

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

The Washburn City Commission met on Monday March 14, 2010 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Commissioner Hager, Laning, Bauer, and Moran, Commissioners Absent: Miller.

Commissioner Hager called the meeting to order.

Commissioner Bauer made a motion to approve the minutes of the February 14, 2011 meeting, Laning seconded the motion. All approved.

Dwight stated if an issue arises that funding is needed and has not been budgeted for it would need to be taken from the general fund.

Lauren Hunze, Todd Schreiner and Ryan Oberg were present to explain the process of having the Commercial Properties within the City of Washburn reassessed, what the City must do to have Ryan Oberg the McLean County Assessor become the City's Assessor upon the present assessor's retirement and field any questions from the Commissioners. Hunze discussed that for the County to take over the assessor position all of the properties will need to be in the system the residential properties are entered into. Hunze recently spoke with Vanguard Services and they will be in the area but not be able to re-assess Washburn's properties in 2011 but possibly in 2012 for the 2013 taxes. There will be other small cities that will need this service also and possibly we could piggyback with some of them to save on the costs. Vanguard gave Hunze a quote to perform property re-assessments and it was as follows: \$275.00 per parcel of improved properties, \$1500.00 for the elevator, \$10.00 vacant lots. Discussion was also held on what McLean County will charge to do the assessing for the City.

Karen Hanson was present on behalf of the Washburn Area Economic Development Association with a letter of request for the City of Washburn Commission to consider passing a resolution to re-instate the tax exemption for new construction of residential homes up to \$150,000.00 passed in the 2009 Legislative Session. Moran made a motion to create a resolution to allow a maximum exemption of \$150,000.00 on certain a new single family, condominium, and townhouse residential properties for a maximum of 2 years following the year which construction was completed. Laning seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Moran, Hager, "NAY" none, "ABSENT" Miller, motion passed.

Pat Hager, Jill Wiese, and Mark Lelm were present to request the City's help to encourage volunteers as the ambulance squad numbers are in crisis. The Commission requested the placement of the call for duty to be placed on the City access channel and would help spread the word to encourage volunteers to join.

Clayton Verke was present on behalf of the Washburn Fire Department. Verke presented the City with a check from the Washburn Rural Fire Department for their share of the insurance payment for the fire trucks. Verke also requested the City to match the \$40,000.00 the Rural Fire Department has committed to the purchase of a new emergency and rescue truck for the first response. Commissioner discussed that these funds would need to come from the general fund. Commissioners will table the discussion until more research on the project can be done and search for funding.

Dave Thompson was present with updates from Toman Engineering. He reported that he had left a laptop with the beginning software for the GIS on it for the City staff to become familiar. Thompson gave an update report on the Multi-use trail and tunnel restoration. The contractor has two different colors for the signage on the trail, one was the color bid and the other will be an additional cost of \$550.00, Commission discussed and agreed to leave it as it was bid. At the preconstruction meeting discussion was held on the re-routing of the tunnel traffic during the actual construction time. The length of time for the re-routing is estimated 1-2 weeks, at this time the contractor will use flashing lights on Highway 83 for the pedestrian crossing. Hager suggested contacting the Sheriff office for their assistance during this time, place ads in the Leader News and on the Access Channel advising the residents of the changes to assist with the safe passage of all users. Thompson also discussed the information he had gathered for the crack seal and chip seal discussed last fall. Thompson distributed estimated cost for the construction if hired by a contractor. Discussion was held that possibly the Public Works Department could do the work of the crack seal making the project more economic.

Jasper Klein was present on behalf of AE2S. Klein requested an amendment to the resolution from last month's meeting on the mechanical contract. The amendment is to deduct for not hiring an independent balancer to perform balance testing. Deduct for not using \$5000.00 allowance for relocating gas meter located near the entrance to the building, totaling a \$6145.00 deduct to the project. Bauer made a motion to approve the requested change order amendment, Moran seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Moran, Hager, "NAY" none, "ABSENT" Miller.

Discussion was held on the lots in Heritage Heights belonging to the City. Hager asked the Commission to consider how they would like to proceed on selling the lots. The Commission tabled the discussion until next to the next meeting and would like everyone to come back with ideas on the best method to sell these lots.

Special assessment standards were discussed Laning will make a basic plan for the Commission to look at and make changes where they feel is necessary at the April meeting.

Laning made a motion to change the date of the Board of Equalization meeting and the Washburn City Commission meeting to follow on April 14, 2011 at 6:30 pm at the City Hall. Bauer seconded the motion, Roll Call Vote "AYE" Laning, Bauer, Moran, Hager, "NAY" none, "ABSENT" Miller.

Bauer made a motion to advertise to hire 2 summer employees with the deadline for application to be April 29, 2011. Hager and Bauer will do the interviews to follow the deadline date. Moran seconded the motion. Roll Call Vote "AYE" Moran, Bauer, Laning, Hager, "NAY" none "ABSENT" Miller.

Laning made a motion to appoint Luke Retterath to Renaissance Zone Authority Board of Directors for the WAEDA seat. Bauer seconded the motion, Roll Call Vote "AYE" Moran, Bauer, Laning, Hager, "NAY" none "ABSENT" Miller.

The Beautification Committee received a letter from Ottertail Power that the trial period for the brighter bulbs in the new street lights at the east and west end of town has expired. Bauer made a motion to keep the lights the same as they are now at the cost of \$4.00 per month per light, Moran seconded the motion. Roll Call Vote "AYE" Laning, Bauer, Moran, Hager "NAY" none, "ABSENT" Miller, motion carried.

PORTFOLIOS:

Laning: nothing to report

Bauer: Discussion was held on borrowing the table and chairs belonging to the City in the Memorial Building. The Commission decided to keep the rule of the table and chairs do not leave the Memorial Building.

Moran: nothing to report

Hager: Reported at the Staff meeting it was discussed to have the Public Works Department work on the crack sealing of the streets this summer.

Milissa: Requested the Commissioners to call or e-mail Senators to place the funding for the Operator Reimbursement Program back into the state budget. This program helps fund sending Public Works Department personnel to classes for drinking water and wastewater. Commission would like to have the City of Washburn on the signature ad wishing the Washburn Girls Basketball Team Good Luck at State. Price requested a motion to have the Load Restriction placed within the City. Bauer made a motion to place the Load Restriction on the Washburn City Streets as of Friday, March 18, 2011 until the threat of damage to the streets by heavy vehicles has passed. Laning seconded the motion, Roll Call Vote "AYE" Laning, Bauer, Moran, Hager, "NAY" none, "ABSENT" Miller.

Laning made a motion to pay the bills Bauer seconded the motion

Bills:

23564 Chad A Dahme	1,469.09
23565 Julie Petersen	343.73
23566 Barbara Price	564.08
23567 Milissa Price	1,388.89
23568 Bryan L Rothmann1,	759.44
23569 Adam Thomas	860.62
23570 Vetter, Nadina	156.62
23571 Joan R Zimmerman	979.14
23572 Postmaster	150.36
23573 US Treasury	14.70
23574 One Call Concepts	3.90
23576 BI Cr /BI Sh	3,971.41
23577 Cardmember Services	383.99
23585 Scott's Hardware Inc.	75.44
23578 Banyon Data	195.00
23579 AFLAC	903.76
23575 Chase Drug	8.97
23584 Hawkins Inc	1,276.98

23580 Alltel Utilities	98.67
23581 Northland Financial	110.00
23582 MDU	617.80
23586 BHG Inc.	79.45
23587 Washburn Civic Club	75.00
23583 Otter Tail Power Co.	4,883.71
23588 NDWPCC	30.00
23589 Chad A Dahme	1,366.59
23590 Julie Petersen	343.73
23591 Barbara Price	478.90
23592 Milissa Price	1,388.90
23593 Bryan L Rothmann	1,494.64
23594 Adam Thomas	746.36
23595 Vetter, Nadina	164.45
23596 Joan R Zimmerman	979.14
23597 AmeriPride	212.96
23598 Brown & Saenger	11.34
23599 Dacotah Paper	211.00
23600 Enerbase Coop	1,205.13
23601 Krause's Super Valu	41.90
23602 McLean Electric	93.95
23603 Protection Systems Inc	350.00
23604 Wagon Wheel Lumber	62.34
23605 Washburn Fire Dept	4,125.00
23606 Washburn Airport	3,001.17
23608 Waste Mgmt	6,967.71
23609 WRT	765.13
awd USA Taxpayment	1,830.58
23610 Dwight Hetletved1,	650.00
23611 Hawkins	15.00
23612 McLean Electric	65.45
23613 One Call Concepts	1.30
23614 Industrial Lubricant	803.60
23615 Swanston Equipment	459.00
23616 Washburn Auto Body	336.00
125 AE2S	17,387.83
126 AE2S	11,255.16
127 AE2S	13,778.79
128 PKG Contracting	63,038.95

Meeting adjourned

Approved _____ **President**

Attest _____ **Auditor**