

Washburn City Commission
Tuesday, December 15th, 2015
Minutes

Commission Members Present: Jacobson, Baumann, Moran, Thomas. Absent: Kroll

Motion to approve the minutes from the November 9, 2015 commission meeting, Moran and seconded by Jacobson. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve the minutes from the November 13, 2015 Special Meeting, Thomas and seconded by Jacobson. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve November financials, Jacobson and seconded by Moran. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve the Pledge of Securities, Baumann and seconded by Jacobson. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve the 2016 meeting schedule that changes the meetings to two times per month, the first and third Mondays of the month, Thomas. Commissioner Thomas called for a second three times, motion and died for lack of a second.

Motion to approve a 2016 meeting schedule with meetings occurring one time per month and changing to two times per month May-August, Jacobson and seconded by Moran. Discussion none. Roll call: Aye, Moran, Baumann, Jacobson. Nay: Thomas. Absent: Kroll.

Motion to forgo the actual reading of Ordinance #147, as it was unchanged and has already been read aloud, Thomas and seconded by Jacobson. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve the second reading of Ordinance #147, relating to open fires within city limits, Thomas and seconded by Baumann. Discussion: Baumann would like to change the burning area to 2.5 feet from 2 feet to add protection for small children who could possibly be in danger with the smaller size. Roll call: Aye, Moran, Baumann, Jacobson. Nay: Thomas. Absent: Kroll.

Motion to approve the 2016 Alcohol Licenses for the following business within the city limits of Washburn: Captain's Cabin, Enerbase, Superpumper, Riverboat Saloon, Mac's Place, American Legion, & 83 Express, Jacobson and seconded by Moran. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve payment of specials totaling \$4,523.08 for individuals who applied to the Special Assessment Assistance Program, Baumann and seconded by Moran. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Pet Ordinance tabled until attorney David Lindell can give an opinion.

Motion to approve the applications to the Washburn Sales and Use Tax Committee from the City of Washburn in the amount of \$172,500, (50% Streets, 25% Economic Development and 25% Community Development) for use as a grant match to the NDDOT and the Washburn Rural Department in the amount of \$65,000 as a partial payment towards a new fire truck from the Economic Development Fund. Discussion: All funds will remain in the Sales and Use Tax account until needed. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve \$150.00 in Washburn Bucks to employees as an annual appreciation gift, Thomas and seconded by Jacobson. Discussion none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve salary increase to City employees for the following amounts: Rothmann and J. Zimmerman, \$.50 per hour, \$.75 per hour increase for K. Zimmerman, Thomas and Hendrikson, \$1.00 per hour for Ogden, Thomas and seconded by DeWayne. Discussion: Jacobson explained the necessity to raise salaries of those with less experience because they ended up with lower salaries to start which would be Hendrikson, K. Zimmerman and Thomas and \$1.25 raise per hour for Ogden. Thomas suggested Ogden at a raise of \$1.00 per hour, Baumann added that for a 20/ hr. per week job the \$1.00 raise seemed excessive. Zimmerman expressed her appreciation of the salary increase, but furthered that as an employee she would have liked to have been afforded the opportunity to discuss the salary change at the time evaluations were given, no salary discussions have been had. Jacobson stated that he was not aware that that was the process. Thomas continued that we can always learn from what we do. Roll call: Aye, Thomas, Moran, Jacobson. Nay: Baumann. Absent: Kroll.

Motion to approve having a table at the 2016 Taste of Washburn event held by Washburn Civic Club on January 30, 2016 at the Washburn Memorial Building, Jacobson and seconded by Moran. Discussion: the event is from 5:00-7:00 p.m. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to waive the Dollars for Scholars rental free for their March 12th, 2016 annual dinner and dance, Thomas and seconded by Jacobson. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Zimmerman informed Commissioners of the upcoming June 2016 elections. The City of Washburn has four positions up for re-election and they are: President of the Commission (4) year term, two City Commission positions with (4) year terms and one City Commission position with a (2) year term. Application packets with the required petitions can be picked up at City Hall.

Zimmerman informed Commissioners that the 2014 City Audit has been completed and is available at City Hall to anyone who is interested.

Jasper Klein and Eric Lothspeich, AE2S updated the commission on the proposed 2016 Street and Utility Project. They supplied the Commissioners with District Maps and stated that additional sewer area was added on 9th Street to cover what is currently clay tile. They presented a resolution for establishing the district for the streets, which is a city-wide assessment along with water and sewer districts identifying parcels affected by the project.

Thomas asked if the sewer septic coming off the school concessions stand needs to be connected to the city sewer citing state plumbing codes requiring a connection if within 200 ft. Klein stated that for project purposes the concessions building will not be figured into the district. A connection will be stubbed out, but the actually connecting to the sewer will be the responsibility of the school.

Motion to approve the Resolution creating Street Improvement District 2016-1 and directing preparation of a report and cost estimate from the engineer, Thomas and seconded by Moran.

Discussion: Jacobson is concerned about the potential of assessments for the 2014-2015 Project and the 2016 Project coming due at the same time, next November. Other areas of concern are how logistics will be handled for the swimming pool, small businesses in the area, impact to residents and how it will be paid for. He proposes looking at a different area of town for a project. Jacobson said he is not in favor of stopping everything, just wants to make sure that this project is not being rushed and furthered that residents don't know what they are paying on the last project and we are moving forward with a new one. He asked if this resolution is approved, is the project able to be stopped. Klein explained that it is still an option to reject the preliminary cost estimate at the January meeting. Thomas added that it is a basic plan and that there was a survey that asked people if the Commission should move ahead with projects and although there wasn't an overwhelming number of people who took the poll, it was concluded that we should keep going, from those that did. Jacobson states that this is not the right time for this particular project and wants to make sure that it is well thought out.

Roll call: Aye, Thomas, Moran, Baumann. Nay: Jacobson. Absent: Kroll.

Motion to approve the Resolution creating and directing preparation of a report and cost estimate for 2016 WID-01, Thomas and seconded by Baumann. Discussion: Baumann questioned the addition of the coulee section of Main and 10th Street and asked if the water and sewer were being redone; Klein pointed out there is only water in that section. Jacobson asks if that area can be taken out which would allow for flow of traffic and lessen the impact to residents. Klein said that they can be in the district but that if no work is done they do not have to be assessed. Thomas states that this area will finish off the East side of town.

Roll call: Aye, Thomas, Moran, Baumann. Nay: Jacobson. Absent: Kroll.

Motion to approve the Resolution creating and directing preparation of a report and cost estimate for 2016 SSID-01, Thomas and seconded by Moran. Discussion: Baumann asked if there was any sewer that needed to be fixed from 6th Ave over to 7th. Klein answered no.

Roll call: Aye, Thomas, Moran, Baumann. Nay: Jacobson. Absent: Kroll.

2014-2015 Project information:

Motion to approve change order number 4, a balancing change order, in the amount of \$91,805.60, that balanced the bid quantities to what was actually installed out in the field, Thomas and seconded by Jacobson. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Motion to approve Pay Request 7 to Quam Construction in the amount of \$1,080,731.21, Thomas and seconded by Baumann. Discussion: none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Pay Request Number 8 was included in the bills, Thomas suggests to wait until January to pay so he can see the storm sewer.

Zimmerman read the Resolution in Opposition to the 111(D) EPA rule enacted by ND Legislature 2015, Jacobson and seconded by Baumann. Discussion: none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Portfolios:

Jacobson: the city had very good results from recent disinfection byproduct water testing; however, there are a few issues with McLean Sheridan. A. Thomas has been shutting down the water plant at night and there may be some schedule changes in the coming weeks to accommodate the shutdown process. Commissioner Thomas added that the disinfection byproduct testing results are the best they have been in the last 4 years. Baumann asked why they are shutting down the plant and Thomas added that turning off the plant helps the disinfection byproducts remain low.

Baumann: none.

Moran: none.

Thomas: none.

Zimmerman: Informed the commission that the garbage contract for Waste Management will end on the 29th of December. Waste Management will be using the parking lot of the school as a staging area and Circle Sanitation is using the city compound. Both commercial and residential will be changing over this week. Administrative offices will be closed on December 24 & 25 as well as January 1st for the holidays.

The Special Assessment Committee met on December 14th and are planning to meet again on the third Monday in January.

Motion to pay bills, Jacobson and seconded by Moran. Discussion: none. Roll call: Aye, Thomas, Moran, Baumann, Jacobson. Nay: none. Absent: Kroll.

Bills:

000268E	REVTRAK	\$200.10
000269E	GLOBAL PAYMENTS	\$57.84
000270E	BLUE CROSS BLUE SHIELD	\$7,329.57
000271E	AFLAC	\$361.06
000272E	INTERNAL REVENUE SERVICE	\$2,553.09
000273E	INTERNAL REVENUE SERVICE	\$2,685.67
27479	Hendrikson, Sharon	\$920.24
27480	Ogden, Mark	\$485.58
27481	Rothmann, Bryan	\$1,675.30
27482	Thomas, Adam L.	\$1,481.10
27483	Vetter, Nadina	\$237.24
27484	Zimmerman, Joan Raye	\$1,468.81
27485	Zimmerman, Kim	\$1,416.80
27502	AE2S	\$19,114.90
27503	AMERIPRIDE	\$212.72
27504	BANYON DATA SYSTEMS	\$1,660.00
27505	BROWN & SAENGER	\$20.38
27506	CARDMEMBER SERVICES	\$1,167.84
27507	COAL CONVERSION COUNTIES	\$400.00
27508	GUARDIAN LOCK & SAFE	\$113.50
27509	HAWKINS	\$2,837.74
27510	HELPER GUY	\$555.50

27511	INDUSTRIAL LUBRICANT COMPANY	\$1,500.53
27512	Diane M Due	\$220.00
27513	KRAUSES SUPERVALU	\$15.68
27514	LEADER NEWS	\$669.56
27515	LIBERTY BUSINESS SYSTEMS	\$218.44
27516	MCLEAN ELECTRIC	\$149.50
27517	MIDCONTINENT COMMUNICATIONS	\$80.25
27518	ND HEALTH DEPARTMENT CHEMISRTY	\$32.00
27519	ND LEAGUE OF CITIES	\$120.00
27520	ND WATER & POLLUTION	\$175.00
27521	SCOTTS HARDWARE	\$118.16
27522	ST PAUL STAMP WORKS	\$106.03
27523	THOMAS, ADAM	\$107.10
27524	VERIZON WIRELESS	\$85.69
27525	WAGON WHEEL LUMBER	\$4.17
27526	WASTE MANAGEMENT	\$207.01
27527	WEBER ELECTRIC INC.	\$2,408.96
27528	ENERBASE COOPERATIVE RESOURCES	\$594.54
27529	HAWKINS	\$134.04
27530	LEVEYS PLUMBING & HEATING	\$625.85
27531	MDU	\$415.46
27532	MVTL LAB	\$25.00
27533	WASTE MANAGEMENT	\$10,513.00
27534	WEST RIVER TELEPHONE	\$656.52
27535	ND LEAGUE OF CITIES	\$80.00
27536	ONE CALL CONCEPTS	\$23.10
27537	ZIMMERMAN, JOAN	\$300.00
27538	Hendrikson, Sharon	\$979.70
27539	Ogden, Mark	\$442.93
27540	Patterson, Elizabeth A.	\$244.09
27541	Rothmann, Bryan	\$1,718.01
27542	Thomas, Adam L.	\$1,511.14
27543	Vetter, Nadina	\$231.78
27544	Zimmerman, Joan	\$1,587.19
27545	Zimmerman, Kim	\$1,416.80

Meeting adjourned.

Joan Zimmerman, Auditor
City of Washburn

