software.....	3,107.00
BNSF Railway Company	81.96
Carlo Martinez.....	200.00
Farmers Union Oil.....	197.81
Glen Ullin Job Development.....	285.02
Glen Ullin Regional Airport.....	2,111.28
Glen Ullin Super Valu.....	6.98
Glen Ullin Times.....	385.82
John Mahoney	600.00
Lince Sanitation.....	8,680.00
Marshall Lumber	4,160.94
MDU	314.30
MDU	2,784.22
Morton County Auditor.....	3,360.00
Morton County Treasurer.....	4158.25
Napa	272.69
ND Department of Health	16.00
Southwest Water Authority	8,916.11
Verizon 26.65	
Vicki Horst.....	352.24
WRT	159.15
Wages, Benefits, Employer Taxes (January).....	12,489.43

Lagoon Land Rent: Moved by Schirado, seconded by Martinez to renew the 3 year contract with Steve Glasser for \$500.00 per year. Motion carried unanimously

Special Liquor License: Moved by R Duppong, seconded by Schirado to approve the special license for The Social Club on February 23, 2019 for a Charity Pinochle Tournament at SH Parish Center. Motion carried unanimously.

Engineer Report:

2019 Water Main Project: Moved by Schirado, seconded by R Duppong to approve the revised plans as presented at the committee meeting on February 9, 2019. Motion carried unanimously. Moved by Schirado, seconded by Martinez to direct the city auditor to advertise for bids for the 2019 Water Main Project. Motion carried unanimously.

Old Christmas Lights: Moved by Schirado, seconded by Martwick to give 5 lights to the GUPPIES. Motion carried unanimously. Moved by Schirado, seconded by R Duppong to put the rest of the light out for bids. Motion carried unanimously.

Auditorium Repairs: Cracks have been sealed, sink fixed and floor tiled glued. Further repairs are tabled until the April meeting.

Ordinance 2019-1: Moved by Martwick, seconded by R Duppong to place this ordinance on second and final reading to eliminate the 3 hour wait time before calling a special meeting. Motion carried unanimously.

CBDG Award Acceptance: Moved by Schirado, seconded by Martinez to approve this contract. Motion carried unanimously.

Vacuum: Janitor requested a shop vac to use for cleaning steps. More information needs to be brought back to the council.

Custer Health District: Moved by Schirado, seconded by Martinez to have Custer District Health inspect the property at 406 South Ave W. Motion carried unanimously.

Police Report: Deputy Pastir gave the council information about towing cars after ticketing them. More information will be obtained from Lieutenant Sharp.

Outside Boiler: Tabled until homeowner provides more information.

Christmas Lights: The lights picked out were too large. Moved by R Duppong, seconded by Schirado to replace the two double poinsettias with a toy soldier and snowman. Motion carried unanimously.

Street Lights: Moved by Schirado, seconded by Martinez to have MDU replace our streetlights with LED's as they burn out. Motion carried unanimously.

Maintenance Report:

- ✓ Lagoon was pumped
- ✓ Burn pile was lit and will be lit again because some green trees didn't burn.
- ✓ Still working on quotes for concrete/asphalt crushing

Emergency Manager: Will try batteries that the city has on hand to use for the EM trailer. Use a tender for the batteries. Information will be reviewed to become a certified Cardiac Ready Community.

Beverage station: Moved by Schirado, seconded by R Duppong to have Alex purchase supplies from Marshall Lumber to complete the beverage station. Motion carried unanimously.

Celebrate Cities Day: Moved by Schirado, seconded by Martinez to pay the \$40.00 registration fee for the Mayor to attend this event. Motion carried unanimously.


Community Grant: Moved by Schirado, seconded by R Duppong to apply for the community grant to replace the 2 south side windows of the council chambers. Motion carried unanimously.

Adjourn: With no further business, it was moved by Schirado, seconded by R Duppong to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, March 11, 2019 at 7:00pm

Board of Equalization: April 8 at 8:30pm during regular board meeting.



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
March 11, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:00pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser**, Alex Martinez, Doug Martwick, Chasity Orcutt and Anthony Schirado. Also present: Bob Opp, Jerod Klabunde, Melissa Rotzien, Theo Stoller, Terry Pflugrad, Scott Beiermann, James Farrell, N Bittner, M Hoerauf and V Horst.

Minutes: Moved by R Duppong, seconded by Schirado to approve the minutes from the regular meeting on February 11, 2019. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Martinez to approve the February financial report and pay the March bills except for the bill from Mahoney & Mahoney and Moore Engineering. Motion carried unanimously.

Farmers Union Oil.....	50.00
Ferguson Waterworks	1028.54
Glen Ullin Job Development.....	
Glen Ullin Regional Airport.....	
Glen Ullin Super Valu.....	14.97
Glen Ullin Times.....	464.98
John Mahoney	600.00
Lince Sanitation	9,230.00
Marshall Lumber.....	42.47
MDU	3,008.16
Morton County Auditor.....	3,360.00
Napa	618.68
ND Department of Health.....	16.00
ND League of Cities.....	40.00
ND One Call.....	1.85
Southwest Water Authority.....	8,916.11
Verizon.....	26.65
WRT	171.47
Wages, Benefits, Employer Taxes (February)	10,419.51

Cardiac Ready Community: Moved by Schirado, seconded by R Duppong to start the process of becoming a Cardiac Ready Community. Motion carried unanimously. Jacobson Memorial Hospital will start the process with help from community members. Special thank you to Mr. Stoller for helping the City of Glen Ullin get certified.

**7:12 G Glasser arrived.

Engineer Report:

- ✓ *2019 Water Main Project:* Bids will be opened March 19th at 11:00am at Moore Engineering's office in Bismarck.
- ✓ *Amendment #1:* Moved by Schirado, seconded by R Duppong to approve the LCRDC Amendment moving engineering and related costs into the shared match portion of funding. Motion carried unanimously.
- ✓ *Funding:* Moved by R Duppong, seconded by Schirado to use money from the water fund (601) to fund the city's share of the 2019 Water Main Project. Motion carried unanimously.

- ✓ *RD Project:* About \$90,000 is left in the budget, will get estimate to see if lines going to the water tower could be replaced.

Water Break: The saddle connecting the service line to the main near 411 D St S was rusted, no bolts or bands left on it. Approximately 150,000 gallons were pumped out of this basement. Damage was done to a couple of houses on the block. NDIRF was contacted and was on site to assess damages and determine liability. The preliminary investigation determined that the city was not negligent in this situation.

Maintenance Report:

- ✓ *Crushing:* Moved by Martwick, seconded by Schirado to hire Kraemer Trucking & Excavating to crush the asphalt/cement stored at the landfill. Approximately \$38,000 to crush approximately 8,000 tons of product. Motion carried unanimously.
- ✓ *Funding:* Moved by R Duppong, seconded by Martwick to use money from the general fund to pay for the crushing. Motion carried unanimously.
- ✓ *Second Full-time Maintenance:* Moved by Martinez, seconded by Orcutt to advertise for this position. Motion carried unanimously.

Vacuum: Moved by Martinez, seconded by Schirado to purchase a 1 gallon shop vac from Marshall Lumber. Motion carried unanimously.

Outside Boiler: Moved by R Duppong, seconded by Martinez to allow a corn/pellet boiler with an 18' stack above the boiler. Motion carried unanimously.

Emergency Manager: Mr. Farrell will attend the local emergency planning meeting on March 19th. He is working on updates to the emergency generator.

Celebrate Cities Day: Mayor Duppong gave a brief update on this conference she attended in March.

Water Bill: An estimated bill should be prepared for 406 South Avenue W based on three times the volume of the basement. The meter is still in the basement and will be charged the monthly fee per city policy.

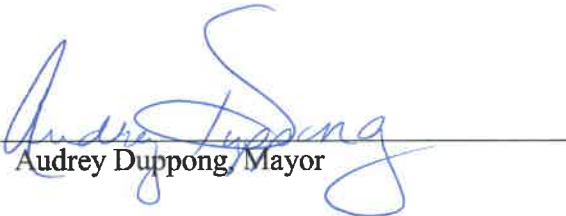
Adjourn: With no further business, it was moved by Schirado, seconded by Martinez to adjourn the meeting. Motion carried unanimously.


Calendar:

Job Interviews: April 8, beginning at 6:00pm

Regular Meeting: Monday, April 8, 2019 at 7:30pm

Board of Equalization: April 8 at 8:30pm


Audrey Duppong, Mayor


Vicki Horst, Auditor

Regular Meeting
April 8, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Alex Martinez, Doug Martwick, Chasity Orcutt and Anthony Schirado. Also present: Jerod Klabunde, Melissa Rotzien, Lavon Weinberger, Ann Mahoney, Emily Kottre, James Farrell, N Bittner, and V Horst.

Minutes: Moved by R Duppong, seconded by Martwick to approve the minutes from the regular meeting on March 11, 2019. Motion carried unanimously.

Variance Building Permit 2019-3: Moved by Martwick, seconded by Martinez to approve a variance to allow a 6' fence in the front/side yard at 409 Elm Ave E. Motion carried unanimously.

Engineer Report:

- ✓ *RD Project:* Some ULO's in this project have not been completed. The council would like them to be finished. Moved by R Duppong, seconded by Schirado to spend up to the amount left in the project on the lines at the water tower. Start with replacing all the valves and complete as much work as budget allows. Motion carried unanimously.
- ✓ *Retainage Payment:* Moved by Martwick, seconded by Glasser to pay \$169,000 of the \$269,000 that the city has retained from BEK on the RD Project. Motion carried unanimously.
- ✓ *2019 Water Main Project:* Moved by Schirado, seconded by Martwick to reject the bid received for this project. Motion carried unanimously. Moved by Schirado, seconded by Martwick to rebid this project with optional paving to reduce the costs. Motion carried unanimously. The advertisement will have the first week of June bid opening date.

Bills and Financial Report: The bill from Mahoney & Mahoney was reviewed with Ann Mahoney for the legal expenses on the RD Phase I project. The board asked that the bill be reduced due to delays in getting the work done and it was almost 4 times the budget for this project. Ms. Mahoney will review the bill and get back to the city. Moved by Schirado, seconded by Martinez to approve the March financial report and pay the April bills except for the bill from Mahoney & Mahoney. Motion carried unanimously.

Bank of North Dakota.....	39,708.14
BEK Consulting, LLC	5,928.00
Bismarck Tribune.....	276.44
Duppong's Inc.....	78.00
Farmers Union Oil	404.48
Ferguson Waterworks	350.54
Glasser's Welding & Excavation Inc.....	10,524.25
Glen Ullin Job Development	28.70
Glen Ullin Regional Airport	2,385.08
Glen Ullin Super Valu	33.74
Glen Ullin Times.....	771.96
Gooseneck Implement	352.18

Joe's Electric.....	333.04
John Mahoney.....	600.00
Lince Sanitation.....	9,230.00
Linda Morris.....	3,000.00
Marshall Lumber.....	93.69
MDU.....	56.33
MDU.....	2,462.41
Morton County Auditor.....	3,360.00
Napa.....	333.81
ND Department of Health.....	16.00
ND One Call.....	4.90
Schirado Enterprises.....	250.00
Southwest Water Authority.....	7,856.50
Verizon.....	26.64
WRT.....	159.77
Wages, Benefits, Employer Taxes (March).....	9,796.35

8:30 Recess: Moved by Schirado, seconded by Martwick to reconvene after the Board of Equalization meeting. Motion carried unanimously.

8:40 Reconvene: Mayor Duppong called the regular meeting of the city council back to order. Additional attendee-Greg Feser.

South Avenue Project: Moved by Martwick, seconded by R Duppong to finalize the loan from the Bank of North Dakota. We will not need the remaining \$2,552.47. Motion carried unanimously.

Car Show: Moved by Martinez, seconded by Glasser to allow South Ave to be blocked off from the Social Club to the motorcycle club for the annual car show on June 29 from 1-6 pm. Motion carried unanimously.

Haga Kommer: Moved by Schirado, seconded by Orcutt to sign the engagement letter regarding the 2017 audit. Motion carried unanimously.

Mayor's Appointment: Moved by Schirado, seconded by R Duppong to approve the Mayor's appointment of Pierson Chase for another 5 years term on the airport authority. Motion carried unanimously.

Open council Seat: Moved by Glasser, seconded by Schirado to place an ad seeking interested persons to fill the vacant council position. Motion carried unanimously.

DPC: Moved by Schirado, seconded by Martwick to sign the annual maintenance agreement with Dakota Pump Control for the 2 lift stations. Motion carried unanimously.

Deteriorating Buildings: A letter will be sent to the owners of 118 South Ave E asking them to secure the building from falling debris and intruders.

Main Street Sidewalk/Street: A special meeting will be scheduled with the owners of the buildings on Main Street that have water draining onto Main Street.

CBDG: Moved by Schirado, seconded by Martinez to apply for a grant to replace fire hydrants. Motion carried unanimously.

Ordinance 2019-2: Moved by Schirado, seconded by Glasser to place on first reading this ordinance to require a 48 hour shut off if water is turned off for nonpayment. Motion carried unanimously.

Greg Feser: Gave a brief introduction of himself and his engineering firm. He is available for city projects in the future if the city wants to use his services.

9:30PM Alex Martinez left the meeting.

Emergency Management: There will be a Cardiac Community Ready meeting on Tuesday, April 16th at 5:00pm at the Blue Room.

Maintenance Report:

- ✓ *Water Break:* Elm Ave & D St was repaired by Glasser Excavating.
- ✓ *Landfill:* Will be open weather permitting May 8th. Wednesday evening's from 5:30-7:00 and Saturday's 9:00-noon.
- ✓ *Landfill operator:* The landfill will be manned by either of the two permanent employees or the seasonal help. No additional personnel will be hired.
- ✓ *Seasonal Help:* Alvin Payer will do grass mowing again this summer. Moved by Gary, seconded by Martwick to pay him \$12.00 per hour. Motion carried unanimously.
- ✓ *New Hire:* Moved by Martwick, seconded by Glasser to hire Darcy Fitterer at \$20.00 per hour and full benefits starting April 16th. Motion carried unanimously.
- ✓ *Cell Phone:* Moved by Schirado, seconded by Orcutt to get a second cell phone for the maintenance department. Motion carried unanimously.


Garbage Service: Ask Shawn Lince to come to the next meeting to discuss truck on residential streets twice a week and staying in alleys when possible. The dumpster near the compost pile has a lot of trash flying around and needs to be cleaned up.

Adjourn: With no further business, it was moved by Schirado, seconded by Orcutt to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, May 13, 2019 at 7:30pm

Special Meeting: Wednesday, April 24, 2019 at 6:30pm


Audrey Duppong, Mayor


Vicki Horst, Auditor

Special Meeting
April 24, 2019

Mayor Audrey Duppong called the meeting to order at 6:30 pm in the Council Chambers. Roll Call: Randy Duppong, Gary Glasser, Chasity Orcutt, Alex Martinez and Anthony Schirado. Absent: Doug Martwick. Also Present: Yancy Smith, Dan Churchhill, Mike Roers, N Bittner, and V Horst.

Agenda:

Main Street Sidewalk/Street
Road Repairs

Sidewalk Street Repairs: Moved by Schirado, seconded by R Duppong to set a deadline of May 13th for the property owners on Main Street to have their gutters on their buildings repaired or replaced. Motion carried unanimously. The two property owners in attendance agreed to have their rain gutters corrected. A notice will be sent to the post office informing them of the deadline. After the gutters are repaired street maintenance and sidewalk work will be contracted. The property owners are responsible to pay for the sidewalks in front of their buildings. The city and property owners will work together to get one contractor to keep things simple, uniform and cost effective.

Street Repairs: Moved by R Duppong, seconded by Schirado to purchase 4 totes of emulsion and 2 semi loads of rocks for use in the Durapatcher with half ordered now and half later. Motion carried unanimously

Scoria: Moved by R Duppong, seconded by Orcutt to purchase 2 loads of scoria for alley repair. Motion carried unanimously

Concrete Saw: Moved by Glasser, seconded by Orcutt to purchase a gas powered concrete saw DV-1600 from Darcy Fitterer for \$1,500.00 plus 2 asphalt blades approximately \$150.00 apiece. Motion carried unanimously

Insurance: Moved by Schirado, seconded by R Duppong to put insurance on the concrete saw. Motion carried unanimously

Adjourn: Moved by Martinez, seconded by Orcutt to adjourn the meeting at 7:15pm. Motion carried unanimously.



Audrey Duppong, Mayor



Vicki Horst, City Auditor

Regular Meeting
May 13, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Chasity Orcutt and Anthony Schirado. Absent: Doug Martinez. Also present: Craig Lohstreter (MDU), Raquel Helgeson, Deputy George Pehl, Kerry Fitterer, Shane Hellman, Kent Glasser, Bianca Martinez, John Mahoney, Darcy Fitterer, N Bittner, and V Horst.

Minutes: Moved by Schirado, seconded by Orcutt to approve the minutes from the regular meeting on April 8, the Board of Equalization on April 8 and the special meeting on April 24, 2019. Motion carried unanimously.

Liquor License: Moved by Schirado, seconded by R Duppong to approve the on sale/off sale liquor/beer license for Rud Corporation. Motion carried unanimously.

Site Authorization: Moved by Schirado, seconded by Glasser to approve the gaming site authorization for Rattler Gas. Motion carried unanimously. Moved by Glasser, seconded by Orcutt to accept the full payment of \$100 for the period of May 13 to June 30 with the possibility of applying the payment to next year's permit fee if they have minimal use of the permit this year. Motion carried unanimously.

MDU Franchise 2019-2: Moved by Schirado, seconded by R Duppong to place on first reading this ordinance granting MDU a gas franchise. Motion carried unanimously.

Lince Sanitation: Stephanie & Shawn Lince were present to discuss the current garbage route in order to do minimal damage to the city streets. They have 84 dumpsters in town and try to stay in alleys to collect trash.

Sheriff's Report: A burglary has been solved. They will be watching for kids driving four wheelers in town at a high rate of speed.

Open Board Position: Moved by Glasser, seconded by R Duppong to appoint Raquel Helgeson to the open board position. Motion carried unanimously. The mayor administered the oath of office and Ms. Helgeson took her place at the board table.

2019 Water Main Project: Moved by Schirado, seconded by Glasser to approve the revised plans for this project. Motion carried unanimously. Bids will be posted in the papers this week and the bid opening is June 5, 2019.

RD Phase I: Moved by Schirado, seconded by Orcutt to approve change order #8 to change all the valves coming from the water tower. Motion carried unanimously.

TXFR of Funds: Moved by Schirado, seconded by Orcutt to move \$35,381.70 from the water fund into the CBDG Water main project fund. Motion carried unanimously. This will be part of the \$100,000 contribution the city needs to contribute to the project.

Junk Vehicles: Letters will be sent to owners of junk vehicles.

Fences: Attorney Mahoney will send a letter to property owners that have fences on city property to have them removed by May 28th.

Sewer Disposal: Moved by Schirado seconded by Glasser to allow the GU Park District to dump their portable septic tank into the city lagoon with no charge. They will be shown where to dump in the Southwest corner. Motion carried unanimously.

Scoria: Moved by Schirado, seconded by R Duppong to accept bids for 336 tons of scoria. Motion carried unanimously. The landfill will need some scoria, the roads into the pits are mostly clay and unusable when it rains.

Dangerous Building: Moved by Schirado, seconded by Orcutt to sending a notice to the owners of 120 South Ave E that there will be a hearing held on June 10 regarding their building. Motion carried unanimously.

Bills and Financial Report: Moved by R Duppong, seconded by Orcutt to approve the April financial report and pay the May bills. Motion carried unanimously. Bill from Mahoney and Mahoney was approved separately.

Farmers Union Oil	1.75
Ferguson Waterworks	2,099.38
Glasser’s Welding & Excavation Inc.....	1,583.00
Glen Ullin Job Development	15.36
Glen Ullin Regional Airport	119.46
Glen Ullin Times.....	866.80
J.P. Cooke Co.....	59.50
John Mahoney.....	600.00
Landmark Companies	135.50
Lince Sanitation	9,230.00
Mainstreet Designs, Inc.	3,332.53
Marshall Lumber.....	70.67
Matthew Bender.....	77.81
MDU	2,462.41
Morton County Auditor	3,360.00
Napa	948.62
ND Department of Health.....	16.00
ND One Call	11.45
Prairie Supply Inc.	311.60
Schirado Enterprises	250.00
Southwest Water Authority.....	7,992.48
Traffic Safety Services, Inc.....	180.00
Darcy Fitterer	1,500.00
Verizon.....	53.16
WRT	169.43
Wages, Benefits, Employer Taxes (April).....	13,609.78

Main Street Sidewalk: Moved by R Duppong, seconded by Schirado to have letters sent to the owners advising them that the city is advertising for bids for this sidewalk project. They can do

the work themselves or use the city contractor. Motion carried unanimously. An ad will be placed in the paper requesting bids to do the sidewalk, curb and gutter. Specs will be available at the city office. Schirado and Glasser will get the specs approved by the city engineer.

Ordinance 2019-3: Moved by Schirado, seconded by Orcutt to place on second and final reading this ordinance to require a 48 hour shut off if water is turned off for nonpayment. Motion carried unanimously.

Official Newspaper: Moved by Glasser, seconded by Orcutt to designate the Glen Ullin Times as the official newspaper. Motion carried unanimously.

Fun Run: Moved by Glasser, seconded by Helgeson to allow South Ave to be blocked off from 2nd St to Main St for the annual motorcycle fun run on May 25 from noon to 1:00am May 26. Motion carried unanimously.

Council Chambers Windows: Moved by Schirado, seconded by Glasser to purchase 3 windows from Marshal Lumber at a cost of \$210 per window. An ad will be placed requesting bids to install windows and to remove the window AC in the council chambers. Motion carried unanimously.

Weeds/Mowing: A letter will be sent to the property owner at the far east end of town requesting weeds and grass to be cut.

Transient Merchant License: Moved by Helgeson, seconded by R Duppong to approve this license for The Scootin' Scoop owned by Missy Stickel. Motion carried unanimously.

Chester Miller Clean Up Day: Moved by R Duppong, seconded by Orcutt to hold this clean-up day on June 4 & 5, 2019. Motion carried unanimously.

Maintenance Report:

- ✓ *Emergency Generator:* Has been moved to make it easier to access when there is an emergency.
- ✓ *Emulsion:* Has been delayed should be here Tuesday, 5-14-2019 and start on streets on Wednesday, 5-15-2019.
- ✓ *Lights in Shop:* Old and brittle, will be replaced as time allows.
- ✓ *Equipment:* Various equipment has been repaired and back in operation
- ✓ *Tools:* Moved by Schirado, seconded by Glasser to purchase from Napa a Dewalt Drill with 2 batteries and 20 volt adapter, 29 piece drill bit set and a screwdriver set. Motion carried unanimously.
- ✓ *Scoria on Museum Property:* Moved by Orcutt, seconded by Helgeson to send a letter to the owner of the storage units on the west end of town asking him to stop pushing snow on to the museum property. Too much scoria is getting in the grass making it hard to mow. Motion carried unanimously.

10:00 Recess: Moved by Orcutt, seconded by Helgeson to reconvene after a citizen complaint is investigated. Motion carried unanimously.

10:15 Reconvene: Mayor Duppong called the regular meeting of the city council back to order.

Citizen Complaint: HydroKlean is in town camering the sewer lines. Mr. Glasser and Mr. Fitterer asked them to shut down for the night as they were disturbing the peace. The council and staff were unaware that they were in town doing any work.

Attorney: Bill was reviewed for the RD Phase I project. Moved by Glasser, seconded by Orcutt to accept the proposed 18% reduction to the bill. Motion carried unanimously. In the future the attorney will give the city an estimate anytime he will be billing for any extra services.

Mayor: Asked the attorney to watch for HB 1474 to see if the city will be allowed to charge a utility tax. She will attend the review of the legislative session in Dickinson May 28th.

Dog Catcher: Moved by Schirado, seconded by Glasser to appoint Ms. Helgeson as the city dog catcher. Motion carried unanimously.

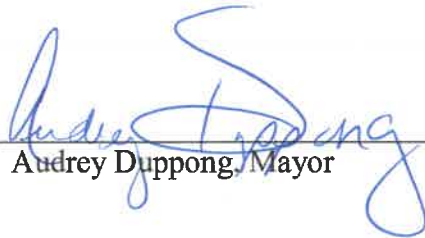
Water Bill Penalty: Moved by Glasser, seconded by Orcutt to remove the late fee penalty of \$9.66 for Randy Martwick. Motion carried unanimously.

Effective City Council/Commission Meetings: Moved by Orcutt, seconded by R Duppong to allow the mayor and auditor to attend this class on June 20th at a cost of \$30. Motion carried unanimously.

Adjourn: With no further business, it was moved by Orcutt, seconded by Glasser to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, June 10, 2019 at 7:30pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
June 10, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Randy Duppong, Raquel Helgeson, Chasity Orcutt and Anthony Schirado. Absent: Gary Glasser and Doug Martwick. Also present: Craig Lohstreter (MDU), Alice Fitterer, Laura Eastgate, Lee Kienzle, Jerod Klabunde, Melissa Rotzien, Angelo Santovito, John Mahoney, Darcy Fitterer, N Bittner, and V Horst.

Minutes: Moved by R Duppong, seconded by Schirado to approve the minutes from the regular meeting on May 13, 2019. Motion carried unanimously.

Fireworks: Moved by Helgeson, seconded by Schirado to give an exemption to Alice Fitterer for a 2019 fireworks stand at 103 South Avenue West. Motion carried unanimously.

MDU Franchise 2019-2: Moved by Schirado, seconded by R Duppong to place on second and final reading this ordinance granting MDU a gas franchise. Motion carried unanimously.

Engineer Report:

Phase I:

- ✓ The project is substantially complete; the warrantee period has begun and will end on June 10, 2020.
- ✓ Contractor's Payment #9: Moved by Schirado, seconded by R Duppong to make this payment of \$129,245.40. Motion carried unanimously.
- ✓ Final Balancing Change Order will be signed in July
- ✓ Amendment #2 to Engineering Agreement will be signed in July.

CBDG-Elm Ave Water Main Project:

- ✓ Moved by Schirado, seconded by Orcutt to open the bid from TAND Construction that was delivered to the city office instead of Moore Engineering. Motion carried unanimously.
- ✓ A special meeting will be held after the engineer has time to review the bid to award or modify the project.

CBDG-Fire Hydrant Project:

- ✓ Engineering Estimate: Moved by R Duppong, seconded by Orcutt to get a formal proposal from the engineers interested in the project.

403 B St S: Moved by Schirado, seconded by R Duppong to have the new waterline to this house installed this summer and bill it to the property owner. Motion carried unanimously.

Liquor Licenses: Moved by Schirado, seconded by R Duppong to approve the on sale/off sale liquor/beer license for Rud Corporation, The Social Club and the Asylum Bar. Motion carried unanimously.

Site Authorization: Moved by Schirado, seconded by Helgeson to approve the gaming site authorization for Rattler Gas, the Social Club and the Asylum Bar. Motion carried unanimously.

Gaming Permits: Moved by R Duppong, seconded by Orcutt to approve the gaming permits for the following: GU School-Close Up, GU School-Activities, Marian Manor Health Care Center, Crossroads Golf Association, GU Motorcycle Club, Randy Morman Cancer Memorial, American Legion Post 239. Motion carried unanimously.

Main Street Sidewalk Project: No bids were received.

Community Grant Window Project: Moved by Schirado, seconded by R Duppong to accept Ray's Construction bid of \$1,300.00 to install 3 new windows and to remove the built in A/C unit in the council chambers. Motion carried unanimously.

Scoria Bid: One bid was received. Moved by Schirado, seconded by R Duppong to reject the lone bid. Motion carried unanimously.

Building Inspector: More information will be obtained on training for building inspectors.

Ordinance 2019-4 Sidewalk Standards: Moved by Schirado, seconded by R Duppong to adopt the sidewalk standards from Fargo. Motion carried unanimously.

Ordinance 2019-5: Moved by Orcutt, seconded by R Duppong to charge a \$100.00 gate fee per time for all new septic pump haulers that want to dump at the city lagoon. Motion carried unanimously.

Emergency Management: Moved by Schirado, seconded by R Duppong to purchase 2 magnetic antennas and pay for them from fund 206 Emergency. Motion carried unanimously.

Resolution 2019-3: Auditor's bond. Moved by Orcutt, seconded by R Duppong to set the bond at two million dollars (\$2,000,000). Motion carried unanimously.

Resolution 2019-4: Moved by Helgeson, seconded by Orcutt to charge \$500.00 per new water connection. Motion carried unanimously.

Resolution 2019-5: Moved by Orcutt, seconded by Schirado to charge \$500.00 per new sewer connection. Motion carried unanimously.

Insurance: Moved by Schirado, seconded by R Duppong to approve the quote for insurance policies with NDIRF presented by Shane Hellman. Motion carried unanimously. General Liability \$5,117.00, Inland Marine \$818.00 and Business Auto \$2,921.00 for a total premium of \$8,856.00.

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Maintenance Report:

- ✓ *State Health Department:* Inspected the lift station, it needs work to remove grease. The lagoon looks good no work needed.
- ✓ *Equipment:* repairs and tires need for most equipment.

Emergency Generator: Moved by Schirado, seconded by Helgeson to put this generator out on bids. Motion carried unanimously. The EM, James Farrell, will talk with the school board about getting the school up to date for an emergency generator to power the building. The generator

should bring enough money to pay for the wiring at the school. In the event of an emergency a generator would be rented.

Attorney

- ✓ *Fences*: Moved by Schirado, seconded by R Duppong to direct the attorney to proceed with a court order to have the fences on the north side of town removed from city streets and alleys.
- ✓ *Dangerous Building*: Send a notice to the owners of 120 South Ave E that there will be a hearing held on July 8 regarding their building.

Bills and Financial Report: Moved by Schirado, seconded by Orcutt to approve the May financial report and pay the June bills except the one from Swanton. Motion carried unanimously.

Farmers Union Oil	667.13
Lince Sanitation	9230.00
Glen Ullin Regional Airport	20.71
Glen Ullin Times.....	993.22
John Mahoney.....	600.00
Marshall Lumber.....	217.74
Morton County Auditor	3,360.00
Napa	814.67
ND Department of Health.....	16.00
ND One Call	12.00
Titan Machinery.....	78.00
Vicki Horst.....	23.91
Ferguson Waterworks	61.41
NorMont Equipment	2,285.99
The Bismarck Tribune	279.05
Highlands Engineering.....	2,400.00
Northern Improvements CO.	1,423.60
Glen Ullin Job Development	2.58
MDU	2,209.52
Southwest Water Authority.....	11,651.40
Verizon.....	53.16
WRT	181.24
BEK	129,245.40
RDFC	41,000.00
Wages, Benefits, Employer Taxes (May).....	14,104.18

Annual Budget: Council members will work on parts of the budget.

BC/BS: Annual contract renewal is due. Premiums are up 25%. Will check into other options.

Check Signing: Moved by Orcutt, seconded by Schirado to add the auditor back on to the checking accounts as an additional check signer. With council persons gone during the summer there are not always two board members available to sign checks. Motion carried unanimously.

State Contract: Moved by Orcutt, seconded by R Duppong to approve the annual contract with the state for collection of sales tax on the Cities behalf. Motion carried unanimously.

Additional Loan Payment: Moved by R Duppong to put excess sales tax funds into a one year CD. Motion died due to lack of a second. Moved by Orcutt, seconded by Schirado to make a onetime extra payment of \$41,000 to RDFC on the street paving loan. Motion carried unanimously.

Adjourn: With no further business, it was moved by Schirado, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.

Calendar:

Special Meeting: Monday, June 24, 2019 at 7:30pm

Regular Meeting: Monday, July 8, 2019 at 7:30pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
July 8, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Raquel Helgeson, Chasity Orcutt and Anthony Schirado. Absent: Doug Martwick. Also present: Melissa Rotzien, Robert Johnson, James Farrell, Darcy Fitterer, N Bittner, and V Horst.

Mayor's Comments: The effective meeting class attended stressed that it is important that council members declare a conflict of interest before any discussion is held where there is a conflict.

Minutes: Moved by Schirado, seconded by Orcutt to approve the minutes from the regular meeting on June 10, 2019. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Orcutt to approve the June financial report and pay the July bills except the one from Swanston. Motion carried unanimously. Schirado will contact Swanston on the outstanding invoice.

Farmers Union Insurance	8,857.00
Ferguson Waterworks.....	1,391.49
Glen Ullin Times	383.12
Gooseneck Implement.....	78.60
GUPPIES.....	20.00
John Mahoney	600.00
Lince Sanitation	9,230.00
Matthew Bender.....	102.43
Morton County Auditor.....	3,360.00
Napa	1,313.93
ND Department of Health.....	16.00
ND League of Cities.....	60.00
ND One Call.....	7.20
Schirado Enterprises LLC.....	500.00
MDU	1,872.40
Southwest Water Authority	13,111.61
Verizon.....	53.16
WRT	170.65
Wages, Benefits, Employer Taxes (June).....	18,059.08

Broken Water Line: Moved by Glasser, seconded by Helgeson to waive the sewer charge on Johnson's Trailer Court water bill. A broken water line wasted water that did not go into the sewer system. Motion carried unanimously.

Curb Stop Repair: Moved by Glasser, seconded by Helgeson to turn water off at no charge at 301 C St. A GPI reading will be done by city maintenance before doing any curb stop repair. Motion carried unanimously.

City Assessor: Linda Morris was present to let the council know that she will still be the city assessor even though she is no longer the Morton County Tax Director. She has access to the county software which will allow her to keep city records up to date.

Engineer Report:

Phase I:

- ✓ 5,000-10,000 is still remaining on the grant.
- ✓ BEK will be working on final punch list on Wednesday, 7-10-2019.
- ✓ Moved by Schirado, seconded by R Duppong to sign amendment #2 to the Engineering Agreement. Motion carried unanimously.
- ✓ Moved by Schirado, seconded by Orcutt to pay outstanding invoices to Moore Engineering.

CBDG-Elm Ave Water Main Project:

- ✓ Moved by Glasser, seconded by R Duppong to work with the bid including change order #1 for \$336,000 and to add full street paving on Elm Avenue between D & E Street. Motion carried unanimously.
- ✓ A special meeting will be held after the contractor has time to do the above contract revision.

CBDG-Fire Hydrant Project:

- ✓ No engineer will be needed for this project.

Scoria Bid: Moved by Schirado, seconded by Orcutt to accept the revised bid from Glasser's Excavating with a reduced amount of 168 tons of scoria for a total of \$1,950.00. Motion carried unanimously.

Camping Permit: Moved by Orcutt, seconded by R Duppong to accept the camping permit from the Rock Roof Inn as a grandfathered status application. Motion carried unanimously.

Gaming Permits: Moved by Schirado, seconded by R Duppong to approve the gaming permits for the GUPPIES and Sacred Heart Church. Motion carried unanimously.

Ordinance 2019-4: Sidewalk standards were tabled upon further review of sidewalk specs.

Building Inspector: Darcy will check on taking a class to become a certified inspector.

CBDG Administrative Contract: Moved by Schirado, seconded by R Duppong to approve this contract. Motion carried unanimously.

CBDG Final Application: Moved by Glasser, seconded by Schirado to approve the application for the fire hydrant grant. Motion carried unanimously.

Chemistry Contract: Moved by Helgeson, seconded by Schirado to approve this contract with the ND Department of Environmental Quality. Motion carried unanimously.

Asphalt Crushing: No start date known. Moved by Glasser, seconded by Helgeson to not sell any of our product. Motion carried unanimously.

Budget: Moved by Orcutt, seconded by Helgeson to require a special meeting to work on future budgets with the full council. Motion carried unanimously.

Preliminary Budget: Moved by Schirado, seconded by Orcutt to approve the preliminary budget as presented. Motion carried unanimously.

Maintenance Report:

- ✓ *Tires*: Quotes will be obtained for tires for the August meeting.
- ✓ Degreaser options for the lift station are being explored.
- ✓ Moved by Schirado, seconded by Orcutt to order traffic control signs needed.

Emergency Management: Moved by Orcutt, seconded by Helgeson to pay the bill for radio antennas from Electronic Communications. Motion carried unanimously.

Attorney

- ✓ *Fences*: Orcutt will meet with the attorney to sign the affidavit to proceed with a court order.
- ✓ *Retracement Survey*: Will check with the attorney to see if we need this map for the upcoming court case.

Software Update: More information will be brought to the next meeting regarding software updates need for water billing software.

Adjourn: With no further business, it was moved by Schirado, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.

Calendar:

Special Meeting: TBD

Regular Meeting: Monday, August 12, 2019 7:30pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Special Meeting
July 30, 2019

Mayor Audrey Duppong called the meeting to order at 7:30 pm in the Council Chambers. Roll Call: Randy Duppong, Gary Glasser, Chasity Orcutt, Raquel Helgeson and Anthony Schirado. Absent: Doug Martwick. Also Present: Jerod Klabunde (by phone), Nancy Bittner and V Horst.

Agenda:

CBDG Project

Additional Emulsion

CBDG 2019 Water Main Project

After much discussion on the cost to put in new pavement on Elm Avenue from D to E Street it was moved by Schirado, seconded by R Duppong to award this project to TAND Construction contingent on approval from funding agency. The bid accepted is the base bid with change order #1, removing change order #2 which would have provided one additional block of asphalt for a cost of \$70,000. Voting yes: R Duppong, Helgeson, and Schirado. Voting no: Glasser & Orcutt. Motion carried.

Emulsion:

Moved by Glasser, seconded by R Duppong to purchase an additional 2 totes of emulsion. Motion carried unanimously.

Adjourn:

Moved by Schirado, seconded by R Duppong to adjourn the meeting. Motion carried unanimously.



Audrey Duppong, Mayor



Vicki Horst, City Auditor

**Community Development Block Grant
Public Hearing
July 8, 2019**

Mayor Audrey Duppong called the Public Hearing to order at 7:30 pm in the City Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Raquel Helgeson, Chasity Orcutt and Anthony Schirado. Absent: Doug Martwick. Also present: Melissa Rotzien, Jerome Nagel, Robert Johnson, Darcy Fitterer, Nancy Bittner, and Vicki Horst.

Project: Fire Hydrant Replacement

There were no written or oral comments for or against the project.

With no further business a motion to adjourn was made by Schirado, seconded by R Duppong. Motion carried unanimously.



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
August 12, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Randy Duppong, Gary Glasser, Raquel Helgeson, Chasity Orcutt and Anthony Schirado. Absent: Doug Martwick. Also present: Melissa Rotzien, Steve Glasser, Duncan Swart, Shane Hellman, Gary Severson, Jim Heinert, Chuck Gerving, Lance Miller, James Farrell, Darcy Fitterer, N Bittner, and V Horst.

Addition to Agenda: Fire hall water usage

Minutes: Moved by R Duppong, seconded by Orcutt to approve the minutes from the regular meeting on July 8, 2019, public hearing on July 8 and special board meeting on July 30, 2019. Motion carried unanimously.

Bid Opening CBDG Fire Hydrant: Was restoration to be included in the bid? No.

- ✓ Addendum #1: Moved by Orcutt, seconded by Helgeson to add addendum #1 removing the restoration from the project bid. Motion carried unanimously with Glasser abstaining.
- ✓ Addendum #2: Moved by Schirado, seconded by R Duppong to correct addresses on the priority fire hydrant list. Motion carried unanimously with Glasser abstaining.
- ✓ Bids were not opened and will be returned to the contractors for corrections if they wish.

Generator Bids: Moved by Glasser, seconded by R Duppong to accept the bid of \$2,000.00 from Casey Malkowski. Motion carried unanimously.

114 E St S: Duncan Swart was present asking about special assessments for this house and what kind of building codes would apply to this property. Would a garage with 16' side walls be approved. The council was open to this proposal.

Lagoon/Lift Station Cleaning: Gary Severson from Team Lab gave a presentation about different option that could be used to clean up grease and sludge from our system. Rural Water will be contacted to determine the level of sludge in our lagoon.

Agent of Record: Jim Heinert, Heritage Insurance and Shane Hellman, Farmers Union Insurance were present to discuss the agent of record for the State Fire and Tornado fund policies that will now be written through NDIRF. Moved by Glasser, seconded by Schirado to permanently make Shane Hellman the agent of record effective 8-12-2019 for all insurance policies of the city. Motion carried unanimously.

Fire Hall Water: The fire hall water is metered but is not billed to the Fire Department. If the Park Board connects to the Fire hall to run the sprinkler system at Sunshine Park will this jeopardize the free water status for the fire hall? Moved by Orcutt, seconded by Helgeson to allow the additional free water at the park through the fire hall. Motion carried unanimously with Glasser abstaining.

Engineer Report:

Phase I:

- ✓ \$2,500 is still remaining on the grant.
- ✓ 1 manhole by R Christensen's house needs to be fixed
- ✓ Moved by Schirado, seconded by Glasser to pay invoice #21539 for \$6,490.00 to Moore Engineering. Motion carried unanimously.
- ✓ May 2020 the warrantee inspection will be done

CBDG-Elm Ave Water Main Project:

Waiting for a quote for asphalt work, no start date announced.

State Revolving Fund questionnaire was completed and signed for 2019.

County Road 88 needs some repairs by the manhole. Melissa will check with TAND to see if they can fix while they are in town.

CBDG Hydrant Replacement Project: Moved by Glasser, seconded by R Duppong to use our extra light pole from the South Avenue project when replacing the hydrant on Main Street. Motion carried unanimously.

Bills and Financial Report: Moved by Glasser, seconded by Schirado to approve the July financial report and pay the August bills. Motion carried unanimously.

The Bismarck Tribune.....	105.30
Dakota Pump & Control, Inc.	655.00
Doug's Custom Body Shop.....	35.00
Farmers Union Oil.....	757.65
Ferguson Waterworks.....	210.31
Glasser Welding & Excavation Inc.....	5,325.00
Glen Ullin Regional Airport.....	562.97
Glen Ullin Times	299.72
HZ Electric LLC	181.47
John Mahoney	600.00
Kraemer Trucking & Excavating	50,197.50
Lince Sanitation	9,230.00
Marshall Lumber Company.....	158.52
Matthew Bender.....	23.94
Morton County Auditor.....	3360.00
Napa Auto Parts	607.20
North Dakota Insurance Reserve Fund	1,503.35
NorMont Equipment.....	2,285.99
North Dakota Department of Health.....	16.00
Northern Improvement Co.	820.36
O.K. Tire Store.....	322.45
North Dakota One Call, Inc.....	13.85
Swanston Equipment Corporation	581.93
Glen Ullin Job Development	74.09
Montana-Dakota Utilities Co.	2,165.12
Southwest Water Authority	7,990.40
Verizon.....	53.72
WRT.....	85.09

WRT.....91.95
Wages, Benefits, Employer Taxes (July)..... 17,337.55

Ordinance 2019-4: Moved by Schirado seconded by R Duppong to approve the second and final reading of this ordinance regarding sidewalk repair and maintenance. Motion carried unanimously.

Ordinance 2019-5: Moved by Schirado, seconded by Glasser to approve the second and final reading of this ordinance regarding gate fees for the lagoon. Motion carried unanimously.

Asphalt Crushing: Moved by Schirado, seconded by Helgeson to sell up to 2,500 ton of product at a cost of \$23.00 per ton if we have insurance coverage. Motion carried unanimously. Price will be reevaluated for the 2020 year.

Floor Damage: Lance Miller's sewer was not connected to the main after the sewer lining project. He felt that the sewer was draining under his garage and caused his floor to heave. BEK did not agree and will not fix the floor.

Storm Water: is draining into the garage at 414 South Ave E. Mr. Glasser and Mr. Fitterer will take a look at it to see what can be done to drain the water away from the garage.

Building Inspector: Moved by Schirado, seconded by Glasser to appoint Darcy Fitterer as the city building inspector. Motion carried unanimously.

Ordinance 2019-6: Moved by Helgeson, seconded by Schirado to place on first reading this ordinance to set the following building permit fees. Motion carried unanimously.

- Portable & permanent storage sheds 101-250 square feet, flat fee \$50.00
- Portable & permanent storage sheds 251-499 square feet, flat fee \$75.00

Maintenance Report:

- ✓ *Tires:* 4 tires will be purchased from R Duppong for \$5.00 apiece.
- ✓ Moved by Schirado, seconded by R Duppong to have Rural Water do a sludge test at the lagoon. Motion carried unanimously.
- ✓ Main Street Sidewalk: still working on getting bids.
- ✓ Old Fire Hall: Prices are being gathered to replace the roof.
- ✓ The mayor directed the following repairs be done: Plug cell #2 overflow and replace the gate valve from cell #3 to cell #4. Get the hydraulics fixed on the snowplow.

Gate Valve Repair: Moved by Orcutt, seconded by Schirado to have Glasser's Excavating repair the valve on G Street. During the water break it was discovered that this water line is in perilous condition and it is under the new MDU gas line. If there is a water break during the winter the city could not provide water to the care center. This is an emergency situation that warrants immediate attention. Motion carried unanimously with Glasser abstaining.

Attorney

✓ Fences: Court Date is August 26 with Orcutt attending.

Emergency Management: Moved by R Duppong, seconded by Orcutt to pursue the electrical upgrade at the school to make the school ready to be run on a generator. The school is designated to be the city's emergency shelter, funds needed will come out of the Emergency Fund. Motion carried unanimously.

Christmas Lights: Ask for bids for the September meeting.

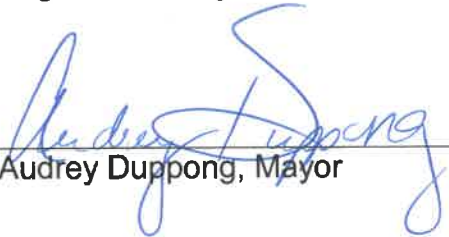
IT: The council is not interested in spending much money to upgrade the city webpage. To go to a web based water billing software program is an additional \$1910 per year. The council did not want to spend the additional money for this software either.

Adjourn: With no further business, it was moved by Helgeson, seconded by Schirado to adjourn the meeting. Motion carried unanimously.

Calendar:

Special Meeting: Monday, August 19, 2019 8:00pm

Regular Meeting: Monday, September 9, 2019 7:30pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Special Meeting
August 26, 2019

Mayor Audrey Duppong called the meeting to order at 8:00 pm in the Council Chambers. Roll Call: Raquel Helgeson, Doug Martwick, Chasity Orcutt, and Anthony Schirado. Absent: Randy Duppong, Also Present: Steve Glasser, Nancy Bittner and V Horst.

Agenda:

Fire Hydrant Bid Opening

Bids: The mayor opened the bids from Glasser Excavating and TAND Construction. Moved by Martwick, seconded by Schirado to get further information from TAND Construction regarding asbestos removal and award the bid at the September meeting. Motion carried unanimously.

Adjourn:

Moved by Schirado, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.



Audrey Duppong, Mayor



Vicki Horst, City Auditor

Regular Meeting
September 9, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Gary Glasser, Raquel Helgeson, Doug Martwick Chasity Orcutt and Anthony Schirado. Absent: Randy Duppong. Also present: Melissa Rotzien, Jerod Klabunde, Larry Wagner, Shane Hellman, Scott Beiermann, Steve Meier, James Farrell, Mike Hoerauf, N Bittner, and V Horst.

Minutes: Moved by Orcutt, seconded by Schirado to approve the minutes from the regular meeting on August 12, 2019 and special meeting on August 26, 2019. Motion carried unanimously.

Agent of Record: Moved by Schirado, seconded by Martwick to go back to the 3 year rotation the city previously had. Motion carried unanimously.

Water Bill Late Fee: Moved by Helgeson to waive the late fee for S Beiermann. Motion failed due to a lack of a second.

Engineer Report:

Phase I:

- ✓ Notice of Acceptability of Work has been signed by the engineer and submitted.
- ✓ Moved by Glasser, seconded by Orcutt to pay the final contractor's application #10 for \$100,781.20 to BEK. Motion carried unanimously.
- ✓ Moved by Schirado, seconded by Glasser to pay invoice #21764 for \$5,366.05 to Moore Engineering. Motion carried unanimously.
- ✓ Moved by Glasser, seconded by Martwick to use all the remaining money for blended base to fix problem alleys affected by the project. Motion carried unanimously.

CBDG-Elm Ave Water Main Project:

Project will be started next spring.

Sidewalk: Moved by Schirado, seconded by Glasser to purchase a 7" carbide diamond cup grinder. Maintenance can grind down the cement in front of the Social Club. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Glasser to approve the August financial report and pay the September bills. Motion carried unanimously.

Ray Haverluk	1,300.00
Cole Paper	187.06
Dakota Promotions & Printing	686.75
Dakota Pump & Control, Inc.	550.00
Glen Ullin Job Development	5.40
Glen Ullin Regional Airport.....	53.07
Glen Ullin Times	662.21

John Mahoney	600.00
Lince Sanitation	9,230.00
Marshall Lumber Company.....	709.49
Morton County Auditor	3360.00
Montana-Dakota Utilities Co.	1,998.11
Napa Auto Parts	742.49
NorMont Equipment.....	2,314.57
North Dakota Department of Health.....	16.00
North Dakota One Call, Inc.....	81.60
Randy Duppong.....	20.00
Southwest Water Authority	9,919.75
United Systems Technology, Inc.	842.60
Verizon.....	53.84
WRT.....	172.19
Wages, Benefits, Employer Taxes (August)	16,728.84

Loader: A presentation by Steve Meier from RDO was given for a used loader and other lease options. No action was taken.

Fiat Allis Loader: Moved by Martwick, seconded by Helgeson to purchase a rebuilt controller for \$975.00. Motion carried unanimously. The starter is being repaired in Bismarck and the wheel seals need to be replaced.

CBDG Hydrant Replacement Project:

- ✓ Gary Glasser declared a conflict. Moved by Orcutt, seconded by Helgeson to allow Glasser Excavating the right to bid on this project and do the project if they are the low bidder. The council does not feel this is a conflict of interest since Gary does not own any part of Glasser Excavating and all information is public except the bids which are sealed until the bid opening. Motion carried unanimously.
- ✓ Moved by Schirado, seconded by Martwick to reject both bids and advertise for bids again with a February bid date. Motion carried unanimously with Glasser abstaining.
- ✓ A Schirado will work on the bid specs for the next round of advertising.

Ordinance 2019-6 Storage Sheds: Moved by Schirado, seconded by Martwick to place on second and final reading this ordinance to set the building permit fees for sheds not previously addressed. Motion carried unanimously.

204 E St S: Moved by Martwick, seconded by Orcutt to extend the tear down deadline of October 2019 to October 2020 on this house. Motion carried unanimously with Helgeson abstaining.

Final Budget: Moved by Orcutt, seconded by Glasser to approve the final budget as presented. Motion carried unanimously.

Main Street Sidewalk: Moved by Martwick, seconded by Orcutt to accept the bid from Heart River Concrete Construction for \$9,000. Motion carried unanimously.

Maintenance Report:

- ✓ Moved by Schirado, seconded by Glasser to purchase 2 totes of emulsion and a load of pea gravel. Motion carried unanimously.
- ✓ Moved by Glasser, seconded by Helgeson to have October 2 as the last Wednesday that the landfill is open. Saturday's will be open until further notice. Motion carried unanimously.
- ✓ Moved by Martwick, seconded by Glasser to purchase 2 blocks of bugs for the lift station. Motion carried unanimously.
- ✓ Custer District Health has ordered to clean up the yard and repair buildings at 210 Main St S by November 21. The maintenance department will clean as time allows.
- ✓ 207 G St S. Moved by Martwick, seconded by Schirado to have Heart River Concrete replace the curb and gutter if they will do it for the same price as the quote for the main street project. Motion carried unanimously.

Emergency Management: Moved by Martwick, seconded by Schirado to rent a generator for 1 day from Elite Power for a cost of \$300.00. It will be connected to the school to make sure everything works correctly in the event of an emergency. Mr. Farrell will coordinate with the school to find a date for the test. Motion carried unanimously.

Dog Catcher: A bill will be sent for a \$75.00 fine for a loose dog.

Transportation: Moved by Schirado, seconded by Martwick to approve the mayor's appointment of Raquel Helgeson to the transportation board. Motion carried unanimously.

Office Computer: Moved by Glasser, seconded by Helgeson to purchase a computer from Fireside Office for a total of \$1,238.00 and purchase the 2019 Microsoft Office Home & Business for \$250.00. Motion carried unanimously


League of Cities: Orcutt may attend the Elected Officials class September 17th if her schedule allows.

Police Report: It is requested that the deputy come to the next meeting to address theft concerns.

Adjourn: With no further business, it was moved by Helgeson, seconded by Glasser to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, October 14, 2019 7:30pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
October 14, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:30pm in the Council Chambers with the following council members present: Raquel Helgeson, Doug Martwick, Chasity Orcutt and Anthony Schirado. Absent: Randy Duppong and Gary Glasser. Also present: Melissa Rotzien, Jerod Klabunde, Larry Wagner, Wayne Kern, Wayne Hafele, Myron Mertz, Jerome Schirado, Sheldon Schantz, Jay Brausch, Deputy Tracy, James Farrell, N Bittner, and V Horst.

Minutes: Moved by Martwick, seconded by Orcutt to approve the minutes from the regular meeting on September 9, 2019. Motion carried unanimously.

Fencing Permit: 114 B St S. Moved by Schirado, seconded by Martwick to not grant a variance for this fence. Motion carried unanimously. Fence in front yard will have to be removed by Monday, October 21, 2019.

Sewer line repair: A private unmarked sewer line was hit in the summer of 2018 by a contractor repairing a water main on the 100 block of E Street. It was undetected until September 2019 when the sewer backed up into the 2 homes connected to the sewer line. Contractor denies liability since the line wasn't marked. The homeowner contends that the city should have marked the line. The city will turn a claim into NDIRF to see if this would be covered.

Deputy Report: The deputy advised the city to have residents call immediately when they see any suspicious activity.

Engineer Report: Core samples will be taken to verify correct asphalt depth in last summer's paving project.

Bills and Financial Report: Moved by Schirado, seconded by Orcutt to approve the September financial report and pay the October bills except the one to Titan Machinery. Motion carried unanimously. The bill from Titan Machinery was for labor and mileage for the repairs to the Fiat Allis. It was misdiagnosed and cost additional \$1,000 for parts that were not needed.

Duppong's Inc.....	136.29
Farmers Union Oil	27.02
Fireside Office Products Inc.....	1,487.00
Glasser Welding & Excavation Inc.	5,075.00
Glen Ullin Regional Airport.....	23.78
Glen Ullin Times	247.29
Vicki Horst	45.62
HZ Electric LLC.....	135.00
John Mahoney	600.00
Lince Sanitation	9,230.00
Marco Technologies LLC	324.00
Marshall Lumber Company	24.72
Matthew Bender.....	288.61
Morton County Auditor	57.02
Morton County Auditor	3,360.00
Napa Auto Parts	84.84
NorMont Equipment.....	2,528.43
North Dakota Department of Health.....	16.00
North Dakota One Call	21.05

Opp Well Drilling & Supplies, Inc.....	227.40
Rural Development Finance Corporation	18,925.51
Rough Rider Industries	409.26
Team Lab	687.00
Titan Machinery	2,511.84
Glen Ullin Job Development.....	2.95
Job Service North Dakota	2,543.28
Montana-Dakota Utilities Co.	2,166.43
Southwest Water Authority.....	9,041.11
Verizon	53.84
WRT	171.71
Wages, Benefits, Employer Taxes (September).....	14,143.84

Street Lights: Moved by Schirado, seconded by Martwick to remove the street light in the alley near Randy's Repair. (Between G St & Highway 49). Motion carried unanimously.

Clean Out: Quotes will be obtained to put in a clean out at the end of the sewer line between F & G Street in the 100-block alley. This was an unmarked sewer line.

Special Liquor License: Moved by Martwick, seconded by Helgeson to approve the permit for November 2 to extend the Social Club's liquor license to the SH Parish Center. Motion carried unanimously.

CBDG Hydrant Replacement Project:

- ✓ Moved by Schirado, seconded by Martwick to sign the financial award contract with the State Commerce Department. Motion carried unanimously.
- ✓ Moved by Schirado, seconded by Helgeson to sign the Environment Exemption application. Motion carried unanimously.

Software: Moved by Helgeson, seconded by Schirado to purchase the Black Mountain Software Enhancement for \$900.00 which will put the total assessment balance due on the annual tax statements issued by Morton County. Motion carried unanimously.

Neptune Software: An \$1,850.00 software maintenance fee to upgrade our current software making it compatible with Windows 10 was rejected. We will need to do a major upgrade in the next couple of years and will update the software then. In the meantime, the old and new computer will be needed to do water billing.

Curb Stop: Moved by Schirado, seconded by Martwick to fix the curb stop at 111 Main St S. Motion carried unanimously. Glasser Excavating will be contacted to see if they can do this repair.

406 B St S: Moved by Orcutt, seconded by Martwick to find a contractor to tear this house down as directed by Custer District Health. Motion carried unanimously.

Illegal Fences: The judge ruled in favor of the city and fences need to be removed by November 30th on the north side of town. Karen Schirado and Jerome Schirado asked if they would be allowed to rent this land. Moved by Helgeson, seconded by Orcutt to deny the rental request. Motion carried unanimously with Schirado abstaining.

Old Fire Hall: Quotes will be requested for repairing this roof and grant options will be researched.

Special Assessments: Moved by Schirado, seconded by Martwick to approve the 2019 Grass, Water, South Avenue and RD Phase I special assessments. Motion carried unanimously.

Maintenance Report:

- ✓ Moved by Martwick, seconded by Schirado to charge \$50.00 per hour for any work the maintenance department does cleaning yards, branch removal etc. plus cost of equipment. Motion carried unanimously.
- ✓ Lift Station: Moved by Schirado, seconded by Orcutt to replace 4 floats that are nonfunctioning in the lift station. Motion carried unanimously
- ✓ Storm Drains: Moved by Schirado, seconded by Martwick to approve the verbal quote of \$500 from Glasser Excavating to clear the cattails along the water ways. Motion carried unanimously.
- ✓ Water Certification Testing: Moved by Schirado, seconded by Martwick to have both maintenance personal attend the pretesting study group on October 28 in Bismarck. Motion carried unanimously.
- ✓ James Farrell has a Class 3 certification, will check with Rural Development to see if this would fulfill our obligation.
- ✓ Maintenance Management was discussed. Mayor Duppong and Orcutt will visit with the maintenance personnel about some concerns on snow removal and other items.

Representation Letter. Moved by Orcutt, seconded by Helgeson to sign this letter from Haga Kommer CPA. Motion carried unanimously.

Fence: A letter will be sent to a homeowner that did not get a building permit for a fence and the fence is not one of the allowed material types.

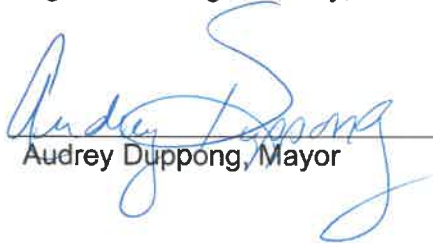
Garbage Rates: Moved by Martwick, seconded by Schirado to increase the garbage by 1% for all accounts effective October 31, 2019. Motion carried unanimously.

Veterans Day: Since the next meeting falls on this holiday, permission was granted for the employees attending the meeting to take off Friday November 15th as the alternative holiday.

Adjourn: With no further business, it was moved by Schirado, seconded by Orcutt to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, November 11, 2019 7:00pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Regular Meeting
November 11, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:00pm in the Council Chambers with the following council members present: Raquel Helgeson, Doug Martwick, Chasity Orcutt and Anthony Schirado. Absent: Gary Glasser. Also present: Deputy Kirchmeier, Linda Morris, James Farrell, N Bittner, and V Horst.

Minutes: Moved by Schirado, seconded by Helgeson to approve the minutes from the regular meeting on October 14, 2019. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Orcutt to approve the October financial report and pay the November bills. Motion carried unanimously.

Big Muddy Septic Service	300.00
Dakota Pump & Control, Inc.	237.10
Darcy Fitterer.....	53.69
Department of Environmental Quality.....	79.44
Ferguson Waterworks	184.67
Glasser Welding & Excavation Inc.....	563.00
Glen Ullin Regional Airport.....	50.20
Glen Ullin Super Valu.....	18.04
Glen Ullin Times.....	217.94
Haga Kommer Certified Public Accountants.....	7,850.00
Hz Electric LLC.....	227.50
John Mahoney.....	600.00
Lince Sanitation.....	9,230.00
Marshall Lumber Company	103.35
Montana-Dakota Utilities Co.	569.26
Michael Hoerauf	20.00
Morton County Auditor	3,360.00
Napa Auto Parts.....	516.10
NorMont Equipment	58.49
North Dakota Department of Health.....	16.00
Northern Improvement Co.....	802.90
North Dakota One Call, Inc	6.65
Swanston Equipment Corporation	734.75
Titan Machinery.....	1,255.00
Glen Ullin Job Development	6.81
Montana-Dakota Utilities Co.	1,919.28
Southwest Water Authority.....	8,348.06
Verizon	53.91
WRT	78.34
WRT	92.08
Wages, Benefits, Employer Taxes (October)	16,251.85

Tax Assessor: Our current assessor was present to discuss the city contract. The county has not presented a proposal for being the city's assessor. Tabled until December. Tentative Board of Equalization Meeting: April 13th 7:00pm.

Bids for Old Firehall Roof: Moved by Martwick, seconded by Schirado to accept the bid from Ray's Construction to replace the shingles on the old fire hall (118 Main St S) with steel for a labor cost of \$10,800. Motion carried unanimously. Supplies will be purchased from Marshall Lumber.

Fencing Permit: Moved by Martwick, seconded by Schirado to refund Mr. Mertz's fencing permit fee. Motion carried unanimously.

Gaming: Moved by Martwick, seconded by Helgeson to approve the gaming permit for the Glen Ullin Lions. Motion carried unanimously.

NDIRF: Waiting for a decision on the claim regarding the sewer line for 104 G St S.

Clean Out: Between F & G Street in the 100-block alley, no quotes were received.

Deputy Report: Mostly quiet around town.

Phase I Project: The gravel delivered has crushed brick. This is not the product the city wanted and the rest to be delivered will have to be class 5.

406 B St S: The owner is willing to sell this property and there is a buyer. The new owner will be responsible for the tear down.

Maintenance Report:

- ✓ Truck: Current truck is not worth fixing. Moved by Martwick, seconded by Orcutt to purchase a new one for up to \$20,000. Motion carried unanimously. Martwick and Schirado will go to the State Fleet Auction on 12-4-2019 in the hopes of purchasing a truck.
- ✓ Open Maintenance Position: An ad will be placed in the GU Times every other week until position is filled.
- ✓ New Salem maintenance stopped to visit. They would be interested in sharing labor and resources to chip seal the streets. This will be explored later in the winter.
- ✓ Snow Removal: The decision of when to plow will be left up to the snow plow operator.
- ✓ Christmas Lights will be hung November 25-27 weather permitting.

Emergency Management:

- ✓ Moved by Helgeson, seconded by Martwick to allow Mr. Farrell to purchase items on his list for the EM trailer, approximate cost \$1,000. Motion carried unanimously.
- ✓ The testing of the generator that was rented did not work. The state will allow Glen Ullin to use a state generator. Mr. Farrell is looking for a date that school is closed but the state department is open to pick up the generator and test it.
- ✓ 401 2nd St S has a fence that could potentially block storm water. Martwick will visit with the homeowner to see if a solution can be agreed upon.

2018 Audit: Moved by Schirado, seconded by Martwick to sign the contract with Haga Kommer to do the audit for a cost of \$8,600.00. Motion carried unanimously.

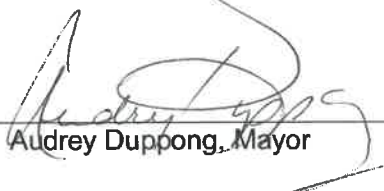
Open Council Position: Moved by Martwick, seconded by Schirado to leave the vacated council seat open until the June election. Motion carried unanimously.

TXFR of Funds: Moved by Orcutt, seconded by Helgeson to transfer \$18,925.51 from the city sales tax fund to the 2018 Street project Debt fund to cover the 2019 annual loan payment. Motion carried unanimously.

Adjourn: With no further business, it was moved by Schirado, seconded by Martwick to adjourn the meeting. Motion carried unanimously.

Calendar:

Regular Meeting: Monday, December 9, 2019 7:00pm



Audrey Duppong, Mayor



Vicki Horst, Auditor

Special Meeting
November 18, 2019

Mayor Audrey Duppong called the meeting to order at 7:30 pm in the Council Chambers. Roll Call: Gary Glasser, Raquel Helgeson, Doug Martwick, Chasity Orcutt, and Anthony Schirado. Also Present: Sheldon Schantz, Larry Wagner, Nancy Bittner, Darcy Fitterer and Vicki Horst.

Agenda:
Sewer Line Damage
City Tax Assessor
Maintenance

Sewer Line Damage: Moved by Martwick, seconded by Helgeson to ask our engineer to turn in a claim against BEK Consulting's bond in regards to hitting the sewer line on F Street when they worked on the watermain. Motion carried unanimously.

Tax Assessor: Moved by Helgeson, seconded by Schirado to terminate the contract with our current assessor and sign a contract with Morton County for the 2019 & 2020 tax assessment years. Motion carried unanimously.

Maintenance: Moved by Martwick, seconded by Glasser to purchase 2 5-gallons containers of Dawn Dish soap to try and clean out the lift station. Motion carried unanimously. Mr. Fitterer has resigned but did agreed to continue in his current position until the city can hire new personnel and have them trained.

Adjourn:
Moved by Schirado, seconded by Martwick to adjourn the meeting. Motion carried unanimously.


Audrey Duppong, Mayor


Vicki Horst, City Auditor

Special Meeting
December 5, 2019

President of the Council, Doug Martwick, called the meeting to order at 9:00 am in the Council Chambers. Roll Call: Gary Glasser, Raquel Helgeson, Chasity Orcutt, and Anthony Schirado. Absent: Mayor Duppong. Also Present: Nancy Bittner and Vicki Horst.

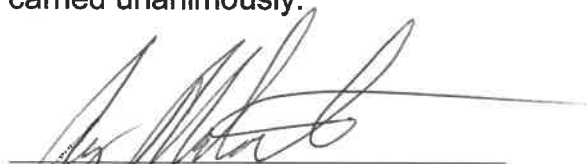
Agenda:

Snow Plow Truck

Moved by Schirado, seconded by Glasser to purchase a 2001 International 2.5 ton truck from Capital Equipment with snow plow and sander for up to \$35,000 and sell the current snow plow, 2005 Ford F550 Truck, and all of the sanders. Motion carried unanimously.

Adjourn:

Moved by Glasser, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.



Doug Martwick, President



Vicki Horst, City Auditor

Regular Meeting
December 9, 2019

Mayor Audrey Duppong called the regular meeting of the Glen Ullin City Council to order at 7:00pm in the Council Chambers with the following council members present: Gary Glasser, Raquel Helgeson, Doug Martwick, Chasity Orcutt and Anthony Schirado. Also present: Steve Glasser, Jesse Wetzal, Mike Roers, James Farrell, N Bittner, and V Horst.

Minutes: Moved by Martwick, seconded by Orcutt to approve the minutes from the regular meeting on November 11, 2019 and the special meetings on November 18 and December 5, 2019. Motion carried unanimously.

Bills and Financial Report: Moved by Schirado, seconded by Glasser to approve the November financial report and pay the December bills. The full payment to BEK will be paid which was \$51.26 over the budgeted amount. Motion carried unanimously.

Dakotaland Feeds, LLC	50.00
Farrell, James	470.79
Farmers Union	466.92
Ferguson Waterworks	75.00
Glen Ullin Regional Airport	53.94
Glen Ullin Super Valu	12.67
Glen Ullin Times	221.68
John Mahoney	600.00
Lince Sanitation	9,230.00
Marshall Lumber Company	106.36
Matthew Bender	65.43
Morton County Auditor	3,360.00
Napa	225.14
North Dakota Department of Health	41.00
North Dakota Rural Water Systems Association	245.00
North Dakota Water Users Association	100.00
Office of State Auditor	320.00
North Dakota One Call, Inc	4.80
Schirado Enterprises LLC	300.00
Amazon.com	76.23
Glen Ullin Job Development	216.92
Montana-Dakota Utilities Co	2,321.76
Southwest Water Authority	8,139.45
Verizon	53.91
WRT	167.20
Capital Equipment	32,425.00
Amazon	140.69
Farmers Union Oil	466.92
Hz Electric LLC	167.50
Napa Auto Parts	225.14
RFDC	20,000.00
BEK	3,817.44
Moore Engineering, Inc.	3,741.07
Moore Engineering, Inc.	2,000.00
Morton County	199.01
ND League of Cities	60.00
Wages, Benefits, Employer Taxes (November)	15,411.91

Building Permit: Moved by Schirado, seconded by Martwick to approve the commercial building permit pending zoning change for Steve Glasser outside of city limits within city jurisdiction. Motion carried unanimously with Glasser abstaining.

Zoning Change: Moved by Schirado, seconded by Orcutt to dispense with the Zoning Commission preliminary and final meeting and to approve preliminary zoning change requested by Steve Glasser. Motion carried unanimously with Glasser abstaining. Public Hearing and final vote will be held on December 26, 2019 at 8:00pm. Mr. Glasser will pay for the public hearing/special meeting.

GPS Maps: Moved by Helgeson, seconded by Schirado to not pursue additional online maps at this time. Motion carried unanimously.

Fence: The fence at 212 E St S was built without a permit and the fencing materials do not follow city ordinance. The attorney will be consulted for further action.

Maintenance Report:

- ✓ Open Maintenance Position: 3 applicants will be interviewed later this week.
- ✓ New truck is working well, was used for snow removal this week
- ✓ Everything is put away inside for the winter
- ✓ Sweeper needs work
- ✓ A cage should be made for the loader for hanging the Christmas lights.

Clean Out: Between F & G Street in the 100-block alley, no quotes were received. Steve Glasser, present at the meeting, will get the city a quote.

Mobile Home Court Applications:

- ✓ Moved by Martwick, seconded by Glasser to ask the zoning board to have a meeting to discuss changing part of Block 5 from R5 Mobile Home Court to R4 Manufactured homes. This will be schedule for some time in January. Motion carried unanimously.
- ✓ Moved by Martwick, seconded by Helgeson to prorate the application fee for Jesse Wetzel since he only owned the court for half the year. Motion carried unanimously.
- ✓ Moved by Glasser, seconded by Martwick to approve the annual mobile home court applications for R Johnson, M Roers and A Schirado. Motion carried unanimously with Schirado abstaining.

Random Drug & Alcohol Contract: Moved by Martwick, seconded by Glasser to sign this contract with the League of Cities. Motion carried unanimously.

WRT: Moved by Martwick, seconded by Helgeson to remove the phone line at the city auditorium. Motion carried unanimously. 348-3951 will now ring in the Library only.

406 B St S: This property has not been sold. Moved by Martwick, seconded by Schirado to find someone to tear this house down to comply with Custer Health District's directive. Motion carried unanimously.

2020 Hydrant Project: Moved by Schirado seconded by Helgeson to approve the project specs as presented with a bid opening date of February 10th. Motion carried unanimously with Glasser abstaining. The specs will be sent to the project administrator for approval before publishing.

End of Year Bonus: Moved by Martwick, seconded by Schirado to give \$100.00 gift cards to permanent employees and a \$50.00 gift card to the part time summer help. Motion carried unanimously.

January 2020 Raises: No raise for maintenance until a CDL is received. Moved by Schirado to give the Auditor a 3% raise on auditor salary and no raise on the water billing salary. Motion died for lack of a second. Moved by Glasser seconded by Helgeson to give the auditor a \$3,000 annual raise with 66% coming from the auditor budget and 33% coming from the water budget. Voting yes: Glasser, Helgeson, and Martwick. Voting No: Orcutt and Schirado. Motion carried.

RFDC: Moved by Schirado, seconded by Martwick to pay an additional \$20,000 towards the street project loan. Motion carried unanimously. Money for this payment comes out of the city sales tax fund.

Truck Loan: Moved by Schirado, seconded by Glasser to accept the offer of a loan for the new snow plow truck with Dakota Community Bank. Terms: Five years, semi-annual payments, 4.00% fixed interest. Motion carried unanimously.

Mayor's Annual Appointments: Moved by Glasser, seconded by Schirado to approve the following appointments by the mayor. Motion carried unanimously.

Airport	Gene Glasser	12-31-2024
Job Development	Art Hellman	12-31-2021
Job Development	Duane DelaBarre	12-31-2021
Job Development	Jolene Muscha	12-31-2021
Transportation	Raquel Helgeson	12-31-2022
Visitors	Kim Glasser	12-31-2023
Zoning	Doug Martwick	12-31-2021
Zoning	Gary Glasser	12-31-2024

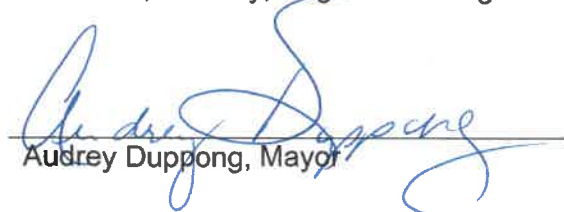
Insurance: Moved by Glasser, seconded by Helgeson to add full coverage to the new truck with 100/250 deductible and remove full coverage from the 1997 Chev. Pickup. Motion carried unanimously.

USDA RD Financial Reporting Workshop: The auditor will attend this free class on January 9 in Washburn.

Adjourn: With no further business, it was moved by Schirado, seconded by Martwick to adjourn the meeting. Motion carried unanimously.

Calendar:

12-12-2019 Thursday, Interviews at 7:30pm
12-13-2019 Friday, Interview at 4:00pm
12-26-2019, Thursday, Public Zoning Hearing at 8:00
1-13-2020, Monday, Regular Meeting at 7:00pm


Audrey Duppong, Mayor


Vicki Horst, Auditor

Special Meeting
December 12, 2019

Mayor Duppong called the meeting to order at 7:25pm with the Pledge of Allegiance in the Council Chambers. Roll Call: Gary Glasser, Raquel Helgeson, Doug Martwick, Chasity Orcutt, and Anthony Schirado. Also Present: Nancy Bittner and Vicki Horst.

Agenda:

Bills

Saddle Club Contract

Sewer Claim

Interviews

Saddle Club: Moved by Schirado, seconded by Orcutt to approve the 3-year contract. Motion carried unanimously.

Bills: Moved by Schirado, seconded by Orcutt to pay the following bills. Motion carried unanimously.

Farmers Union Oil	466.92
Hz Electric	167.50
Napa Auto Parts	225.14
Vicki Horst	10.00
Glasser Welding & Excavation Inc.	5,225.00
Schirado Enterprises LLC	644.00

Interview: One interview was conducted.

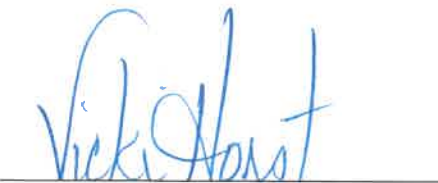
Sewer Claim: Moved by Martwick, seconded by Orcutt to pay the contractors for repairing the sewer line on F Street. Motion carried unanimously with Glasser & Schirado abstaining.

Subrogation: Moved by Helgeson, seconded by Orcutt to send letters to Sheldon Schantz and Larry Wagner requesting they each pay one third (1/3) of the total sewer repair bill or come to the special meeting on December 26 for further negotiation. Motion carried unanimously with Glasser & Schirado abstaining.

Adjourn:

Moved by Schirado, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.


Audrey Duppong, Mayor


Vicki Horst, City Auditor

Special Meeting
December 13, 2019

Mayor Duppong called the meeting to order at 4:00pm with the Pledge of Allegiance in the Council Chambers. Roll Call: Gary Glasser, Raquel Helgeson, Doug Martwick and Anthony Schirado. Absent: Chasity Orcutt. Also Present: Vicki Horst.

Agenda:
Interview


Interview: One interview was conducted.

Maintenance Position: Moved by Martwick seconded by Glasser to offer the full-time maintenance position to Cordell Roth. Full benefits, starting on January 2, 2020 at \$23.00 an hour. Motion carried unanimously. Mr. Roth was contacted and he accepted the position as offered.

Adjourn:
Moved by Schirado, seconded by Helgeson to adjourn the meeting. Motion carried unanimously.



Audrey Duppong, Mayor



Vicki Horst, City Auditor