

**Washburn City Commission Meeting**  
**Monday, July 13, 2015**  
**6:30 p.m., Washburn City Hall**

Commissioners Present: Jacobson, Baumann, Moran, Thomas.

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from the June 9<sup>th</sup> City Commission Meeting, Moran and seconded by Baumann. Discussion: Thomas noted corrections that needed to be made. Roll call: Yea: None. Nay: Jacobson, Baumann, Moran, Thomas. Motion failed. Minutes to be corrected and re-presented at the August meeting.

Motion to approve the June 2015 financial statements, Thomas and seconded by Moran. All in favor, motion carried.

Motion to approve the First Reading of Ordinance #128A-1, which will amend the Ordinance #128A in accordance with a motion made in the November 18, 2013 Commission meeting, Moran and seconded by Jacobson. All in favor, motion carried.

Motion to appoint Kayla Oberlander and Newly Voigt to the Washburn Renaissance Zone Authority, Moran and seconded by Jacobson. All in favor, motion carried.

Motion to approve the Conditional Use Permit for a modular home in Heritage Heights Pioneer Addition for Travis and Brooke Strickland, Moran and seconded by Jacobson. All in favor, motion carried.

The land sale for the City of Washburn has been scheduled for August 6, 2015 at City Hall. Lindell Law Office will oversee the bid/auction. Information on placing a bid can be found at [www.washburnnd.com](http://www.washburnnd.com).

Motion to approve a moving permit for Anita Fiterer and Thomas Skalicky who are moving a home into Northview Estates, Thomas and seconded by Moran. All in favor, motion carried.

David Green, 703 4<sup>th</sup> Avenue is requesting reimbursement for expenses related to a plugged sewer main at his home on 4<sup>th</sup> Avenue. The request includes a tree removal, subsequent clean-up and the entire bill from The Drain Man, who did the excavation work. Motion to approve a 50% reimbursement of the bill from John Kugler which includes the tree removal and cleanup in the amount of \$427.50, Thomas and seconded by Jacobson. Discussion: Due to the incompleteness of the invoice and some conflicting information between the two bills, City Commissioners request a new itemized bill from excavator with specifics and pictures be provided to the Auditor's office prior to payment. All in favor, motion carried.

Motion for the City of Washburn to accept responsibility of the bill from The Drain Man, who provided sewer excavation work on a plugged sewer main on 4<sup>th</sup> Avenue, Thomas and seconded by Jacobson. All in favor, motion carried.

Motion to approve a (60) month contract with Midcontinent Communications to provide internet services to City Hall at a rate of \$75.00 per month, Jacobson and seconded by Baumann. All in favor, motion carried.

Sandy Swanson is requesting that her sewer bill be exempt from the commercial sewer rate, which is based off of monthly water use. She explained that the water being used is not going down the sewer but rather is being used on crops through the months of April through October. No action taken. Tabled until the August meeting for more information to be gathered.

Resident Don Sommer requested help from the City of Washburn in resolving insurance issues and lack of payment from Zurich North America Insurance Company, who represents Quam Construction. Mr. Sommers home received sewer damage the end of May as a result of a poor sewer connection; the insurance pays cash value, not replacement costs of damages. Mr. Sommer stated the payment of damages they are offering is inadequate to cover his expenses. No action taken.

Paul Kalibabky, Waste Management Incorporated, presented a proposal to the Commission for a (3) year extension on the current residential contract for garbage services. The new proposal includes a 3% per year increase and the continued 26 roll off pulls per year which includes Spring Clean-up annually. Discussion was held on the weight of the trucks on City streets in the spring time. Also addressed was the added work City Public Works does maintaining and delivering new totes when they are broken and numerous weeks when entire sections of town did not received garbage pickup. Mr. Kalibabky was thanked for his time and the Commissioner agreed they would look the contract over and get back to him. No action taken and item tabled to the August meeting.

McLean Sheridan water violations. Thomas explained that there were recent tests that did not pass for Mclean Sheridan so conversations have taken place that addressed the issues and options on how to move forward with the water disinfection.

2014-2015 Project Update from Jasper Klein, AE2S Engineering.

All utilities are in place. The fabric that was changed ordered last month came in much less than expected. Concrete work will begin the week of July 20<sup>th</sup>.

Motion to approve Change Order No. 3 upon the recommendation of payment from Klein and includes bends for hydrants at \$1,392.05, locating of water main, \$1,104.50, and the additional expense of the unexpected railroad boring, \$67,522.40, totaling \$70,018.95 Jacobson and seconded by Baumann. All in favor, motion carried. Klein explained that a balancing change order will be presented to the Commission for approval at the completion of project.

Motion to approve the bid from Bituminous Paving for asphalt patching at a price of \$5.50/sq. ft. and totaling \$20,185.00 Thomas and seconded by Jacobson. Discussion: Baumann asked if any of the roads that are scheduled for patching will be included in an upcoming project, not wanting to spend money on patching roads only to be torn up and redone in the next few years. City Public Works will do all prep work and includes removal of asphalt sections for the 4" patches with (2) lifts. All in favor, motion carried.

Motion to approve the recommendation from Klein to extend the curb line on the East end of Main from the grain bins to the coulee at a price of \$4,050.00 for 150/ft., Thomas and seconded by Baumann. All in favor, motion carried.

Clarification of the 50/50 match for sidewalk repair proposed by Commissioner Thomas and funded through Sales and Use Tax Funds. Residents who are receiving letters regarding hazardous sidewalks on their property will be given the option to have 50% of the bill covered with funds from the City of Washburn Sales and Use if they agree to use a City provided contract and return the Petition of Consent within the stipulated timeframe laid out in the letter. The 50/50 match is a first come first serve basis, so those returning the Petition of Consent early will receive benefit and will have (2) options to pay for the work: 10 year assessment to their taxes or pay the City of Washburn in full for the work. Parcel owners choosing to do the work on their own or using their own contractor will be required to obtain a building permit and have their sidewalks inspected after the work is completed. If someone has questions about their sidewalk and would like to be included, Commission Thomas stated he is willing to look at them.

Motion to finalize and send letters to parcel owners who own property with hazardous sidewalks with the understanding that the City will pay 50% of the project only if the work is performed by the provided contractor and if the Petition of Consent is returned to the City within the allowed time frame and fund availability. The City of Washburn will cover the cost of all ADA ramps, Jacobson and seconded by Moran. All in favor, motion carried.

Zimmerman informed the Commission that the bonding work for the 2014 Project will be close to \$700,000 and resolutions and paperwork will be ready for the August Commission meeting.

Motion to use \$309,000 from Surge Funding and request \$100,000 from Sales and Use Fund to pay for chip sealing on streets during the 2016 construction season, Jacobson and seconded by Moran. All in favor, motion carried.

Klein addressed the topic of an expanded 2016 Street Project and explained that he would need to know by October to begin the process and paperwork. City Commissioners had discussion on inviting the public to give input on future street projects. Zimmerman will put a poll on the [www.washburnnd.com](http://www.washburnnd.com) and place an ad in the Leader News asking residents to take the poll.

#### Portfolios:

Jacobson: Has been talking with Public Works regarding recent water testing results and establishing some goals and objectives in resolving the issues with McLean Sheridan.

Baumann: Has talked with Fire Chief Clayton Verke about the broken fire truck. The Fire Department has found a truck in Florida at a price of approximately \$250,000.

Moran: None

Thomas: He is rewriting the Pet Ordinance, working on the structural problems at the McLean County Museum and the garbage contract. There are a number of properties in town that need to be mowed and asked Public Works to get a list together and send letters. The John Deere Tractor is in need of repair, the estimate is \$2,300.00-\$2,500.00 with labor and parts. He has contacted John Deere about a lease for a tractor.

Motion to take the tractor to RDO to fix the radiator and air compression unit, Thomas and seconded by Moran. All in favor, motion carried.

Motion to approve reimbursement of \$40 plus mileage to Commissioner Thomas for a Human Resources meeting he is attending the week of July 20<sup>th</sup>, Moran and seconded by Baumann. All in favor, motion carried.

Zimmerman: The preliminary budget will be presented at the August meeting and requests all items to be into the office so the documents can be put together. The grant from the Department of Commerce for the lights at the Memorial Building was increased by \$500.00.

Motion to approve the bills from June 2015 Moran and seconded by Jacobson. All in favor, motion carried.

**Bills:**

Check No:	Paid to:	Amount:
000214E	REVTRAK	\$73.25
000215E	INTERNAL REVENUE SERVICE	\$3,224.82
000216E	AFLAC	\$319.18
000217E	AFLAC	\$319.18
000218E	CITY OF WASHBURN	\$0.00
000219E	GLOBAL PAYMENTS	\$49.58
000221E	INTERNAL REVENUE SERVICE	\$3,700.17
000222E	AFLAC	\$319.18
000223E	REVTRAK	\$144.93
000224E	UNUM	\$207.97
27146	US POSTAL OFFICE	\$169.33
27159	Hendrikson, Sharon	\$965.64
27160	Ogden, Mark	\$0.00
27161	Rothmann, Bryan	\$1,667.88
27162	Schell, Zachary D	\$374.08
27163	Schock, Keisha	\$466.96
27164	Thomas, Adam L.	\$1,549.62
27165	Vetter, Nadina	\$88.66
27166	Zimmerman, Joan Raye	\$1,611.54
27167	Zimmerman, Kim	\$1,540.79
27168	Ogden, Mark	\$542.93
27169	FLYING T CONSTRUCCION	\$19,821.50
27170	ADAM THOMAS	\$65.40
27171	AMERIPRIDE	\$199.29
27172	BHG LEADER NEWS, INC	\$124.80
27173	CARDMEMBER SERVICES	\$539.97
27174	DACOTAH PAPER CO	\$77.30
27175	ENERBASE COOPERATIVE Rsc	\$588.66
27176	HAWKINS	\$4,855.93
27177	HELPER GUY	\$2,441.96
27178	J-S SANITATION	\$20.00
27179	Diane M Due	\$106.00
27180	KRAUSES SUPERVALU	\$8.88
27181	LIBERTY BUSINESS SYSTEMS	\$132.88

27182	LOWES GARDEN CENTER & FLORAL	\$164.97
27183	Matthew Bender	\$95.43
27184	MCLEAN ELECTRIC	\$37.00
27185	MVTL LAB	\$25.00
27186	NAPA AUTO PARTS ND DEPT OF HEALTH LAB	\$8.31
27187	SERVICES	\$32.00
27188	ONE CALL CONCEPTS	\$33.00
27189	RDO EQUIPMENT	\$106.47
27190	SCOTTS HARDWARE	\$166.12
27191	US POSTAL OFFICE	\$68.00
27192	WAGON WHEEL LUMBER	\$17.73
27193	WASHBURN AUTOBODY	\$100.78
27194	WASTE MANAGEMENT	\$9,724.04
27195	WEBER ELECTRIC INC.	\$2,454.70
27196	WEST RIVER TELEPHONE	\$693.32
27197	ZIMMERMAN, JOAN	\$64.40
27198	WASHBURN AUTOBODY	\$26.34
27199	AE2S	\$42,826.93
27200	AMERICAN FUNDS	\$891.07
27201	ASC CONSTRUCTION	\$459.00
27202	MDU	\$421.55
27203	Hendrikson, Sharon	\$1,034.15
27204	Hunze, Lauren	\$934.11
27205	Ogden, Mark	\$482.45
27206	Patterson, Elizabeth A.	\$376.15
27207	Rothmann, Bryan	\$1,673.22
27208	Schell, Zachary D	\$717.81
27209	Schock, Keisha	\$841.26
27210	Thomas, Adam L.	\$1,553.37
27211	Vetter, Nadina	\$231.67
27212	Zimmerman, Joan	\$1,771.31
27213	Zimmerman, Kim	\$1,565.91
27214	AMERICAN FUNDS JOHN HANCOCK ANNUITIES	\$891.07
27215	SERVICE	\$297.01
27216	MCLEAN COUNTY SHERIFFS DEPT	\$10,951.94
27217	ROTHMANN, BRYAN	\$1,768.00
27218	WASHBURN AIRPORT AUTHORITY	\$3,900.00
27219	WASHBURN FIRE DEPARTMENT	\$6,250.00
27220	WASHBURN PARK BOARD	\$5,000.00
27221	BLUE CROSS BLUE SHIELD	\$6,790.57
27222	OTTERTAIL POWER	\$4,642.06

Meeting adjourned.

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Joan Zimmerman, Auditor  
City of Washburn

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Larry Thomas, Vice President  
City of Washburn