

City of Washburn Commission Meeting  
August 15, 2016  
6:30 p.m. City Hall

Commissioner Members Present: Jacobson, Kroll, Baumann, Boehm  
Members absent: Thomas

Commissioner Jacobson called the meeting to order.

Motion to approve the minutes from the August 2, 2016 City Commission meeting, Baumann and seconded by Kroll. Discussion: Kroll would like to amend the minutes to correct that under the section of the Can Clean, she had voted no. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Motion to approve the financials for the month of July, Kroll and seconded by Boehm. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Partial refund of platting fees from Planning & Zoning to Mike & Carrie Goos, Hendrikson explained that Planning & Zoning approved of the refund. Motion to approve the refunding of fees for Goos for a Re-plat in 2014 for in the amount of \$300.00, Kroll and seconded by Boehm, Discussion, none. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Baumann requests a discussion on changing the fees from Planning & Zoning variance request form. Jacobson states that it is not on the agenda so cannot be discussed and/or changed at this meeting.

Motion to approve the variance for Shelly Lester for placement of a garden shed on the parcel behind her home, Boehm and seconded by Kroll. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Motion to approve the variance for Lori Knoll for a setback of 20' and is recommended by Planning & Zoning, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Motion to approve moving permit for Colleen Kuehner; this is approved by Planning & Zoning, Baumann and seconded by Boehm. Discussion: Baumann asked where the home was coming from, answer is Mandan. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Motion to approve that the Washburn City Commission utilize email as an approved method of contact from the Auditor's office as a uniform method of contact on City business with no documents being sent USPS to Commissioners unless all members make this request, Boehm

and seconded by Kroll. Discussion: Baumann asked why it is a big deal to send through the mail and that one Commissioner doesn't want to get the materials via email. Jacobson says it is available at the office and doesn't think it needs to be mailed out certified when it can be printed at the office. Roll call: Aye, Jacobson, Kroll, Boehm, Nay, Baumann and absent, Thomas. Motion carried.

Jacobson asks that a folder be ready to go at all times, and Hendrikson responds that it is not a problem, but a heads up will make it go faster. Baumann states that there is no reason it can't be ready at all times.

Hendrikson informed Commissioners of interim funding options through Farmers Security Bank. Interim funding may be needed to pay contractors until Bond funding is finalized in September. She shared that the interest rate for the loan will be at 5% and it will take approximately a ½ hour to draw up the paperwork if funds are needed. Motion to approve interim funding when needed for the 2016 Street & Utility Project, Baumann and seconded by Jacobson. Discussion: none. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Motion to approve Lauren & Kayla Sweeney's application to the Washburn Renaissance Zone, Boehm and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Kroll, Baumann, Boehm, Nay, none, absent: Thomas. Motion carried.

Request from the Washburn Soccer Club for a donation, no action taken.

Donna Sommer, Washburn Area Economic Development Association, introduced the new director for WAEDA, Tana Waldren Larsen. Larsen added that she is excited to begin her work and is looking forward to move the position forward and to get a good understanding of what Washburn needs with her goal of bringing new residents and businesses to Washburn. She welcomes any contact from the City. Ray Hager, resident, reminded the City Commission that a motion was made a number of years ago to publish the minutes in the paper and that the City would pay for the minutes.

Sidewalk replacement along Main Street through the coulee between 10<sup>th</sup> and 11<sup>th</sup> Street. Jacobson states he would like to see the sidewalk in the area moved towards the street, which will save all the trees and a safer solution and placed in the current street project. Resident Dennis VanHoorn states that a fence along the area is still needed and thinks the sidewalk should be left alone. City Engineer, Klein states that there is a problem of the dirt eroding under the sidewalk.

Motion to approve the sidewalk replacement work along 10<sup>th</sup> and 11<sup>th</sup> street along the coulee, and to be included in the 2016 Street & Utility Project. Discussion: Sharon Chrest asks if this will be included in her specials, Jacobson confirms. Ray Hager states the sidewalk has been in its current state ever since he had moved to Washburn 16 years ago. He stated that after the last meeting, more than (2) Commissioners were at the sidewalk on Main and a decision was made

about turning in a bid from someone else there and a comment was made by the Mayor that it is better to ask forgiveness than it is to ask permission. He continued that it was an illegal meeting. Baumann states that that statement was not related to the sidewalk topic and it was taken out of context. Hager says that it was an official city meeting without notification and that the City needs to turn themselves in so they can get forgiveness from the Attorney General or he will. There were other people there and decisions were made and a bid has been received to do the sidewalk.

Commissioner Jacobson says the current motion is in contrast to what was discussed in the coulee and will take care of this situation. Hager states that if (3) Commissioners are present and any city business is discussed you have a quorum and a meeting and against the law. Boehm adds there was not a meeting as he only dropped off Baumann's hat and left and was not part of the discussion. Hager states there is a bid in the office from a contractor that the Mayor asked for to which Jacobson replies that the current motion will ensure that the bid is not opened. Van Hoorn interjects that the meeting is trivial and asks for answers whether this sidewalk replacement is needed or if it is better to put up a fence and save some of this money. Jacobson says the people who have talked to him agree that the sidewalk needs to be taken care of. Mark Lelm adds that this particular sidewalk is in much better condition than many of the sidewalks in town and the city has other areas in need more than this. Kristie Jaeger adds this sidewalk is terrifying to watch kids ride bikes down as it is a drop off. She is in favor of moving it further from the coulee. Lelm asks about snow removal and Jacobson says this will not be an issue. Hager asks why a 6 foot chain link fence wouldn't work and Klein says it is not possible to put up a fence. Baumann says there is not enough room to put in a structure. Roll call: Aye, Boehm, Baumann, Kroll and Jacobson, and Nay, none. Absent: Thomas. Motion carried.

Motion to approve the changing of the parking lot on the side of City Hall, Kroll and seconded by Boehm. Discussion: Clayton Verke asked how large the curb will be and Lothspeich says it will depend on the grade. Klein says the slope will be changed up to the building and is mostly restoration work. Roll call: Aye, Boehm, Baumann, Kroll and Jacobson, and Nay, none. Absent: Thomas. Motion carried.

Resident John Kugler along 6<sup>th</sup> Street has lost a large amount of his parking space with the new curb along the road. As it is now a private residence a standard curb is being placed along his property, Mr. Kugler has asked to have a driveway curb poured along the alley way to allow him more access to an area on his property and to add a driveway if wants to.

Motion to allow driveway change for Kugler along 6<sup>th</sup> Street, Jacobson and seconded by Kroll. Discussion: Kroll asks what the dollar amount is and Lothspeich says there is no cost as it is only a change to type of curb. Roll call: Aye, Boehm, Baumann, Kroll and Jacobson, and Nay, none. Absent: Thomas. Motion carried.

Dennis Van Hoorn to discuss sewer back up into the Methodist parsonage on 6<sup>th</sup> Street. He would like to know who is responsible for the damage and how a new line could be laid but not

connected. Klein said the contractor will be responsible for the damages. Van Hoorn states that the engineer needs to pay \$10,000 to the City, Klein responds that it is unfortunate and that the crew that was working at the time was replaced. It was a bad crew and AE2S does not want to see that and will do what it can to help.

Jasper Klein, AE2S, gives an update on KLJ water tower inspection. The bill is included for payment and the video of the tower looked good.

2016 Street & Utility update. All services are put in and sewer referred to earlier has been redone and is up to satisfaction. Concrete work has begun and are looking forward to asphaltting. Looking for completion by the end of September. Chip Seal is still pending.

Kayla Radar addresses the speed of contractor vehicles in the work zone project. Lothspeich states he has talked to Wagner numerous times but will talk to them again.

Pay request No. 2 in the amount of \$513,781.29, and Klein is presenting tonight for approval. Motion to approve the Pay Request No. 2 to Wagner Construction, Baumann and seconded by Boehm. Roll call: Aye, Boehm, Baumann, Kroll and Jacobson, and Nay, none. Absent: Thomas. Motion carried.

2017 Preliminary Budget was discussed. Jacobson asks to include \$10,000 for reserve funds for a fire truck. Jacobson asks if there is anything that needs to be added and shares that money was added for the Memorial Building roof. Street signs to be increased by \$1,000.00. Motion to approve the 2017 Preliminary Budget with the discussed changes, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Boehm, Baumann, Kroll and Jacobson, and Nay, none. Absent: Thomas. Motion carried.

Sharon Chrest expressed her gratitude for the current Commission.

#### Bills:

Paid Chk# 000335E	CITY OF WASHBURN	\$164,354.04
Paid Chk# 000345E	US POSTAL OFFICE	\$165.88
Paid Chk# 000346E	GLOBAL PAYMENTS	\$175.36
Paid Chk# 000347E	INTERNAL REVENUE SERVICE	\$289.28
Paid Chk# 000348E	INTERNAL REVENUE SERVICE	\$3,852.50
Paid Chk# 000349E	VERIZON WIRLESS	\$104.65
Paid Chk# 000350E	REVTRAK	\$217.18
Paid Chk# 000351E	INTERNAL REVENUE SERVICE	\$3,695.09
Paid Chk# 000352E	BLUE CROSS BLUE SHIELD	\$6,139.85
Paid Chk# 000999	CITY OF WASHBURN	\$55,455.66
Paid Chk# 027985	Fuchs, Nancy L.	\$81.58
Paid Chk# 027986	Hendrikson, Sharon	\$1,014.23
Paid Chk# 027987	Hillerud, Nancy J	\$129.29
Paid Chk# 027988	Johnson, Alan, R	\$875.96
Paid Chk# 027989	Ogden, Mark	\$515.19
Paid Chk# 027990	Patterson, Elizabeth A.	\$74.92
Paid Chk# 027991	Rothmann, Bryan	\$1,766.64

Paid Chk# 027992	Schell, Zachary D	\$891.02
Paid Chk# 027993	Thomas, Adam L.	\$1,829.59
Paid Chk# 027994	Zimmerman, Joan	\$1,676.46
Paid Chk# 027995	Zimmerman, Kim	\$1,396.55
Paid Chk# 027996	Hunze, Lauren	\$934.11
Paid Chk# 027997	AE2S	\$33,864.59
Paid Chk# 027998	AMERICAN FUNDS	\$920.24
Paid Chk# 027999	AMERIPRIDE	\$305.62
Paid Chk# 028000	CARDMEMBER SERVICES	\$3.78
Paid Chk# 028001	FARGO WATERWORKS	\$111.52
Paid Chk# 028002	HAWKINS	\$12,237.59
Paid Chk# 028003	HELPER GUY	\$278.56
Paid Chk# 028004	JOHN HANCOCK ANNUITIES SERVICE	\$302.33
Paid Chk# 028005	J-S SANITATION	\$60.00
Paid Chk# 028006	KRAUSER SUPERVALU	\$23.14
Paid Chk# 028007	LEADER NEWS	\$841.50
Paid Chk# 028008	LINDELL LAW OFFICE	\$75.00
Paid Chk# 028009	MCLEAN COUNTY SHERIFFS DEPT	\$12,295.77
Paid Chk# 028010	MIDCO	\$75.00
Paid Chk# 028011	MVTL LAB	\$25.00
Paid Chk# 028012	ND DEPT OF HEALTH LAB SERVICES	\$48.00
Paid Chk# 028013	SALHUS SEPTIC PUMPING	\$150.00
Paid Chk# 028014	SCOTTS HARDWARE	\$373.41
Paid Chk# 028015	STEVEN L. VOGELPOHL ATTORNEY A	\$3,993.56
Paid Chk# 028016	WAGON WHEEL LUMBER	\$214.19
Paid Chk# 028017	WASHBURN AUTOBODY	\$22.00
Paid Chk# 028018	WEBER ELECTRIC INC.	\$317.54
Paid Chk# 028019	WEST RIVER TELEPHONE	\$629.98
Paid Chk# 028020	Fuchs, Nancy L.	\$109.29
Paid Chk# 028021	Hendrikson, Sharon	\$1,034.21
Paid Chk# 028022	Hillerud, Nancy J	\$0.00
Paid Chk# 028023	Johnson, Alan, R	\$351.72
Paid Chk# 028024	Ogden, Mark	\$368.99
Paid Chk# 028025	Patterson, Elizabeth A.	\$88.55
Paid Chk# 028026	Rothmann, Bryan	\$2,243.56
Paid Chk# 028027	Schell, Zachary D	\$793.24
Paid Chk# 028028	Thomas, Adam L.	\$1,674.47
Paid Chk# 028029	Zimmerman, Joan	\$1,642.03
Paid Chk# 028030	Zimmerman, Kim	\$1,528.41
Paid Chk# 028031	ADAM THOMAS	\$59.95
Paid Chk# 028032	ASC CONSTRUCTION	\$459.00
Paid Chk# 028033	DOCS SHOP, INC	\$167.64
Paid Chk# 028034	ENERBASE COOPERATIVE RESOURCES	\$950.69
Paid Chk# 028035	FASTENAL	\$90.86
Paid Chk# 028036	HELPER GUY	\$1,378.16
Paid Chk# 028037	MCLEAN CO AUDITOR	\$591.00
Paid Chk# 028038	MCLEAN CO TREASURE	\$4,541.00
Paid Chk# 028039	MCLEAN ELECTRIC	\$83.50
Paid Chk# 028040	MDU	\$189.92
Paid Chk# 028041	ND DEPT OF INSURANCE	\$3,584.65
Paid Chk# 028042	ONE CALL CONCEPTS	\$34.00
Paid Chk# 028043	RDO EQUIPMENT	\$304.26
Paid Chk# 028045	AE2S	\$621.50
Paid Chk# 028057	A ONE JANITORIAL	\$344.41
Paid Chk# 028058	BHG LEADER NEWS, INC	\$6,684.79
Paid Chk# 028059	CARDMEMBER SERVICES	\$307.17

Paid Chk# 028060	FISHBECK TECHNOLOGY CONSULTING	\$24.00
Paid Chk# 028061	HAWKINS	\$4,324.94
Paid Chk# 028062	HELPER GUY	\$2,357.43
Paid Chk# 028063	HENDRIKSON, SHARON	\$696.79
Paid Chk# 028064	Diane M Due	\$3,000.00
Paid Chk# 028065	LINDELL LAW OFFICE	\$75.00
Paid Chk# 028066	Matthew Bender	\$117.60
Paid Chk# 028067	MIDCO	\$75.00
Paid Chk# 028068	MVTL LAB	\$25.00
Paid Chk# 028069	ND LEAGUE OF CITIES	\$1,240.00
Paid Chk# 028070	OTTERTAIL POWER	\$5,011.46
Paid Chk# 028071	SALHUS SEPTIC PUMPING	\$450.00
Paid Chk# 028072	SCOTTS HARDWARE	\$276.04
Paid Chk# 028073	STARION BOND SERVICE	\$900.00

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

Adjourned.

Joan Zimmerman, Auditor  
City of Washburn