

**Washburn City Commission Meeting  
February 14, 2011 6:30 pm**

The Washburn City Commission met on Monday February 14, 2011 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Commissioner Hager, Laning, Bauer, Miller, and Moran, Commissioners Absent: none Commissioner Miller called the meeting to order.

Commissioner Hager made a motion to approve the minutes of the January 10, 2011, Bauer seconded the motion all approved.

Dwight requested the City Commission to consider paying the negative balance in the advertising fund from the general fund. Hager made a motion to zero the fund with funds from the general fund, Laning seconded the motion, Roll Call Vote "AYE" Laning, Bauer, Hager, Moran, Miller, "NAY" none, "ABSENT"

Ladd Erickson, McLean County States Attorney was present to update the Washburn City Commission on the future construction of the McLean County Courthouse. Erickson presented a floor plan and discussed the placement of the new building. Bids will be opened the first part of May, the tentative plan is for the building to be completed in 18 months. The architect on the project has been in contact with the Washburn Public Works Department on the city water and sewer hook-ups to the new building. Once the employees are moved into the new building the present courthouse will be demolition and a parking lot will be built for employees in that area.

Disposal of tree branches in city of Washburn was discussed. This will become an issue since the local landfill has closed. A meeting was held with Waste Management about this situation and they will be sending a cost estimate for a roll off for branches only.

A moving permit was presented for Kathy Hickcox to move a mobile home from Sioux Falls to Washburn; Bauer stated Planning and Zoning upon review would recommend an approval of the moving permit to the Washburn City Commission. Hager made a motion to approve the moving permit, Moran seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Hager, Moran, Miller, "NAY" none, "ABSENT" none.

A variance request was present from the McLean County Emergency Department for an emergency tower to replace the present emergency tower located on the roof of the courthouse that is to be demolished. Hager made a motion to approve the variance request, Laning a seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Hager, Moran, Miller, "NAY" none, "ABSENT" none.

A request to waive the fee for the Dollar for Scholar Dinner/Dance was made, Moran made motion to waive the Memorial Building fee for the Dinner and Dance, Hager seconded the motion, Roll Call Vote "AYE" Laning, Bauer, Hager, Moran, Miller, "NAY" none, "ABSENT" none

Discussion was held on the having the McLean County Assessor be hired by the City when Mr. Heringer retires. The County will need to have all parcels in the Vanguard software for them to take over. Hager made a motion to have Price contact appraisers in Bismarck for bids to update the appraisals of commercial property in Washburn. Laning seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Hager, Moran, Miller, "NAY" none, "ABSENT" none.

Dave Thompson representing Toman Engineering updated the Commission on projects they are working on. Toman had an initial meeting with the city staff on the GIS. He is planning to start the preliminary work of adding layers and training staff on the program. He informed the Commission of the pre-construction meeting for the trail and tunnel on Wednesday, February 16<sup>th</sup> at 2:00p.m., he would like as many possible present. This meeting is with the contractor, DOT, Toman and the City.

Jasper Klein, AE2S, presented information to the Commission on the Water Treatment Plant. All 3 filters are in service and the clarifiers have been tested and ready to go so we

know what to expect during spring run-off. There are a couple of membrane repairs to make, but currently still on schedule except for the interior painting. He has found that some of the modules have excessive leaks; therefore GE will be replacing those modules. It will be approximately 6-12 modules that will be replaced. Modules have an expected life of 10 years. He asked the commission for approval of putting together a membrane repair kit, with Chad's help, that will be considerably cheaper than the repair kit offered through GE.

Hager made a motion to allow for Jasper to move ahead with purchasing materials needed for the membrane repair kit. Bauer seconded. Roll Call Vote "Aye" Laning, Bauer, Hager, Moran, Miller, "NAY" none. Motion carried.

**Portfolios:**

**Laning:**

Had a meeting with Waste Management last week to discuss some issues the city is currently having. Discussion was held on discontinuing alley pick up. It is difficult for Waste Management to get through the alleys. This will be discussed further with WM. Chad Dahme spoke of the mess the trucks make in the alleys during both spring and winter. We will also be placing weight restriction on the streets closer to spring.

**Hager:**

Job descriptions for employees were presented. He asks Commissioners to look over the documents and will discuss at the next meeting. Hager presented a complaint from a resident about having to pay a bill for 3 days worth of water use. After looking the resident did use 1400 gallons and is responsible for the use. Commissioner Moran questioned Commissioner Hager on the use of the 24-Hour call clause in the job descriptions and the wording and stipulations involved.

**Moran:**

Chair lift at the Memorial Building is up and running, for anyone needing it.

**Milissa:**

Security Pledges from the Bank. The State requires that they are approved.

Commissioner Hager moves to approve the security pledges from Farmers Security Bank. Roll call "Aye" Laning, Bauer, Hager, Moran, Miller, Motion carried.

She reminded the Commissioners about regulations on Special Assessments for future projects.

**Chad Dahme:**

Nothing to report.

**Bills:**

|                       |          |
|-----------------------|----------|
| Chad A Dahme          | 1,921.75 |
| Julie Petersen        | 343.73   |
| Barbara Price         | 483.76   |
| Milissa Price         | 1,388.90 |
| Bryan L Rothmann      | 2,239.19 |
| Adam Thomas           | 789.57   |
| Vetter, Nadina        | 46.99    |
| Joan R Zimmerman      | 979.14   |
| USA Taxpayment        | 2,305.89 |
| Chad A Dahme          | 1,769.00 |
| Julie Petersen        | 343.73   |
| Barbara Price         | 398.44   |
| Milissa Price         | 1,388.90 |
| Bryan L Rothmann      | 2,591.90 |
| Adam Thomas           | 741.55   |
| Vetter, Nadina        | 168.37   |
| Joan R Zimmerman      | 1,015.87 |
| USA Taxpayment        | 2,426.26 |
| J & S HEAVY HAUL      | 725.00   |
| BC/BS Group Insurance | 5,583.76 |
| Unlimited Excavating  | 2,000.00 |
| Washburn Civic Club   | 75.00    |

|                                |            |
|--------------------------------|------------|
| BHG Inc.                       | 36.00      |
| MDU                            | 1,993.73   |
| Alltel                         | 96.92      |
| First District Health          | 90.00      |
| Otter Tail Power Co.           | 4,392.20   |
| John Hancock Life              | 220.65     |
| American Funds                 | 613.67     |
| McLean County                  | 7,738.98   |
| Hawkins Inc                    | 2,268.46   |
| Workforce Safety & Ins         | 3,650.69   |
| Doc's Shop                     | 386.29     |
| Bank of North Dakota           | 31,069.54  |
| Waste Management               | 6,967.71   |
| Northland Financial            | 110.00     |
| BHG Inc.                       | 424.00     |
| One Call Concepts              | 3.90       |
| Scott's Hardware Inc.          | 59.35      |
| Coal Conversion Counties       | 400.00     |
| AmeriPride                     | 209.08     |
| MEC Services                   | 89.77      |
| Bobcat of Mandan, Inc          | 4,353.80   |
| RDO Equipment                  | 553.11     |
| WRT                            | 796.32     |
| Swanston Equipment Corp        | 918.00     |
| SBM                            | 37.98      |
| Cardmember Services            | 313.40     |
| Sensus Utilities               | 1,650.00   |
| Chad A Dahme                   | 1,697.81   |
| Julie Petersen                 | 343.73     |
| Barbara Price                  | 408.16     |
| Milissa Price                  | 1,388.89   |
| Bryan L Rothmann               | 2,096.57   |
| Adam Thomas                    | 612.88     |
| Vetter, Nadina                 | 148.79     |
| Joan R Zimmerman               | 1,090.31   |
| USA Taxpayment                 | 2,142.87   |
| MDU                            | 1,440.89   |
| Bryan L Rothmann               | 22.41      |
| Swanston Equipment Corp        | 2,292.11   |
| Krause's Super Valu            | 66.24      |
| Enerbase Coop Resources        | 2,304.31   |
| Brown & Saenger                | 6.66       |
| First District Health          | 90.00      |
| AmeriPride VOID:               |            |
| McLean Electric                | 94.92      |
| Arbor Day Foundation           | 15.00      |
| MBS                            | 63.70      |
| Wagon Wheel Lumber             | 38.17      |
| Hawkins Inc                    | 787.75     |
| Ottertail Power Co.            | 261.87     |
| RDO Equipment                  | 884.16     |
| AmeriPride                     | 214.20     |
| PKG Contracting Inc Water Sys. | 117,833.85 |
| AE2S                           | 118,402.26 |

**Hager made a motion to pay the bills, Moran seconded the motion all approved.**

**Meeting adjourned**

**Approved**

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**President**

**Attest**

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**Auditor**