

Washburn City Commission Meeting
Tuesday, September 15th, 2015
6:30 p.m., Washburn City Hall

Members Present: Jacobson, Baumann, Moran, Thomas, Absent: None.

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from August 2015 Commission Meeting, Moran and seconded by Jacobson. Discussion, none. All in favor, motion carried.

Motion to approve the minutes from the August 31st Special Commission Meeting, Moran and seconded by Baumann. Discussion, none. All in favor, motion carried.

Motion to approve the minutes from the September 9th Special Preliminary Budget Hearing, Thomas and seconded by Moran. Discussion, none. All in favor, motion carried.

Motion to approve the August financials, Moran and seconded by Jacobson. Discussion none. All in favor, motion carried.

Motion to appointment Noelle Kroll to the Washburn City Commission, Thomas and seconded by Moran. Discussion, Ms. Kroll will fill the vacancy left by Commissioner Thomas moving to the Presidency. All in favor, motion carried.

Commissioner Kroll joined the meeting and took the official oath of office.

Motion to approve the organization of portfolios as follows: Commissioner Thomas will continue to hold the streets and garbage portfolios and Kroll will take Human Resources and the County Planning & Zoning, Jacobson and seconded by Baumann. Discussion, none. All in favor, motion carried.

Motion for Commissioner Jacobson to serve as the Vice President of the Commission, Thomas and seconded by Baumann. Discussion, none. All in favor, motion carried.

Motion to approve the moving permit for Matthew Richard for a mobile home into Northview RV Park, Baumann and seconded by Moran. Discussion: Zimmerman and Thomas have both reviewed the materials and the moving fee has been collected. All in favor, motioned carried.

Motion to proceed with the Petition for Exclusion of Properties for Patty Schulz and Shawn Leingang from the City of Washburn Corporate City Limits, Thomas and seconded by Moran. Discussion, Thomas states that he is in favor of de-annexation as there is no development planned in the coming years. Moran asked about the specials and Thomas explained that the existing specials would remain attached to the property. All in favor, motion carried.

First Reading of Ordinance No. 150 was read by Zimmerman. An ordinance excluding property from the corporate city limits and owned by Patricia Schulz and Shawn Leingang, Trustee of the Larry Schulz Trust, and with the legal description of Township 144 North, Range 82 West: Section 11: SW $\frac{1}{4}$ SE $\frac{1}{4}$, lying North of US Highway 83 right of way.

Motion to approve a variance request from George and Judy Levey for the building of a garage not on the same lot as their primary residence, Jacobson, and seconded by Moran. Discussion: a public hearing has been held, no objections and an approval from the Planning & Zoning has been recorded, and the appropriate fee has been received. Thomas questioned the 3 feet of steel on the garage. Levey explained that the steel only goes 3 feet up the side of the garage with the remaining vinyl siding. All in favor, motion carried.

Motion to approve the gaming site authorization for Cystic Fibrosis at Captain's Cabin in Washburn, Thomas and seconded by Jacobson. Discussion: Mark Heilman and Ron Possen were present to discuss the gaming site authorization. The current gaming ordinance specifies local benefit from all gaming operations within the City of Washburn. Thomas explained that he discussed the ordinance with David Lindell, City Attorney, who gave an opinion that Cystic Fibrosis can be considered local under the current ordinance. All in favor, motion carried.

Motion to request David to write a letter to Zurich Insurance and request an representative from Zurich and Quam attend a meeting with Washburn to help get things finalized and resolved to the satisfaction of residents impacted, Baumann and seconded by Moran. Discussion: Kollin Syverson requested the City Commission to take a more active role in encouraging Zurich Insurance to finalize payment to residents for the June 2nd sewer back up into homes during construction. Baumann would like the letter to state a resolution or rebuttal from the letter at least 2 weeks after the letter from City Attorney David Lindell goes out. All in favor, motion carried.

Motion to approve the 50/50 matching grant up to \$5,000.00 for the Washburn Forestry Board for the cleaning and restoring of various plantings along the highway, Thomas and seconded by Baumann. All in favor, motion carried. Discussion: Deputy Auditor Sharon Hendrikson will send out a notice to the paper for bids as well as a solicitation of bids to various vendors. All in favor, motion carried.

Motion to approve the 60/40 matching grant from the ND Department of Transportation for a Special Road Funds Grant not to exceed \$207,000 and to request funds from Sales and Use Tax for the resurfacing of Riverside Park Road for up to \$170,000 depending on final project numbers and will decrease if other funds are found, Jacobson and seconded by Moran. Discussion: Zimmerman explained the grant including that asphaltting will be from Boat Ramp Road to the Railroad tracks going south. Thomas pointed out that the amount requested does not include engineering and legal. Thomas states this is a want and not a need and would like to put Sales and Use Tax money towards other street projects, although he does see the need in the areas through. Elmer Schwarz, resident of Washburn and Lions Member was present in support of the project and to request that the grant be accepted because of the overall benefit to the residents of Washburn and for visitors to the area. Additional funding, outside of the Sales and Use tax will be sought to buy down the project. Jacobson states that this is the most beautiful area in town and it is dusty and needs to be improved and a wise investment for the community. Zimmerman shared that the City of Washburn was ranked 2 in the State and Schwarz added that if we do not accept the grant we will not receive more grants in Washburn. Roll call: Aye, Kroll, Jacobson, Baumann, Moran, and Nay: Thomas. Motion carried.

Motion to approve Property Management software to be used in the Auditor's office to help with the efficiency of calculating, facilitating and certifying special assessments in addition to maintaining better records on properties within Washburn, Thomas and seconded by Moran. Discussion, none. All in favor, motion carried.

Motion to reject the bid proposal from Mariner Construction for the 2016 Sidewalk Project, Thomas and seconded by Baumann. Discussion: Mariner's bid was for \$20.00 per ft. Sidewalks will be re-bid next spring at the recommendation of the City Engineer. All in favor, motion carried.

Jasper Klein, AE2S, reported that Bituminous Paving will begin asphaltting the 2015 Project Area the week of September 15th and will work the next couple of weeks until finished. They will be asked to start on 3rd Street which has been sloughing a lot of gravel due to recent rains.

Discussion on the recent property improvement poll that was on www.washburnnd.com. The results are in file at City Hall and Zimmerman reminded Commissioners and residents that the poll on the website did not constitute a formal or official poll. Thomas also discussed continuing street projects with various people around town.

Motion to direct AE2S to define the 2016 Project Area Districts, give estimate to the Commission and start the process of resolutions, Thomas and seconded by Moran. Discussion: project areas to include 6th Street, 9th Street, 8th Street, 2nd Avenue, 7th Street South of Main and 6th, 8th, and 9th, North of Main (portions). Discussion: Klein explained there will be more discussion on project areas in the future. Commissioners Jacobson and Thomas will attend meetings to establish the district. All in favor, motion carried.

Motion to approve \$100,000 for 2016 Sealcoat Project from the Sales and Use Fund-Streets, Jacobson and seconded by Moran. [Money will be held with Sales and Use Tax Committee until needed for the project] Discussion, none. All in favor, motion carried.

Pet Ordinance tabled until the October meeting.

The final budget hearing is tentatively scheduled for Tuesday, October 29th at 4:30 p.m. Commissioners will look at schedules and get back to Auditor for finalization.

Portfolios:

Jacobson:

A new cover for the lift station needs to be ordered and an estimate was reviewed.

Motion to approve the purchase of a new cover for the Lagoon for the estimated amount, Jacobson and seconded by Thomas. Discussion: none. All in favor, motion carried.

The City of Washburn has been awarded the 2014 Water Fluoridation Quality Award, which is for consistent and professional adjustment of the water fluoride for 12 months.

Thomas:

Lumberyard sale date is Thursday, September 17th at 11:00 a.m. at City Hall.

Requested an update on the property concern for 414 Main Avenue and its current state. Zimmerman shared that she had contacted the ND State Health Department on this property and the ceramic building on Main Street. The properties have been reviewed and a letter of recommendation will be sent to the City and the owners.

Requests a notice be placed in the paper that city works will be trimming boulevard trees in the coming weeks in preparation for winter snow removal so residents who like to do their own trimming will be

able to do so. Public Works will also be trimming trees in the alleys. It is the resident's responsibility to maintain alleyway trees, therefore any foliage trimmed by the City within the alleys will be billed back to the homeowners.

Requested that properties in Washburn be looked at by city crews for mowing and junk and directed Auditor to mail out letters accordingly.

Bills:

000235E	INTERNAL REVENUE SERVICE	\$2,928.40
000242E	CITY OF WASHBURN	(\$44,041.10)
000243E	CITY OF WASHBURN	\$1,000.00
000244E	GLOBAL PAYMENTS	\$83.93
000245E	REVTRAK	\$117.88
000246E	AFLAC	\$361.06
000247E	BLUE CROSS BLUE SHIELD	\$7,329.57
000248E	INTERNAL REVENUE SERVICE	\$2,954.44
27290	US POSTAL OFFICE	\$166.97
27291	Hendrikson, Sharon	\$910.16
27292	Ogden, Mark	\$482.45
27293	Patterson, Elizabeth A.	\$88.55
27294	Rothmann, Bryan	\$1,673.22
27295	Schell, Zachary D	\$880.35
27296	Thomas, Adam L.	\$1,433.62
27297	Vetter, Nadina	\$198.86
27298	Zimmerman, Joan Raye	\$1,650.94
27299	Zimmerman, Kim	\$1,465.42
27300	ASC CONSTRUCTION	\$459.00
27301	HAWKINS	\$7,825.43
27302	J-S SANITATION	\$80.00
27303	MDU	\$230.88
27304	MIDCONTINENT COMMUNICATIONS	\$230.25
27305	ND SEWAGE PUMP LIFT STATION SV	\$642.50
27306	OTTERTAIL POWER	\$4,672.12
27307	RDO EQUIPMENT	\$3,118.48
27308	SALHUS SEPTIC PUMPING	\$600.00
27309	THOMAS, ADAM	\$65.40
27310	THOMAS, LARRY	\$91.18
27311	VERIZON WIRELESS	\$111.94
27312	AMERIPRIDE	\$235.13
27313	ASC CONSTRUCTION	\$459.00
27314	BANK OF NORTH DAKOTA	\$416,238.12
27315	CARDMEMBER SERVICES	\$1,033.30
27316	CARVELL, MONTE S	\$300.00
27317	DOCS SHOP	\$140.25
27318	ENERBASE COOPERATIVE RESOURCES	\$604.89
27319	FERGUSON WATERWORKS	\$95.77
27320	HELPER GUY	\$720.00
27321	KRAUSES SUPERVALU	\$70.15
27322	LEADER NEWS	\$319.25
27323	LINDELL LAW OFFICE	\$150.00
27324	MCLEAN CO RECORDER	\$39.00
27325	MCLEAN CO TREASURE	\$3,400.00
27326	MCLEAN ELECTRIC	\$66.50
27327	MVTL LAB	\$25.00
27328	SCOTTS HARDWARE	\$350.40
27329	WASTE MANAGEMENT	\$9,183.41

27330	WEST RIVER TELEPHONE	\$706.26
27331	MCLEAN COUNTY SHERIFFS DEPT	\$21,903.88
27332	Hendrikson, Sharon	\$996.95
27333	Ogden, Mark	\$437.02
27334	Rothmann, Bryan	\$1,976.97
27335	Schell, Zachary D	\$480.66
27336	Thomas, Adam L.	\$1,512.20
27337	Vetter, Nadina	\$220.73
27338	Zimmerman, Joan Raye	\$1,716.61
27339	Zimmerman, Kim	\$1,415.17
27340	Schock, Keisha	\$814.12
27341	Hendrikson, Sharon	\$992.37
27342	Ogden, Mark	\$431.34
27343	Patterson, Elizabeth A.	\$250.69
27344	Rothmann, Bryan	\$1,513.34
27345	Schell, Zachary D	\$351.61
27346	Schock, Keisha	\$380.18
27347	Thomas, Adam L.	\$1,422.39
27348	Vetter, Nadina	\$198.86
27349	Zimmerman, Joan Raye	\$1,493.35
27350	Zimmerman, Kim	\$1,415.17
27351	Carr, Elaine F.	\$153.00
27352	Dworshak, Terence A.	\$153.00
27353	Hetletved, Valorie	\$153.00
27354	AE2S	\$50,803.24
27355	HENDRIKSON, SHARON	\$178.00
27356	MDU	\$487.60
27357	MIDCONTINENT COMMUNICATIONS	\$80.25
27358	OTTERTAIL POWER	\$5,215.76
27359	VERIZON WIRELESS	\$85.76

Motion to approve the bills, Moran and seconded by Jacobson. Discussion, none. All in favor, motion carried.

Motion to adjourn.

Joan Zimmerman, Auditor
City of Washburn