

Washburn City Commission Meeting
July 14, 2014 6:30 pm

The Washburn City Commission met on Monday, July 14, 2014 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Commissioner Bauer, Jacobson, Thomas and Moran, Commissioners Absent: Baumann

Commissioner Bauer called the meeting to order.

Moran made motion to approve the minutes from the June 9, 2014 meeting Jacobson seconded the motion Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY", none, "ABSENT" Baumann.

Motion to approve the minutes from the June 24th, Special Meeting, Moran, seconded Thomas. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas. "NAY", none, "ABSENT" Baumann.

Motion to appoint Jacobson to the Water & Sewer Portfolio, Bauer, Moran seconded. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to appoint Thomas to the Street Portfolio, Bauer, seconded, Moran. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to appoint Jacobson to the Renaissance Zone Authority, Bauer, seconded, Moran. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to appoint Jacobson to Human Resources Portfolio, Bauer, seconded, Moran. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to appoint Kit Baumann to Fire and Police Protection Portfolio, Bauer, seconded Thomas. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to appoint Moran to Building and Grounds Portfolio, Finance Library & Airport, Bauer, seconded Jacobson, Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Public Hearing for Jaeger Trucking, Application for Property Tax Incentives for New or Expanding Business. Motion to allow a tax exemption for Jaeger Trucking for (2) years at 100% exemption with years 3, 4, & 5 at 25%, Moran, seconded Thomas. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to approve the running route for the Fred 5, which will be held on Sunday, September 28th, 2014, Jacobson, seconded Moran. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

The 2014 Police Contract was reviewed. Sheriff Charging and Ladd Erickson will be invited to August meeting to discuss the terms of the contract.

Ray Hager asked the Commissioners to consider a Robert Rules of Order Agenda, which would allow meeting attendees input on agenda items during the meeting.

Jasper Klein, AE2S, updated the Commission on 2014 Projects: work is scheduled to begin around the first of August and the water tower rehab project will begin possibly next week. He will schedule a Preconstruction meeting for the beginning of next week.

Motion to approve Task Order #7, Standard Form of Agreement between Owner and Engineer for Professional Services for the 2014 Street & Utility Improvement Projects, Moran, seconded Thomas. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Motion to award project bid to Quam Construction, contingent on NDDH approval, in the amount of \$324,800, for the 2014 Wastewater Project, Thomas, seconded Jacobson. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Due to the low bid by Quam Construction, Klein recommended to the commission to take another look at areas around the lagoon that had been taken out of the project due to cost concerns, be put back in. Areas of concern would be the riprap around lagoon and the access road.

Portfolios:

Jacobson: Thanked Public Works and Jasper Klein for the sharing of information in regards to the Water and Sewer Portfolio.

Thomas: Inquired how many hours a week Milissa Price was working. Zimmerman reported that she worked (2) 10 hour shifts per week and was working until a replacement was hired. Thomas asked if the work in the office was being taken care of, allowing Zimmerman to train for the Auditor job. When responding "no" that only the immediate work was being taken care of and all else was being done on a priority basis, Thomas suggested hiring a third person to help out in the office, which would allow for training and make the transition as smooth as possible.

Moran: None

Bauer: Motion to adjust pay for Zimmerman to \$22.00/hour and to back date the pay beginning on July 1st, 2014, Bauer, Moran Seconded. Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY", none, "ABSENT" Baumann.

Zimmerman: Information was provided to the Commissioners about an auto-dialer offered by Rural Water. More information will be gathered on the services. Preliminary Budget sheets were provided to the Commission. The budget process will begin at the August Meeting. City Admin office will be closed on Friday, July 18th and Public Works will continue to tar City Streets the remainder of the week.

Motion to pay the bills for the month of June, Moran, seconded, Jacobson. Discussion: Thomas questioned why bills were being paid prior to approval by the Commission. Zimmerman stated that bills are paid weekly to avoid late payments and DeWayne Moran, Finance Commissioner, reviews bills weekly prior to mailing. Thomas said that was different than what he would expect and he feels Century Code directs the Financial officer differently. Jacobson asked if there was a question on a bill, what could be done. Bauer stated that it is the responsibility of the individual Commissioner to come down to City Hall and look at the bills prior to the payment. Bauer stated that the Commission meets once a month and some of the bills need to be paid prior to that date. Thomas asked why not meet more than once a month and that there used to be (2) Commission meetings a month for that reason.

Thomas questioned the Blue Cross Blue Shield bill and benefits for Milissa Price for the month of July. He stated that sending in her resignation made her an hourly employee and not a full-time employee- she is just here, helping us out. It is \$1600 to \$1700 a month and doesn't think she should receive those benefits nor retirement since she is no longer a full time employee. Zimmerman suggested that it is possible Price was working 20 hours a week and making up the rest with vacation which would make the full-time hours for benefits. Thomas stated that once her resignation took place, all benefits should have ended. No action taken.

Motion that employee benefits for Milissa Price end on the day of her resignation, June 1, 2014, Thomas, seconded, Jacobson. Roll Call: "AYE" Thomas, "NAY", Jacobson, Moran, Bauer, "ABSENT" Baumann.

Motion that benefits for Milissa Price end as of July 18, 2014, Moran, seconded Jacobson. Roll Call: "AYE, Jacobson, Moran, Bauer "NAY" Thomas, none, "ABSENT" Baumann.

Bills:

000123E	INTERNAL REVENUE SERVICE	2,547.98
000125E	INTERNAL REVENUE SERVICE	2,635.13
26314	US POSTAL OFFICE	229.39
26315	Petersen, Julie	391.87
26316	Price, Barbara	288.14
26317	Price, Milissa	1,135.95
26318	Rothmann, Bryan	1,610.87
26319	Schock, Keisha	351.37
26320	Thomas, Adam L.	1,344.54
26321	Vetter, Nadina	113.90
26322	Zimmerman, Joan Raye	1,164.41
26323	Zimmerman, Kim	1,313.45
26324	AMERICAN FUNDS	924.35
26325	AMERIPRIDE	150.33
26326	BOBCAT OF MANDAN, INC	16.82
26327	DOCS SHOP	227.23
26328	ENERBASE COOPERATIVE RESOURCES	829.76
26329	FARMERS UNION INSURANCE	240.00
26330	FIRST DISTRICT HEALTH	40.00
26331	FISHBECK TECHNOLOGY CONSULTING	650.00

26332	HAWKINS	315.81
26333	JOHN HANCOCK ANNUITIES SERVICE	286.42
26334	KRAUSES SUPERVALU	23.17
26335	MCLEAN COUNTY SHERIFFS DEPT	9,531.71
26336	MCLEAN ELECTRIC	68.50
26337	MVTL LAB	25.00
26338	NORTHERN IMPROVEMENT CO.	490.00
26339	ONE CALL CONCEPTS	27.50
26340	RDO EQUIPMENT	101.61
26341	SANITATION PRODUCTS	156.90
26342	US POSTAL OFFICE	60.00
26343	WAGON WHEEL LUMBER	108.46
26344	WASHBURN AIRPORT AUTHORITY	3,500.00
26345	WASHBURN FIRE DEPARTMENT	5,050.00
26346	WASHBURN PARK BOARD	5,000.00
26347	WASTE MANAGEMENT	8,547.19
26348	WEST RIVER TELEPHONE	689.42
26349	MCLEAN COUNTY CLERK OF COURT	150.00
26350	AE2S	39,131.04
26351	AFLAC	438.50
26352	BUSINESS FORMS AND ACCOUNTIN	639.47
26353	HAWKINS	1,605.46
26354	MDU	534.58
26355	ND DEPT OF HEALTH	204.55
26356	AE2S	61.50
26357	AFLAC	438.50
26358	ASC CONSTRUCTION	459.00
26359	BHG LEADER NEWS, INC	1,700.09
26360	BLUE CROSS BLUE SHIELD	5,251.76
26361	BRYAN ROTHMANN	1,768.00
26362	CARDMEMBER SERVICES	1,652.79
26363	HAWKINS	1,206.70
26364	Zimmerman, Kim	1,481.31
26365	Zimmerman, Joan Raye	1,334.90
26366	Vetter, Nadina	170.57
26367	Thomas, Adam L.	1,344.54
26368	Schock, Keisha	342.84
26369	Rothmann, Bryan	1,597.51
26370	Price, Milissa	717.56
26371	Price, Barbara	592.13
26372	Petersen, Julie	391.87
26373	HELPER GUY	156.56
26374	MCLEAN CO TREASURE	3,332.00
26375	ND DEPT OF HEALTH	20.00
26376	ND LEAGUE OF CITIES	10.00
26377	OK TIRE STORE	605.95
26378	OTTERTAIL POWER	4,582.37
26379	SCOTTS HARDWARE	85.56
26380	WASHBURN AUTOBODY	24.91
		122,219.70

Motion to pay bills Moran, seconded Jacobson. Discussion: Thomas, "Still, I don't think this is the right way to do it, but since we are doing it this way for now..." Bauer told Thomas he has a right to say no. Thomas "I know, I am just saying I think this is something we need to take a look at." Roll Call: "AYE" Bauer, Jacobson, Moran, and Thomas, "NAY" none, "ABSENT" Baumann.

Meeting Adjourned.

_____ President

_____ Attest

Joan Zimmerman, Auditor
City of Washburn