

Washburn City Commission Minutes
March 8, 2016
6:30 p.m. City Hall

Commission Members Present: Jacobson, Kroll, Moran & Thomas. Absent: Baumann.

Commissioner Thomas called the meeting to order.

Thomas presented two corrections to the February 8, 2016 minutes. First correction, sentence will now state: Thomas told Zimmerman that it was not acceptable for her to transfer funds without commission approval and would like to know how she came up with the amount of correction in the employee pension fund. Second correction, sentence will now state: Thomas stated that as the rest of the Commissioners have very little knowledge of water treatment, it is a lot of information for them to take in with no prep and no information supplied before the meeting.

Motion to approve minutes from February 8th, 2016 with corrections, Jacobson and seconded by Kroll. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve the February 16th, 2016 minutes, Jacobson and seconded by Kroll. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve the February 22nd, 2016 minutes, Thomas and seconded by Jacobson. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve the financial statements, Jacobson and seconded by Kroll. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve the transfer of funds to the higher interest yield account, Kroll and seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to look favorably on the Scott's request to vacate the alley behind Scott's Hardware, Thomas and seconded by Jacobson. Discussion: Jacobson asked if there is a time constraint, Scott's advised they want to make sure that their project is being done in conjunction with the street project. Thomas said that this will need to be published for (4) weeks and then have a public hearing. Thomas setup public hearing for April 12th, 2016 at 6:00 p.m. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Thomas presented that the Planning and Zoning committee met and recommend that the City Commission approves the zoning change from Mobile Park Home to Commercial along with the two foot variance on each side of the property. Thomas stated that the zoning change would only be good for one year, if the project does not take place, the zoning will revert back to Mobile Park Home.

Motion to allow the zoning change from Mobile Park Home to Commercial for Dave and Tammy Peyer, Jacobson seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve a two foot variance on each side of the property located at Lot 5A Block 1, Parkway First Addition in Washburn, for the Peyer project, Thomas seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to have Mike Manstrom from Dougherty and Company to check into refinancing the 2009 Bonds, Thomas and seconded by Jacobson. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Mark Lelm requesting the reorganization of the beautification Committee, tabled.

Motion to change the 2016 application income guidelines for the Washburn Special Assessment Assistance Program guidelines to \$62,813, Kroll and seconded by Thomas. Discussion: Thomas commented that the change is a very small percentage. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to add the 7th Street proposed parking area to the project for the McLean County Resource Center under the condition that the Resource Center assumes all costs and also give Klein the authorization to facilitate the work, Jacobson and seconded by Thomas. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to approve the Task Order No. 9 for 2016 Seal Coat with engineer costs of \$25,000, Thomas and seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Thomas called a special meeting for March 28th or 29th at 4:30 p.m. at City Hall for the commission to review resolutions approving engineer's plans, specifications and estimates.

Motion to purchase a new John Deere lawn mower from RDO in Washburn from the two quotes provided with Baumann making the final decision, Jacobson and seconded by Thomas. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion that we purchase a storage cabinet for \$580.00, Thomas and seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to purchase a new copier for \$3,597.00 Lanier with the monthly maintenance program of \$53.95, Jacobson and seconded by Kroll. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to purchase four LED lights like we have on the Highway 83 for Highway 200A, Thomas and seconded by Moran. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Motion to purchase from Custom Manufacturing and Fabrication a catwalk of stainless steel construction, Thomas and seconded by Jacobson. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Pet Ordinance tabled.

Portfolios:

Jacobson commented that we will want to start thinking about buying down the 2016 Street and Utility project with Sales and Use Tax funds. Thomas commented that ultimately that will be up to the One Cent Sales Tax Committee.

Kroll: none

Moran: The Legion uses the Memorial Building on memorial weekend for their event and would like to start reserving the whole weekend starting in 2017 till indefinitely.

Motion that we indefinitely reserve the Memorial Building over memorial weekend for the Legion for their program and activities, Thomas and seconded by Kroll. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Thomas: Thomas asked if the City Commission meeting are on the access channel, Hendrikson advised that they are currently not on the access channel. Thomas said that he wasn't able to find the City Commission video on the website, but was able to find on you tube, would like all the videos be on the website.

Bills:

Paid Chk#	000285E	CITY OF WASHBURN	2/3/2016	\$230,000.00
Paid Chk#	000295E	INTERNAL REVENUE SERVICE	3/3/2016	\$3,212.45
Paid Chk#	000296E	VERIZON WIRLESS	2/10/2016	\$85.95
Paid Chk#	000297E	AFLAC	2/16/2016	\$361.06
Paid Chk#	000298E	AFLAC	2/16/2016	\$361.06
Paid Chk#	000299E	INTERNAL REVENUE SERVICE	2/17/2016	\$3,149.40
Paid Chk#	000300E	BLUE CROSS BLUE SHIELD	2/23/2016	\$5,829.47
Paid Chk#	000301E	REVTRAK	2/5/2016	\$126.87
Paid Chk#	000302E	GLOBAL PAYMENTS	2/2/2016	\$140.15
Paid Chk#	002672	MDU	2/1/2016	\$1,290.91
Paid Chk#	027670	JOHN HANCOCK ANNUITIES SERVICE	2/1/2016	\$302.33
Paid Chk#	027671	MCLEAN COUNTY SHERIFFS DEPT	2/1/2016	\$12,295.77
Paid Chk#	027673	OTTERTAIL POWER	2/1/2016	\$5,494.30
Paid Chk#	027674	Hendrikson, Sharon	2/2/2016	\$980.78
Paid Chk#	027675	Ogden, Mark	2/2/2016	\$484.76
Paid Chk#	027676	Patterson, Elizabeth A.	2/2/2016	\$230.62
Paid Chk#	027677	Rothmann, Bryan	2/2/2016	\$1,727.54
Paid Chk#	027678	Thomas, Adam L.	2/2/2016	\$1,681.85
Paid Chk#	027679	Zimmerman, Joan	2/2/2016	\$1,715.47
Paid Chk#	027680	Zimmerman, Kim	2/2/2016	\$1,462.55
Paid Chk#	027681	AMERICAN FUNDS	2/1/2016	\$920.24
Paid Chk#	027682	ASC CONSTRUCTION	2/1/2016	\$459.00
Paid Chk#	027683	HENDRIKSON, SHARON	2/1/2016	\$21.36
Paid Chk#	027684	ND WATER & POLLUTION	2/1/2016	\$80.00
Paid Chk#	027685	ADAM THOMAS	2/8/2016	\$59.95

Paid Chk# 027686	AE2S	2/8/2016	\$9,896.00
Paid Chk# 027687	CARDMEMBER SERVICES	2/8/2016	\$697.46
Paid Chk# 027688	FARGO WATERWORKS	2/8/2016	\$277.44
Paid Chk# 027689	DOCS SHOP	2/8/2016	\$159.33
Paid Chk# 027690	ENERBASE COOPERATIVE RESOURCES	2/8/2016	\$433.41
Paid Chk# 027691	HAWKINS	2/8/2016	\$663.50
Paid Chk# 027692	KRAUSES SUPERVALU	2/8/2016	\$20.43
Paid Chk# 027693	LEADER NEWS	2/8/2016	\$1,332.22
Paid Chk# 027694	LIGNITE ENERGY COUNCIL	2/8/2016	\$1,200.00
Paid Chk# 027695	MIDCO	2/8/2016	\$80.25
Paid Chk# 027696	MVTL LAB	2/8/2016	\$25.00
Paid Chk# 027697	NAPA AUTO PARTS	2/8/2016	\$224.23
Paid Chk# 027698	ONE CALL CONCEPTS	2/8/2016	\$1.10
Paid Chk# 027699	VENTURE MARKETING	2/8/2016	\$100.00
Paid Chk# 027700	WAGON WHEEL LUMBER	2/8/2016	\$46.77
Paid Chk# 027701	WEBER ELECTRIC INC.	2/8/2016	\$2,803.28
Paid Chk# 027702	WEST RIVER TELEPHONE	2/8/2016	\$636.83
Paid Chk# 027703	Hillerud, Nancy J	2/16/2016	\$46.17
Paid Chk# 027704	AMERIPRIDE	2/8/2016	\$251.95
Paid Chk# 027705	ASC CONSTRUCTION	2/8/2016	\$459.00
Paid Chk# 027706	ENERBASE COOPERATIVE RESOURCES	2/8/2016	\$269.22
Paid Chk# 027707	MCLEAN ELECTRIC	2/8/2016	\$184.50
Paid Chk# 027708	ND DEPT OF HEALTH LAB SERVICES	2/8/2016	\$32.00
Paid Chk# 027709	WAEDA	2/8/2016	\$150.00
Paid Chk# 027710	WASTE MANAGEMENT	2/8/2016	\$584.23
Paid Chk# 027711	BANK OF NORTH DAKOTA	2/10/2016	\$64,573.80
Paid Chk# 027712	MDU	2/10/2016	\$1,327.98
Paid Chk# 027713	Fuchs, Nancy L.	2/16/2016	\$73.88
Paid Chk# 027714	Hendrikson, Sharon	2/16/2016	\$1,023.90
Paid Chk# 027715	Ogden, Mark	2/16/2016	\$566.57
Paid Chk# 027716	Patterson, Elizabeth A.	2/16/2016	\$149.84
Paid Chk# 027717	Rothmann, Bryan	2/16/2016	\$1,705.81
Paid Chk# 027718	Thomas, Adam L.	2/16/2016	\$1,763.28
Paid Chk# 027719	Zimmerman, Joan	2/16/2016	\$1,646.81
Paid Chk# 027720	Zimmerman, Kim	2/16/2016	\$1,381.09
Paid Chk# 027721	US POSTAL OFFICE	2/26/2016	\$155.17
Paid Chk# 027722	Fuchs, Nancy L.	3/1/2016	\$110.82
Paid Chk# 027723	Hendrikson, Sharon	3/1/2016	\$1,014.32
Paid Chk# 027724	Hillerud, Nancy J	3/1/2016	\$138.52
Paid Chk# 027725	Ogden, Mark	3/1/2016	\$436.01
Paid Chk# 027726	Patterson, Elizabeth A.	3/1/2016	\$318.52
Paid Chk# 027727	Rothmann, Bryan	3/1/2016	\$1,684.08
Paid Chk# 027728	Thomas, Adam L.	3/1/2016	\$1,743.89
Paid Chk# 027729	Zimmerman, Joan	3/1/2016	\$1,553.40
Paid Chk# 027730	Zimmerman, Kim	3/1/2016	\$1,595.86
Paid Chk# 027731	AMERICAN FUNDS	2/29/2016	\$920.24
Paid Chk# 027732	CIRCLE SANITATION	2/29/2016	\$14,682.00
Paid Chk# 027733	JOHN HANCOCK ANNUITIES SERVICE	2/29/2016	\$302.33
Paid Chk# 027734	MCLEAN COUNTY SHERIFFS DEPT	2/29/2016	\$12,295.77
Paid Chk# 027735	ND WORKFORCE SAFETY	2/29/2016	\$4,542.25
Paid Chk# 027736	OTTERTAIL POWER	2/29/2016	\$4,688.80
Paid Chk# 027737	THOMAS, ADAM	2/29/2016	\$251.10

Motion to approve the February bills, Moran seconded by Jacobson. Discussion: none. Roll Call: "Aye" Jacobson, Kroll, Moran and Thomas, "Nay" none, absent: Baumann, motion passed.

Meeting Adjourned.

Sharon Hendrikson, Deputy Auditor
City of Washburn