

**Washburn City Commission Meeting**  
**August 11, 2014 6:30 pm**

The Washburn City Commission met on Monday, August 11, 2014 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Bauer, Jacobson, Thomas, Baumann, and Moran, Commissioners Absent: none

Commissioner Bauer called the meeting to order.

Baumann made motion to approve the minutes from the July 14, 2014 meeting, Thomas seconded. Discussion: Thomas requested the inclusion of discussion regarding the extended benefits for Milissa Price in the official recorded documents of the City Commission, as well as discussion held on the process of bill payment prior to full Commission approval. Roll Call: Jacobson, Thomas, Baumann, Moran, Bauer, "Nay". Motion failed.

Motion to amend the July Minutes to include Thomas's discussion of former auditor's benefits and paying of bills prior to full Commission approval. Baumann seconded. Roll Call: Jacobson, Thomas, Baumann, Bauer, "Aye", Moran, "Nay". Motion carried.

Zimmerman asked for clarification from Commissioner Thomas on how he would like the minutes recorded. She continued that currently only motioned are included and as well as information on portfolios. Thomas stated that discussion on benefits was in a motion but not the conversation about the motion and that he thinks big things should be included. Zimmerman asked for direction-suggesting that either all information is included or just motioned. She did not feel comfortable deciding what is to be included. Thomas directed Zimmerman to pick out the highlights and go from there. Thomas questioned why there was a whole paragraph on Price's hours and office work, but nothing on the benefits. Zimmerman pointed out that that conversation was during the Portfolios and added that she is happy to do the minutes however the Commission would like, but specific direction is needed. Thomas said she is to put in whatever she thinks is important and they will just amend them if necessary.

Don Charging addressed the Commission about the Police Contract. He requested tabling the contract until next month so he can be prepared with a presentation and information that will help the new Commissioners. Baumann commented on the due date of the contract and Charging said he will notify the County Commission that is was going to be coming in after the due date so that he can come back next month and give some more information.

Mark Lelm is requesting street millings for the emergency access road on 3<sup>rd</sup> Street. Last year he had gotten millings from Dan Beutler and had spread them. It helps with washing due to the angle of the road. He has been taking care of maintenance for that road for the last 6-7 years and it needs to be kept on top of. He would like to utilize the millings inside City Limits and on the streets. Thomas stated that he was out of town at the time of Lelms phone call and would like to have more time for everyone to look at the road prior to making a decision. Lelm agreed and asked the Commission to keep the emergency road in mind. Moran asked who owned the millings. Bauer explained that Beutler owned the millings from last year, but that the millings there now belong to the City. Klein, Ae2S, clarified that the City has first right of refusal for the millings and we give the contractor the option to use them; Quam may need some for use with the street project. Klein states that Thomas has said the City is not going to give them away and Thomas agrees that they are too valuable a resource. Lelm would like to keep the street up and make sure we take care of it.

Special Assessment Assistance Review Committee- Information was given to the Commissioners and

Bauer informs that is only for water and sewer assessments. Jacobson asks if we have money was coming from the General Fund, Thomas states that it is regular tax money that goes into it, but not Sales and Use Funds. Jacobson asks what the reasoning was for using general fund rather than Sales and Use Funds. Bauer states that it would need to be looked into. There are (3) applicants for the program. Thomas asks how much this will cover and after reviewing 2014 budget informs Bauer that there was \$10,000 budgeted for the program. Bauer states that it will pay a portion of the bill depending on the income bracket that they fall into. Jacobson adds that if it is taken out of the City, then it is taken right out of people's pockets, but would prefer to be Sales and Use. Bauer agreed that it is something to look into during the budget process and there are people who can use the help. Bauer volunteered to review the applications to recommend to the Commission and asks if anyone else would like to volunteer. Zimmerman volunteered to go through the applications with Bauer and get back to Commission.

2015 Audit proposal from Mahlum and Goodhart. The fee for audit is \$5925.00 and needs approval from the Commission prior to scheduling. Thomas asked what the fee was last year, Zimmerman stated she did not know the exact amount from last year, but thought it was comparable. Thomas asked if an audit is required, if Mahlum and Goodhart had been used in the past and if they were out of Bismarck. Zimmerman responded yes, 4-5 years and they are from Mandan. Thomas motioned to approve Mahlum & Goodhart for the 2015 Audit, Moran seconded. Roll Call: Jacobson, Thomas, Baumann, Moran, Bauer, "Aye" Motion carried.

Re-zoning request for John Renner. Mike Nelson gave information to the City on a 40-Unit motel that is hoping to sell his property to. Nelson states that it is a long shot at this time and a lot of things need to be done before selling, but it would be good for the community of Washburn; a \$4 million investment in Washburn and 8-10 jobs. The location is on the N. side of 83, on the East side of Kleins. Renner has put in a road and culvert which someday will be paved. On behalf of the Planning and Zoning, Thomas informs the Commission that there were no protests during the Public Hearing earlier in the evening and that the Planning & Zoning Commission is recommending approval of a zoning change from Agriculture to a Highway Commercial-2 Zone. Thomas motioned to approve the Zone request from John Renner. Jacobson seconded. Roll Call: Jacobson, Thomas, Baumann, Moran, Bauer "Aye", "Nay" None, Motion carried.

Cardinal Sports Boosters request for fee reduction on August 22<sup>nd</sup> for a tentatively planned Teen Dance. Jacobson motioned to approve the request from the Cardinal Sports Boosters and eliminate any fee for the Memorial Bld rental, Moran seconded. Discussion: Thomas asks if we still take a damage deposit even when the fee is reduced. Zimmerman affirmed. Roll Call: Jacobson, Thomas, Baumann, Moran, Bauer, "Aye" Motion carried.

Special Liquor License request from Captains Cabin for a fundraiser for Cystic Fibrosis. Motion to approve Special License for August 23, 2014, Moran, seconded, Thomas. Roll call: Jacobson, Thomas, Baumann, Moran, Bauer, "Aye", Motion carried.

Jasper Klein, AE2S, gave update on the newly found water main on 12<sup>th</sup> Avenue. Since it is old cast iron, he recommends it be replaced rather than repairing or leaving the line. Had it been known it was there during design phase, it would have been included in the project and the residents along the water line are already included in the water project. Motion to approve the 12<sup>th</sup> street water line replacement, Jacobson, Thomas seconded. Discussion: Moran asked for an approximate cost, to which Klein responded approximately \$30,000-\$35,000 will be added to the project. Jacobson added that the three choices are replace it, cap it or just put the road over the top of it. Bauer states that he feels since the road is off it should be fixed, and Thomas adds that a number of service lines have been stretched up the street to meet other water lines, so fixing this line will eliminate that, which will be good. Roll call: Jacobson, Thomas,

Baumann, Moran, Bauer “Aye”, Motion carried.

Klein presented a Notice to Proceed for the Lagoon work. Thomas asked when the work would be done and Klein said the East end work was going so well that they should be able to do this work still in 2014. Motion to approve the Notice to Proceed, Thomas, seconded Baumann. Roll call: Jacobson, Thomas, Baumann, Moran, Bauer, “Aye” motion carried.

Bonding for 2014 Street & Utility Projects. Klein stated that most of the work will be done through SRF Funds, but a portion will not be covered. He is looking into the financial options of bonding vs. holding off until next year.

Moran asked who was contracted for the Cenex Water Tower, which Klein responded Classic Custom Coatings, who were to start sand blasting this week and next with hopefully little disruption to residents. Klein states they came highly recommended.

Appointment of Deputy Auditor. Bauer informs the Commission that Commissioner Jacobson, Zimmerman and himself had reviewed applications and had chosen (4) for interviews. Bauer recommends Sharon Hendrikson to fill the Deputy Auditor position. Jacobson adds that Hendrikson is from Washburn and has a 4-year degree in accounting from the University of Mary. Motion to appoint Sharon Hendrikson as Deputy Auditor at an hourly rate of \$15 per hour, Jacobson, seconded by Moran. Discussion: Thomas wanted it noted that he did not remember the city authorizing exactly what kind of position was going to be sought and hired, and that they [Bauer/Jacobson] had pretty much done that on their own. He continued that it was advertised for a Deputy Auditor position even though Thomas had shown concern and the Commission did not actually say they were going to do that. Thomas states that he personally feels that a part time secretary position would be the better route to take at this time and which could be extended in the future. So that the Commission is aware of other towns, Thomas shared that he had checked with Turtle Lake and Wilton, and they employ one full time person only and Underwood has one full time and one part time who work 3 hours in the morning. Garrison has one full time and one part time that work 10 hours per week. Roll call: Jacobson, Moran, Bauer, “Aye”, Thomas, Baumann, “Nay”, Motion carried.

Portfolios:

Jacobson: There is a recommended parts list and new pump that will go on next year’s budget. The watering down of dirt roads to keep the dust down and speed of trucks has been discussed with Quam.

Thomas: Carol Scholl and Elizabeth Patterson have both shown interest in the Planning & Zoning vacancy left when Bauer resigned. Thomas made a motion to appoint Elizabeth Patterson to the P&Z Board due to the fact that she was the first one to show interest and apply. Moran seconded. Roll call: Jacobson, Thomas, Baumann, Moran, Bauer “Aye”, Motion Carried. Bauer states that he appreciates the interest both have shown and how unique it is to have more than one person volunteer for a committee.

Thomas asked about financial reports and if the Commission gets them at monthly meetings. Zimmerman responded that financial reports can be expected at the September meeting.

Baumann: Nothing to report

Moran: Nothing to report

Bauer: Stated that everything he needed to discuss had already been gone through.

Bills:

Bauer stated to Thomas that in light of last month’s conversation regarding bills, he had done some checking on how to pay bill such as utilities, payroll, employee payroll and reoccurring bills. He states

that anything that has been approved in the budget can be paid. Bauer asks if Thomas would like a motion. Jacobson suggests a motion since the bills had previously been being done a different way. Motion to pay bill after approval by the City Commission except for the following: Ottertail Power, West River Telephone, Waste Management, Verizon Telephone, MDU, McLean Electric, John Hancock-Employee Pension, American funds-Employee Pension, Blue Cross/Blue Shield-Employee Health Insurance, US Post Office-Water Bill Mailing Payroll-Biweekly, Ameripride, ASC Construction-Loader rental & Internal Revenue Service. Thomas seconded. Roll call: Jacobson, Thomas, Baumann, Moran, Bauer “Aye”, Motion carried.

Bauer would like to address project payments and how Contractors are to be paid so the project will not be shut down. Jacobson said since it was not on the list it would not apply, Klein interjected that except in a situation like tonight where something is added on to the project cost, all other bills have been previously approved through contract approval. Thomas suggested that it is something that can be added on if a bill needs to be paid or Bauer states that we can always have a Special Meeting for approval.

Jacobson asked when payroll is due and how are the checks signed. Zimmerman says that payroll is turned in on Monday and checks are cut on Monday and clarifies that the pay period runs Saturday through Sunday with payroll on the following Monday. Bauer told Thomas that it is preferred that Zimmerman does not sign payroll checks, so it would be good to get payroll checks signed in reasonable time and we do not want to lose employees because they are not getting paid.

Motion to pay the bills for the month of July, Moran, seconded by Jacobson. Roll Call: Jacobson, Thomas, Baumann, Moran, Bauer, “Aye”, Motion carried.

Chk #	Check Search Name	Date	Amount	Comments
000128	INTERNAL REVENUE SERVICE	7/7/2014	\$2,574.00	
000129	ND STATE TAX COMMISSION	7/8/2014	\$692.92	
000130	INTERNAL REVENUE SERVICE	7/22/2014	\$3,563.04	
026381	US POSTAL OFFICE	7/1/2014	\$167.01	
026383	DACOTA PAPER CO	7/3/2014	\$422.08	
026384	DARRELL SCHERESKY	7/3/2014	\$150.00	
026385	DIRTY DEEDS EXCAVATING	7/3/2014	\$550.00	
026386	FILTER CARE, INC	7/3/2014	\$8.52	
026387	FISHBECK TECHNOLOGY CONSULTING	7/3/2014	\$1,389.00	
026388	HAWKINS	7/3/2014	\$4,357.32	
026389	HELPER GUY BOB FRANK	7/3/2014	\$2,311.48	
026390	J-S SANITATION	7/3/2014	\$100.00	
026391	KIM ZIMMERMAN	7/3/2014	\$609.99	
026392	MCLEAN CO AUDITOR	7/3/2014	\$507.50	
026393	MVTL LAB	7/3/2014	\$46.00	
026394	ND DEPT OF HEALTH LAB SERVICES	7/3/2014	\$32.00	
026395	ND DEPT OF INSURANCE	7/3/2014	\$442.91	
026396	ND LEAGUE OF CITIES	7/3/2014	\$1,204.00	
026397	WAGON WHEEL LUMBER	7/3/2014	\$100.96	
026398	WASHBURN FIRE DEPARTMENT	7/3/2014	\$1,766.80	
026399	WEST RIVER TELEPHONE	7/3/2014	\$705.72	
026409	AMERIPRIDE 1	7/14/2014	\$150.33	
026410	ENERBASE COOPERATIVE RESOURCES	7/14/2014	\$1,190.53	
026411	FARMERS UNION INSURANCE	7/14/2014	\$188.00	
026412	FIRESIDE OFFICE SOLUTIONS	7/14/2014	\$1,170.00	
026413	HAWKINS	7/14/2014	\$757.50	
026414	LOWES GARDEN CENTER & FLORAL	7/14/2014	\$302.15	
026415	MCLEAN ELECTRIC	7/14/2014	\$64.50	
026416	ND HEALTH DEPARTMENT CHEMISRTY	7/14/2014	\$351.63	
026417	NORTHERN ESCROW INC	7/14/2014	\$24,211.00	
026418	ONE CALL CONCEPTS	7/14/2014	\$22.00	
026419	RDO EQUIPMENT	7/14/2014	\$8.44	
026420	VERIZON WIRLESS	7/14/2014	\$65.60	

026421	WASTE MANAGEMENT	7/14/2014	\$8,547.19
026422	FISHBECK TECHNOLOGY CONSULTING	7/18/2014	\$0.00
026423	FISHBECK TECHNOLOGY CONSULTING	7/18/2014	\$3,495.00
026444	AE2S	8/12/2014	\$26,672.47
026445	AMERIPRIDE 1	8/12/2014	\$184.62
026446	ASC CONSTRUCTION	8/12/2014	\$459.00
026447	BORDER STATES ELECTRIC	8/12/2014	\$261.20
026448	HAWKINS	8/12/2014	\$2,173.95
026449	MARCO INC NW 7128	8/12/2014	\$202.23
026451	MVTL LAB	8/12/2014	\$25.00
026452	OTTERTAIL POWER	8/12/2014	\$82.59
026453	SALHUS SEPTIC PUMPING	8/12/2014	\$650.00
026454	ST ALEXIUS MEDICAL CENTER	8/12/2014	\$250.00
026455	WASTE MANAGEMENT	8/12/2014	\$983.73
026456	ZENON ENVIRONMENTAL CORP	8/12/2014	\$3,082.70

Jacobson addresses Thomas regarding his comments on the Deputy Auditor Position by stating that if there was a concern about the job description for the Deputy Auditor, the concern should have been brought up at the last meeting which would have allowed for the job description to be discussed and adjusted at that time. The position was put into the paper with the current description and although he agrees with Thomas that it was not voted on in a meeting, Thomas should have brought it forth at the last meeting so it would not have been a situation where interviews were done and then afterward an objection was voiced. He continued that he was concerned about the timing of the disagreement as it put Hendrikson in a bad spot. Thomas offered that he did not intend to put her in a bad spot and that it was nothing personal to her. It was just his opinion that it was not authorized by the Commission. Bauer added that it was a position which was vacant that was put into the paper.

Meeting adjourned.

Joan Zimmerman, Auditor  
City of Washburn