

**Washburn City Commission Meeting
November 10, 2014 6:30 pm**

The Washburn City Commission met on Monday, November 10, 2014 at 6:30 pm in the Washburn City Hall. The following Commissioners present: Bauer, Jacobson, Thomas, Baumann, Moran, absent, none.

Commissioner Bauer called the meeting to order.

Motion to approve the minutes from October 20th, 2014 City Commission meeting with a correction in the engineers estimate from the printed \$39,000 to \$35,000 and is a change order for additional rip rap at the City lagoon, Thomas, Moran seconded. All in favor, motion carried.

Motion to approve the minutes from November 5th, 2014 Special Commission Meeting Moran, Jacobson seconded. All in favor, motion carried.

Washburn Lodging Tax Proposal: Zimmerman explained that the proposed ordinance would affect motel, hotel and RV sites with campers staying less than 30 days. It is a proposed 2% tax, with 1% applied to local tourism advertisement and 1% toward capital improvements of local tourist attractions. Funds from the proposed tax would be managed through an independent committee under the umbrella of the Washburn City Commission. The presented Ordinance was based off a similar one from another community and is informational only at this point. It will be discussed further when a WAEDA representative is present. The proposed Lodging Tax Ordinance was tabled until the December meeting.

Carol Scholl, President of the Washburn Library Board, was present to discuss the hiring of a new Librarian. The current Head Librarian, Julie Petersen, is retiring after many years of dedicated work to Washburn and the Library. Her last day will be November 25th. Scholl wanted to bring the Commissioners up to date on the hiring process and discuss the Librarian compensation. The Librarian's salary is paid through a collaborative effort with the City of Washburn and the McLean Mercer Regional Library Association. She asked for clarification on how the budgeted dollar raise will be calculated. The Library board is in the process of writing a job description and determining how the many various duties of the Head Librarian will be handled to allow the job to be manageable for a new employee. She also asked if a Commission would like to be part of the hiring process. Commissioner Moran holds that portfolio and will participate. Zimmerman will check with other communities to get a comparison on current compensation packages and benefits for librarians.

Zimmerman addressed the Commission about the lack of surcharge on the credit card system, Global Payments, which is used to handle sales at the City's bulk water station. Zimmerman recommended \$2.00 service charge for those using a personal credit card for bulk water; and this would not affect customers who used the City issued magnetic cards. Although the revenue generated would not cover the expenses of using their services entirely, it will defray some of the costs associated with offering MC/VIS/DISC at the water filling station. Thomas asked what the cost per swipe is, Zimmerman did not have the per swipe cost, but did share that to date there were 158 swipes. Thomas motioned to add a \$1.00 service charge to credit card sales at the bulk water station by Enerbase, Bauer seconded. Roll Call: "Aye" Thomas, Baumann, Moran, Bauer, "Nay" Jacobson. Motion carried.

Jasper Klein, AE2S, presented (2) pay requests for completed contracted work on the 2014 Projects. Pay request 1 in the amount of \$263,088.00 for the Waste Water Project to Quam Construction. He also reported that everything has been completed at the Lagoon except for some electrical work, which he is still hopeful can be done this year. Thomas motioned to pay request #1 for the 2014 Wastewater Improvement Project in the amount of \$263,088.00, seconded by Baumann. All in favor, motion carried.

Pay request #3 in the amount of \$429,684.30 to Quam Construction for the 2014 Street & Utility Improvement Project and will account for almost 50% of the project. Thomas motioned to pay request #3 to Quam Construction in the amount of \$429,684.30, seconded by Jacobson. All in favor, motion carried.

Other updates from AE2S:

- Everything but curb and gutter on 14th Street is completed on the East end of town. Klein noted the

difficulty in keeping contact with Knife River, who was contracted for the curb work for the project. It will be planned for next year.

- Classic Protective Coatings, Water Tower Contractor, will be reimbursing the City \$1200.00 for concrete repair to the splash pad below the tower that had damage during construction.

Portfolios:

- Jacobson: Lack of communication concerns from last week was discussed and has been cleared up. An insurance claim for sewer damage to the residence of Sharon Chrest was submitted to the City's NDIRF and was denied. It has been forwarded to Klein who will discuss with Quam Construction. Mrs. Chrest had sewer back up into her basement in July.
- Thomas: The WKRP recycling center in Washburn has been closed, however he thinks it is a good idea to continue with the program and is willing to do some work to facilitate keeping it open. Thomas, along with Mike Nelson, agreed that it was set up as a 501c3 and it would be sad to lose it.
- Baumann: Nothing
- Moran: Nothing
- Zimmerman: Directed Commissioners to the Sales and Use Tax Report that was included in their packets. In light of recent change orders for the additional rip rap to the lagoon, the new outfall pipe and electrical work that are scheduled to be done, Zimmerman recommended the submission of request to the Washburn Sales and Use Fund to help defray costs.

Jacobson brought the attention of the Commission to the potential upcoming need for additional funds for next year's road repair on Main Avenue due to the fact that part of Main Street is a beefier section of road; a 12" base instead of a standard 8' base. He would like to even out the amount owed for everyone in town since some people will have less of a bill due to not living along a truck route. Thomas requested Klein to get the figures together and report back to the Commission and stated that maybe it is something they would need to look into. Zimmerman asked if it was a question for the Special Assessments Committee since pavement is City-wide district and how it would work. Bauer explained that if money is allocated to a particular area, then it goes to the area designated-just off the top. Bauer stated it will need to be evaluated further to come up with a solution.

Jacobson motioned to approve an application to Washburn Sales and Use Fund in the amount of \$35,718.00, Baumann seconded, all in favor, motion carried.

Baumann motioned to approve an application to Washburn Sales and Use Fund in the amount of \$34,965.00 Jacobson seconded. All in favor, motion carried.

Baumann motioned to approve an application to Washburn Sales and Use Fund in the amount of \$4061.00 seconded by Bauer. All in favor, motion carried.

Zimmerman informed the Commission that the office would be closed for Veterans Day and included a Thank you to anyone who has served for us. Upcoming dates the office and public works will be closed will be November 27th & November 28th.

After auditing the WRT bill it was decided to cancel a number of lines that are not needed. Those lines include the fax line at the Washburn Public Library, a phone line into City Hall and three phone lines running to the water towers that are no longer in use as we use radio communication now. This will save approximately \$1200 annually to the City.

A resident has been working in a contractor capacity cleaning up trees and dumping them into the City dumpsters. He has been notified to stop immediately as dumpsters are paid through residential garbage fees and not available for contractor use.

A flyer will be going out to all residents next month regarding upcoming winter street care, emergency routes, 2015 water rates and other general information as we move into the New Year. This has been done in past years also.

Zimmerman informed the Commission of the decrease in traffic fine revenue over the last 4 months. Thomas asked about the tickets for violation of the noise ordinance with Jake brakes and she confirmed that yes there are some that

come through.

The City will be looking at applying for (3) grants in the coming month, a Special Road Funds Grant, which can be used through Riverside Park, due to the historical aspect of the Sioux Ferry and recreation, the second; a Transportation Enhancement Grant can be used for sidewalks and includes the Safe Walks to School Program, which the City has been awarded in the past. Zimmerman acknowledged she had received grant information from Jacobson on handicap access sidewalks, but had not had a chance to look into them.

Jacobson asked about the lack of sidewalk access on the South end of town and asked if repair of those streets were included in the project. Klein informed that only select sidewalks were included as a cost saving measure. He offered to go through the plan with Commissioners at a point in the future. Jacobson noted that we have a responsibility to allow elderly to walk safely to City Hall.

Jacobson reiterated that he feels all sidewalks on the South side of town need to be handicap accessible; in decent condition and that the residents can pay for it per Ordinance. Thomas asks for clarification on the sidewalk Ordinance and if it says homeowner's responsibility. Bauer confirmed it is the resident's responsibility. Zimmerman stated that we can suggest aggressively that residents take care of sidewalks or the City will have it done and assess it back to the home owner. Jacobson says it is perfect timing to address the sidewalks since next summer we will have the crews to take care of it. Thomas commented on the possibility of lack of conformity and that a building permit is needed to put in a sidewalk. Bauer suggests making them tear out the sidewalk and redo if not done according to Ordinance and with a permit. Baumann suggests AE2S come up with design standards. Klein responds that unfit sidewalks can be identified and addressed. Bauer said this is through Planning and Zoning.

Jacobson motioned to send letters to properties needing sidewalk repair and if the work is not completed then the City will do the work and assess it back to the property owner. Bauer suggested expanding it to include all properties in Washburn. This would include only areas with existing sidewalks, not those properties that currently do not have. Thomas states that it is not fair that if your neighbor has a sidewalk he gets his taken care of but if you don't have one you get nothing. Klein made a general comment of concentrating on the current project area rather than expanding to the entire town at this time and he encourages the Commission to add to the scope of the work within the project. Residents will get a large assessment for the project work and then another for a new sidewalk. Thomas clarified that some of the sidewalks are covered under the project, but other residents will need to pay for their own and feels that it makes more sense to put it all into one. Bauer calls for a second. Bauer calls for a second. Bauer seconded. Discussion: Jacobson says he doesn't matter how the payment is handled as long as the issues are resolved and as a home owner he wouldn't care how the payment is taken care of. Zimmerman asks if including the sidewalks on the South side of town would be a change order. Thomas says yes. Bryan Rothmann, City Superintendent, asked about sidewalks that don't need to be repaired but are not handicap accessible, Jacobson responds that all sidewalks would then be changed out to make handicap accessible. Roll Call: "Aye" Jacobson, Baumann, "Nay" Thomas, Moran, Bauer. Motion failed.

Jacobson motions to add sidewalks to the project. Thomas asks for estimates. Zimmerman asks for clarification on the motion. Jacobson moves that all sidewalks on the South (East) side of Washburn be taken care of under the project with a Change Order and to make them handicap accessible. Bauer calls for a second three times. Motion dies for lack of second.

Portfolios continued:

- Bauer: Read the minutes from August 13th, 2012 regarding the hiring of Kim Zimmerman. The motion from 2012 identified a salary of \$20 per hour with the understanding that after completing State Water Certification he would receive a raise. Bauer informed the Commission that Zimmerman had recently completed the first level of certification. Thomas states that Zimmerman took a 1A test and that it is for a population less than 500, he furthered that the City has historically not given raises for that. He also stated that unless the job description has changed since he worked here, you are required to have your Level 1 within a year of employment. Bauer stated that the minutes do not reflect that stipulation and that it is about improving yourself for your job. Jacobson added his concern that a raise for Zimmerman would have an effect on other people with more years of experience. Bauer motion to give Zimmerman a \$.25 wage increase. Moran seconded. Discussion: Thomas states that he feels the certification should apply to our

city and a Class 1A doesn't apply. Jacobson asked for Committee time in the future to discuss, Bauer states that it doesn't have to go through a committee as it was an already approved upon item. Roll Call: "Aye" Bauer, Moran, "Nay" Jacobson, Thomas, Baumann. Motion failed.

Bills:

Check

Chk #	Search Name	Date	Amount
000004	CITY OF WASHBURN	11/5/2014	\$859,974.43
000144	AFLAC	10/22/2014	\$319.18
026550	US POSTAL OFFICE	10/31/2014	\$168.48
026561	ACME TOOLS	11/10/2014	\$364.95
026562	ADAM THOMAS	11/10/2014	\$307.16
026563	AMERIPRIDE 1	11/10/2014	\$151.17
026564	BANYON DATA SYSTEMS	11/10/2014	\$795.00
026565	BROWN & SAENGER	11/10/2014	\$21.98
026566	CANADIAN PACIFIC RAILWAY	11/10/2014	\$105.00
026567	CARDMEMBER SERVICES	11/10/2014	\$1,976.88
026568	GUARDIAN LOCK & SAFE CO	11/10/2014	\$2,594.50
026569	HAWKINS	11/10/2014	\$5,786.11
026570	HENDRICKSON, SHARON	11/10/2014	\$238.43
026571	JOAN ZIMMERMAN	11/10/2014	\$55.20
026572	J-S SANITATION	11/10/2014	\$60.00
026573	K & D SERVICES	11/10/2014	\$337.00
026574	KRAUSES SUPERVALU	11/10/2014	\$19.98
026575	LEADER NEWS	11/10/2014	\$162.12
026576	MCLEAN CO TREASURE	11/10/2014	\$2,244.17
026577	MCLEAN ELECTRIC	11/10/2014	\$31.50
026578	MILISSA PRICE	11/10/2014	\$480.00
026579	ND DEPT HEALTH- DIV MUNICIPAL	11/10/2014	\$32.00
026580	AmericFunds	11/10/2014	\$690.31
026581	SANITATION PRODUCTS	11/10/2014	\$296.06
026582	SCOTTS HARDWARE	11/10/2014	\$244.69
026583	ZIMMERMAN, KIM	11/10/2014	\$262.16
026584	ASC CONSTRUCTION	11/10/2014	\$459.00
026585	ENERBASE COOPERATIVE RESOURCES	11/10/2014	\$855.54
026586	HAWKINS	11/10/2014	\$168.00
026587	HENDRICKSON, SHARON	11/10/2014	\$126.27
026588	K & D SERVICES	11/10/2014	\$69.55
026589	MDU	11/10/2014	\$559.17
026590	MVTL LAB	11/10/2014	\$25.00
026591	NAPA AUTO PARTS	11/10/2014	\$12.21
026592	ND DEPT OF HEALTH	11/10/2014	\$452.09
026593	ND WATER & POLLUTION CRTL CONF	11/10/2014	\$190.00
026594	ONE CALL CONCEPTS	11/10/2014	\$22.00
026596	WASTE MANAGEMENT	11/10/2014	\$417.81
026697	MDU	10/28/2014	\$320.48
026698	MVTL LAB	10/28/2014	\$25.00
026699	ND DEPT OF HEALTH LAB SERVICES	10/28/2014	\$32.00
026700	OTTERTAIL POWER	10/28/2014	\$4,109.15
026701	WASHBURN AIRPORT AUTHORITY	10/28/2014	\$3,500.00
026702	WASHBURN FIRE DEPARTMENT	10/28/2014	\$5,050.00
026703	WASHBURN PARK BOARD	10/28/2014	\$5,000.00
026704	WASTE MANAGEMENT	10/28/2014	\$53.85
026705	WEBER ELECTRIC INC.	10/28/2014	\$114.16
026706	ACME TOOLS	10/28/2014	\$327.96

026707	ASC CONSTRUCTION	10/28/2014	\$459.00
026708	BLUE CROSS BLUE SHIELD	10/28/2014	\$6,890.33
026709	MCLEAN COUNTY SHERIFFS DEPT	10/28/2014	\$9,531.71
026710	ST PAUL STAMP WORKS	11/10/2014	\$70.40
026711	VERIZON WIRLESS	11/10/2014	\$87.87
026712	WASHBURN HIGH SCHOOL	11/10/2014	\$100.00
026713	WASTE MANAGEMENT	11/10/2014	\$8,548.71
026714	WEST RIVER TELEPHONE	11/10/2014	\$842.69

Moran motioned to pay bills Thomas second. All in favor, Motion carried.

The next meeting of the Washburn City Commission will be on Monday, December 15th due to a scheduling conflict.

Meeting Adjourned.

Joan Zimmerman, Auditor
City of Washburn