

**Washburn City Commission
Protest Sufficiency meeting
Monday, April 8, 2013 6:30pm**

**Commissioners present: Laning, Barnick, Baumann, Moran, and Bauer, none absent.
Commissioner Bauer called the meeting to order.**

Price reported that there were no written protests filed against the improvement proposed to be made benefitting Washburn Street Improvement District 2013-01. Price signed to certify the statement.

Price read the resolution determining protest insufficient for the street improvement district 2013-1 Laning made a motion to adopt the resolution, Moran seconded the motion. Roll Call Vote: "AYE" Laning, Barnick, Baumann, Moran, Bauer, "NAY" none, ABSENT" none. Motion carried.

Meeting adjourned.

**Washburn City Commission Meeting
April 8, 2013**

The Washburn City Commission met on Monday, April 8, 2013 immediately following the Protest Hearing for 2013 projects in the Washburn City Hall. The following Commissioners were present: Commissioner Bauer, Barnick, Baumann, Laning and Moran, Commissioners Absent: none

Commissioner Bauer called the meeting to order.

Moran made a motion to approve the minutes of the March 11, 2013 meeting, Laning seconded the motion, all approved.

Laning would like to see the Washburn City Ordinance #144 for fireworks in the City of Washburn changed to match ND State law. That would include the discharge of fireworks from June 27th –July 5th at the same hours listed on current ordinance. Laning will write up amendments to the Ordinance #144 and present it at the May meeting for the first reading of the ordinance and the second reading will take place at the June meeting along with the resolution for adoption.

Jim Holwell was present to request approval to fence the back parking lot and alley behind the Lewis and Clark Saloon for a dinner, after a bike run for breast cancer awareness on Saturday, June 15, 2013 for 1.5-2 hours (6:00-7:30 pm). Barnick made a motion to approve the request to fence the alley, Moran seconded the motion. Roll Call Vote: "AYE" Laning, Barnick, Baumann, Moran, Bauer, "NAY" none, "ABSENT" none. Motion carried.

Board of Equalization meeting will be April 18, 2013 at 6:00. Laning would like to discuss the procedure in which the meeting will be carried out. Moran liked the approach that Ryan Oberg, City Assessor, suggested that he would like to have the questions brought to the meeting concerning new valuations recorded and meet Oberg will then meet with individuals and discuss their valuations privately. The City Commission will need to recess their meeting and re-schedule to complete the Board of Equalization meeting at a later date for action. City Commissioners agreed to try this procedure for 2013. Price stated that Vanguard had re-evaluated the commercial properties in Washburn, notices were sent to owners with the new valuation. On the notice there was information for owners to meet with Vanguard if they had questions to their new values. The City did not receive any request for meetings with Vanguard representatives. Did the City Commission want a representative from Vanguard to be present at the Board of Equalization Meeting? Commissioners agreed not to have Vanguard at the Board of Equalization Meeting.

Trevor Leidy, President of Painted Woods Golf Course, was present to update the Commission on the work planned for the Painted Woods Golf Course. They have raised \$320,000.00 to go towards upgrading Painted Woods to an eighteen hole golf course which will include a 3.5 mile recreation trail at Paint Woods Golf Course. The construction would begin this spring as weather permits.

AE2S Jasper Klein presented information for questions that came up during the design meeting last week. The first question was the expansion of the truck route on Northgate to Meadow Drive, Klein would recommend this expansion if the City of Washburn is planning to create a business loop on Meadow Drive out to Highway 83 in the future. The expansion would cost an additional \$65,000.00. If

that is not in the plan he cannot see the merit of additional expense. Commission agreed that the expansion is not necessary at this time.

Questions arose on the Northgate Road area of the project; the approach at Border Lane and Hwy 200A should have an increase width and increasing the width of Border lane to include a right turn lane for safety. Klein will be meeting with NDDOT to discuss the possibilities of a partnership on repairing the right of way that the State owns. Northgate Road has a section of street that is 33 ft wide and necks down to 24 ft, it is proposed to widen the area that is 24ft to match the 28 ft width section of the road and match up curb and gutter that would create a better drainage and run off control. Matching the curb and gutter from Linden Lane to Elton Drive and from Meadowbrook Drive to Meadow Drive will control water issues and preserve the street from run-off.

David Lindell presented resolutions for the 2013 projects

- Resolution approving detailed plans and specification and directing advertisement for construction bids for Street Improvement District No. 2013-1. Laning made a motion to approve the said resolution, Moran seconded the motion, Roll Call Vote: “AYE: Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none.
- Resolution approving detailed plans and specification and directing advertisement for construction bids for Sewer Improvement District No. 2013-1. Laning made a motion to approve the said resolution, Baumann seconded the motion, Roll Call Vote: “AYE: Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none.
- Resolution approving detailed plans and specification and directing advertisement for construction bids for Sewer Improvement District No. 2013-2. Laning made a motion to approve the said resolution, Moran seconded the motion, Roll Call Vote: “AYE: Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none.
- Resolution approving detailed plans and specification and directing advertisement for construction bids for Water Improvement District No. 2013-1. Laning made a motion to approve the said resolution, Baumann seconded the motion, Roll Call Vote: “AYE: Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none.

Discussion was held on the sidewalks on 4th Avenue, most do not have ADA ramps at intersection. The Commission agreed that the update is necessary for the safety of residents.

Planning and Zoning Applications

- Conditional Use Permit application from Pyramid Homes, an application for a modular home in the Heritage Height Pioneer Addition. Planning and Zoning Commission is recommending an approval, a public hearing was held and residents of the area were present and no objections were made. Laning made a motion to approve the Conditional Use Permit for Block 6 lot 6 Heritage Height Pioneer Addition. Moran seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried.
- Variance request for Delta T Development, an application for fewer parking spaces than Washburn Ordinance #117A requires for a retail business of its square footage. Barnick made a motion to approve the variance for less parking spaces, Laning seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried

Laning made a motion to waive the permit fee for the Demolition Permit for McLean County demolition of the old courthouse, Moran seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried

Moran made a motion to declare April 26, 2013 as Arbor Day in the City of Washburn, Laning seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried.

Itinerant Merchant License application:

- Barnick made a motion to approve the Itinerant Merchant License application for ARM, a home automation and security system services company, Moran seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried
- Barnick made a motion to approve the Itinerant Merchant License application for Vivent, installation, monitoring and service if home automation systems. Moran seconded the motion. Roll Call Vote: “AYE” Laning, Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” none, motion carried

Sales and Use applications:

- **Painted Woods Golf Course:** Barnick made a motion to approve the application for the Painted Woods Golf Course for \$50,000.00 from the Community Economic Development Fund, Laning seconded the motion. Discussion: this will go to the project Trevor Leidy explained earlier in the meeting.
- **WAEDA:** Barnick made a motion approve the request from WAEDA for \$80,000.00 from the Community Development Fund, Baumann seconded the motion. Discussion: Laning explained these funds will be for a 2 year operating budget. By doing a 2 year budget it will help with planning for projects and advertising. Roll Call Vote: "AYE" Barnick, Baumann, Laning, "NAY" Moran, Bauer, "ABSENT" none. Motion carried.

PORTFOLIOS:

Laning: none

Barnick: none

Baumann: none

Moran: Asked Jasper Klein that 4th Ave use to be a farm to market road, will it qualify for any funding to help pay for the street.

Bauer: Planning and Zoning Commission is working on amending the Washburn Ordinance #117A to make the ordinance better at serving the city. They are also looking at recommending increasing the fees for some of the Planning and Zoning applications. Also he would like to have First District Health come to Washburn and check on some buildings vacant buildings within the City of Washburn and make assessments.

Price report:

- **USGS** will be renting the two offices in the Memorial Building from April 1st –August 31st 2013. They will be in the building mostly in the evening entering data from their days work on the Missouri River.
- **Mike Nelson** dropped off Homestead Credit Application for help with property tax and Special assessments if the individual qualifies.
- **Spring clean-up** has been scheduled for the City of Washburn. It will be April 22-24 (3:00-7:00 pm) and April 25 (10:00 am -2:00 pm) for the compound items and curbside on Saturday April 27, 2013.
- **We now have online pay** on the website, utilities, traffic citation, pet licenses, planning and zoning fees.
- **We have started on the 2012 audit;** it will be 3-4 weeks until the Auditors can be in the office to do the physical audit.
- **Summer Employees deadline** is April 18, 2013. As of now we do not have any application for the 2 positions. Commission requested to extend the deadline to May 10, 2013. Make announcements at the School, Leader News, Access Channel, City website, West River Telecommunication, and Xtra newspaper. The primary jobs will be crack seal and mowing.

Jasper Klein of AE2S announced the Street, Water and Sewer Projects will begin to be advertised April 18, 2013 for bids on the projects; they will run for three weeks. Bid opening will be on May 10, 2013 and the Commission can consider the bids for award on May 13, 2013.

BILLS:

44E	INTERNAL REVENUE SERVICE	\$2,908.24
47E	INTERNAL REVENUE SERVICE	\$2,995.69
48E	ND STATE TAX COMMISSION	\$736.95
50E	GLOBAL PAYMENTS	\$70.53
25269	US POSTAL OFFICE	\$155.11
25270	AE2S	\$26,614.60
25271	AFLAC	\$438.50
25272	AT& T MOBILITY	\$28.78
25273	BANYON DATA SYSTEMS	\$2,080.00
25274	BHG LEADER NEWS, INC	\$374.28
25275	BLUE CROSS BLUE SHIELD	\$4,123.38
25276	BROWN & SAENGER	\$45.68
25277	CARDMEMBER SERVICES	\$762.84
25278	HAWKINS	\$83.00
25279	Matthew Bender	\$20.99
25280	NDDOT	\$785.96
25281	NORTHLAND FINANCIAL	\$235.00
25282	ONE CALL CONCEPTS	\$11.25
25283	OTTERTAIL POWER	\$5,276.74
25284	SCOTTS HARDWARE	\$117.29
25285	SPECTOR INSTRUMENTS	\$395.00
25286	UNLIMITED EXCAVATING	\$1,750.00
25287	VERIZON WIRELESS	\$122.60
25288	Petersen, Julie	\$391.15
25289	Price, Barbara	\$567.43
25290	Price, Milissa	\$1,743.18
25291	Rothmann, Bryan	\$2,080.98
25292	Thomas, Adam, L.	\$1,282.32
25293	Vetter, Nadina	\$194.45
25294	Zimmerman, Joan Raye	\$1,141.72
25295	Zimmerman, Kim	\$1,389.39

25296	BORDER STATES ELECTRIC	\$109.76
25297	BSC CONTINUING EDUCATION	\$1,515.00
25298	FIRST DISTRICT HEALTH	\$60.00
25299	MCLEAN ELECTRIC	\$96.50
25300	NAPA AUTO PARTS	\$3.43
25301	SWANSTON EQUIPMENT CORP	\$459.00
25302	WAEDA	\$325.00
25303	WASTE MANAGEMENT	\$7,525.02
25304	WEST RIVER TELEPHONE	\$790.66
25305	AMERICAN FUNDS	\$1,333.64
25306	AMERIPRIDE	\$138.70
25307	ENERBASE COOPERATIVE	\$822.19
25308	HAWKINS	\$1,525.80
25309	JOHN HANCOCK ANNUITIES	\$557.56
25310	KRAUSES SUPERVALU	\$19.38
25311	MCLEAN COUNTY SHERIFFS	\$16,576.88
25312	MVTL LAB	\$25.00
25313	ODAY EQUIPMENT	\$630.73
25314	PROTECTION SYSTEMS INC	\$360.00
25315	WASHBURN AIRPORT AUTHORIT	\$3,500.00
25318	WASHBURN FIRE DEPARTMENT	\$4,687.50
25319	WASHBURN PARK BOARD	\$5,000.00
25320	Petersen, Julie	\$391.15
25321	Price, Barbara	\$519.09
25322	Price, Milissa	\$1,688.36
25323	Rothmann, Bryan	\$1,841.93
25324	Thomas., Adam, L.	\$1,282.32
25325	Vetter, Nadina	\$170.45
25326	Zimmerman, Joan Raye	\$1,081.00
25327	Zimmerman, Kim	\$1,287.01
25329	Hunze, Lauren	\$934.11
25330	AE2S	\$25,431.26
25331	AFLAC	\$438.50
25332	BANYON DATA SYSTEMS	\$75.00
25333	BLUE CROSS BLUE SHIELD	\$4,123.38
25334	CARDMEMBER SERVICES	\$325.29
25335	LAURES BANNER	\$209.50
25336	MDU	\$1,456.59
25337	MIDWEST TESTING	\$9,794.00
25338	MVTL LAB	\$25.00
25339	NORTHLAND FINANCIAL	\$110.00
25340	ONE CALL CONCEPTS	\$22.50
25341	OTTERTAIL POWER	\$4,825.47
25342	SOUTHWEST BUSINESS	\$52.58
25343	STARION BOND SERVICE	\$289,222.75
25344	SWANSTON EQUIPMENT CORP	\$459.00

Moran made a motion to approve the bills Laning seconded the motion. Roll Call Vote “AYE” Barnick, Baumann, Moran, Bauer, “NAY” none, “ABSENT” Laning, motion carried.

Board of Equalization Meeting April 18, 2013 6:00 pm

Meeting Adjourned.

President

Attest