

City of Washburn Commission Minutes  
Monday, May 22, 2017  
6:30 p.m. City Hall

Commission Members Present: Jacobson, Boehm, Kroll, Thomas and absent, Baumann.

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from May 9, 2017, Jacobson and seconded by Kroll. Discussion: Thomas requested the following corrections to the minutes: addition to paragraph 13, "failure to comply with the provision of this ordinance" and to paragraph 23, the addition of "United Healthcare" of insurance quotes requested by the City Commission. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Kevin Kirkey, Site Manager of the Lewis & Clark Interpretive Center and Fort Mandan, presented the City of Washburn with a long term loan of pictures for use at City Hall. The pictures are from artists Michael Haynes, Charles Fritz and Gary Miller and all historical and depict the history of our area.

Dan Ruby, Circle Sanitation, attended the meeting to give the Commissioners the opportunity to discuss any issues with garbage collection. Commissioner Jacobson thought the service is good, drivers friendly and courteous. Boehm stated that the service was very consistent and Thomas added that the drivers are good and there have been no problem on the streets.

Motion to approve the 2018 McLean County Law Enforcement contract in the amount of \$154,937.37 per year and \$12911.45 per month, Thomas and seconded by Kroll. Discussion: Jacobson asked if the vote should wait until Commissioner Baumann is present, Thomas thought it was ok to move forward with a vote. Thomas verified that the contract commences on January 1, 2018. A couple items that Thomas would like discussed with law enforcement: when they are patrolling to watch for over parked vehicles parked on streets because some of them never move. Commissioner Boehm added that trailers should also be included and ask the percent of increase, the Auditor confirmed 5 % and shared that there was not an increase in 2016. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve \$3000.00 from Sales & Use Tax Fund for repairs to the Sioux Ferry, Boehm and seconded by Kroll. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve \$33,393.00 from Sales & Use Tax-Community Development Streets Fund for patching, Jacobson and seconded by Boehm. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve \$83,893.00 from Sales & Use Tax- Community Development Streets Fund for Sealcoat, Kroll and seconded by Boehm. Discussion, none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to add to the current patching list because of an area on Case Street, by 83 Express, that was not originally included for \$4,230.00 and is in addition to the previously provided estimate. Thomas and seconded by Kroll. Discussion: Jasper Klein, AE2S has looked at it. It will be fixed with the other patches and Thomas asked if there was money available. Klein expects the contractor in early June. Boehm stated that if the Commission does not act on it now, the opportunity could be missed and asked if it would be paid from the General Fund street maintenance, Thomas agreed. Klein stated that contingencies in the sealcoat project would cover almost ¼ of \$4,230.00. Thomas agreed. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve the addition of snow catchers and gutters at the Washburn Memorial Building. Jacobson and seconded by Boehm. Discussion: The snow catchers protect objects on the ground from sliding snow off the metal roof. The price is \$3,225.00 for snow catchers and gutters, the downspouts are ok. Snow catchers will be on both sides and the entire length of the building. Thomas agreed. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

The suggested kitchen remodel at the Washburn Memorial Building. Commissioner Boehm will get in contact with the people who suggested it and get an estimate to be included in the 2018 budget. The Commission agreed it would be good to have the community engaged.

Motion to approve the addition of Wi-Fi in the Washburn Memorial Building, Boehm and seconded by Kroll. Discussion: Kroll stated that she thought the building was underutilized and lack of internet access could be one of the reasons why. The auditor added that it could also be a safety concern as cell phones rarely work in the basement or the further into the building you get and the landline phones that are in the building are behind locked doors or not easily visible. Jacobson asked about the number of people who could use the Wi-Fi at one time, citing that at the school a minimal number of people can be on at one time and the question of how to regulate the password also was asked. Because of the additional questions the Auditor suggested tabling the motion additional information can be found. Commissioner Boehm rescinded his motion.

Motion to approve the estimate from Levey's Heating and Cooling in the amount of \$1,953.83 for replacement of the water fountain at the Memorial Building, Jacobson and seconded by Thomas. Discussion: Commissioner Boehm share that the estimate is to replace the current fountain in the same spot. The water fountain now is quite old, the buttons and panels sticking, and not trustworthy to leave on in case it floods onto the floor. Two bids were received and includes a bottle filler. The Auditor will ask about proper ventilation. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve an application from Captain's Cabin for a special liquor license on June 9<sup>th</sup>, Jacobson and seconded by Kroll. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve an application from Captain's Cabin for a special liquor license on June 10<sup>th</sup> and June 11<sup>th</sup>, Jacobson and seconded by Boehm. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve an application from Riverboat Saloon for a special liquor license on June 9<sup>th</sup> and June 10<sup>th</sup>, Jacobson and seconded by Boehm. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve an application from Riverboat Saloon for a special liquor license on June 24<sup>th</sup> from noon to 1:00 am for a fishing derby weigh in on the property on 7<sup>th</sup> and 2<sup>nd</sup> Avenue, behind the bowling alley, Jacobson and seconded by Boehm. Discussion: Thomas asked if permission from the neighbors was needed as there would be live music. Commissioner Jacobson stated it was not a requirement currently when beer gardens are right behind the businesses, and Thomas added that if people complain the city would know better for next year. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Commissioner Thomas presented a Special Event Permit at the May 9<sup>th</sup> City Commission Meeting, he asked if there were any comments on the application and added he will have City Attorney David Lindell look at it. The Auditor asked if there would be a fee, how area residents or businesses would be notified of the permit, if there would be a maximum number of permits issued to one business, and if whether or not it was a public or private event should be asked on the application. Commissioner Thomas commented those were all questions that would need to be discussed further.

Motion to approve a demolition permit for Lana Erasmus to take down a shed, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve the new application for the Washburn Special Assessment Assistance Program, Jacobson and seconded by Thomas. Discussion: the Auditor informed that the new income guidelines were taken from HUD. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to deny a bid from Bastien Painting for painting the Old Courthouse, Jacobson and seconded by Kroll. Discussion: the Auditor shared that the request for proposals was in the paper for three weeks one estimate was received for of \$39,580.00 from Bastien Painting. The Auditor added that it was last painted in 2006 and at that time was \$3,000. Thomas stated it was a bit outrageous and Jacobson added he would like to see it painted, but that was too much. The Auditor will rework the advertisement for bids and place in the Bismarck Tribune as well as the local paper to try and generate more interest in the project. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Motion to approve the estimate from Weber Electric to replace the current wall pack lights with LED lighting on the outside of City Hall along 9<sup>th</sup> Street in the amount of \$1031.73, Boehm and seconded by Kroll. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Jasper Klein, AE2S, presented information to the Commission about the Raw Water Intake Project. He recommends a conventional intake, which is the same as what the City has now and asked if the Commission is ready to move forward with the task order for Preliminary Engineering which would allow the investigation into multiple sites for the intake, survey work in the water and all environmental studies needed. At completion of preliminary engineering, the project would be 30% design completed. The cost of the task order is \$180,000.00 and 65% is covered by a grant from the State Water Commission, leaving the City with \$63,000.00. The total cost of the project is estimated at 2.8 to 3.5 million dollars with the City portion around one million.

Commissioner Jacobson asked why this project is important. Klein answered that in a drought situation the water intake would drop below 13 CFS, which would make it impossible to draw water. Jacobson also asked how many years ago was the first work on the intake done, Klein answered, 1970's. Was there an upgrade and what was done? Klein answered it was 2010 and there was a new intake screen and structure out in the water and that infrastructure right now is planned to be reused with new pumps and electrical. The idea of the project is to get a structure that is lower so another line can get to it and deeper. Jacobson asked if it was cost prohibitive to do this work at the time and Klein confirmed. Thomas added that the flood also changed the Missouri River that impacted the intake.

Klein discussed services with Nexus, a company that would give an outside look of the City's financial standing, rate structure, and provide the City with examples of what changes could be made. Jacobson pointed out that contracting with Nexus is not about the City being in financial trouble but making sure we do not over leverage ourselves. Boehm asked why the financial services was included under this task order, Klein responded that it is included but there is no guarantee it will be covered under the grant.

Motion to move forward with the Preliminary Engineering with the understanding that the City of Washburn will be responsible for 35%, Jacobson and seconded by Boehm. Discussion: Thomas clarified that the agreed upon amount of \$63,000.00 is without the financial evaluation, Jacobson agreed. Jacobson goes on record that his positive vote does not mean he is 100% in favor of this project if user rates will go up, Thomas agreed, adding that he thinks this can be done while keeping rates reasonable. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Klein informed that the sidewalks and sealcoating projects are in the works. He asked Commissioner Thomas to follow up on the sidewalk contract with the City Attorney.

Motion to submit an application to the Washburn Sales & Use Tax for \$63,000.00, the City portion of the Preliminary Engineering for the intake project, Thomas and seconded by Jacobson. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Portfolios:

Jacobson: none.

Boehm: The Airport Authority plans to meet on June 7<sup>th</sup> at the Washburn Municipal Airport at 5:30 p.m. and the Library Board will meet on May 30<sup>th</sup>, at 6:30 p.m. at the Library. He will make contact with the people interested in the Memorial Building kitchen makeover.

Kroll: none.

Thomas: none.

Auditor: The LED lights at the Washburn Memorial Building have been changed out. The lights were warrantied by Cree, the manufacturer and a credit for electrical installation was issued to change them out. Carla Bickert has resigned from the Sales & Use Tax Fund Committee. The Civic Club will be contacted to appoint another member from the organization. The Special Assessment Committee has met once and will be meeting again soon to work through 2016 Street & Utility Project Assessments, the members of the committee are Dennis Van Hoorn, Sue Winter and Mark Lelm. Thomas asks if the Auditor will be setting up a Sales & Use Tax meeting the following week for the intake money request

from the City. Zimmerman asked if the meeting could wait until the new member is appointed and also as there is not an immediate need for the funds. Thomas asks the Commission if it can wait and Klein discusses the timeframe for work and funds. Thomas then agrees that the application to the Sales & Use Fund can wait and if someone else applies for funds the City can add on an application at that time, however, doesn't want all the money to go to someone else.

Bills:

021971E	BLUE CROSS BLUE SHIELD	5/22/2017	\$6,163.44
021972E	CIRCLE SANITATION	5/22/2017	\$7,650.00
021973E	MDU	5/22/2017	\$573.18
28629	WEST RIVER TELEPHONE	5/11/2017	\$653.30
28630	Fuchs, Nancy L	5/22/2017	\$67.87
28631	Germundson, Julie L	5/22/2017	\$327.08
28632	Hendrikson, Sharon	5/22/2017	\$1,091.70
28633	Hillerud, Nancy J	5/22/2017	\$67.87
28634	Patterson, Elizabeth A	5/22/2017	\$218.17
28635	Rothmann, Bryan L	5/22/2017	\$1,776.18
28636	Schell, Zachary D	5/22/2017	\$453.16
28637	Thomas, Adam L	5/22/2017	\$1,628.03
28638	Zimmerman, Joan R	5/22/2017	\$1,538.22
28639	Zimmerman, Kim G	5/22/2017	\$1,663.86
28640	AE2S	5/22/2017	\$4,199.00
28641	AVENET WEB SOLUTIONS	5/22/2017	\$500.00
28642	ENERBASE COOPERATIVE RESOURCES	5/22/2017	\$461.86
28643	FISHBECK TECHNOLOGY CONSULTING	5/22/2017	\$325.00
28645	Matthew Bender & Co. Inc	5/22/2017	\$77.81
28647	MVTL LAB	5/22/2017	\$25.00
28648	ND DEPT OF HEALTH LAB SERVICES	5/22/2017	\$32.00
28649	ND WATER & POLLUTION	5/22/2017	\$20.00
28650	ONE CALL CONCEPTS	5/22/2017	\$25.85
28651	OTTERTAIL POWER	5/22/2017	\$4,223.53
28652	UNIQUE	5/22/2017	\$12,672.00
28653	UNLIMITED EXCAVATING	5/22/2017	\$11,260.00
28654	WAEDA	5/22/2017	\$150.00
28655	WAGON WHEEL LUMBER	5/22/2017	\$157.94
28656	WEBER ELECTRIC INC.	5/22/2017	\$52.06
28660	FASTENAL	5/22/2017	\$29.38
28661	HAWKINS	5/22/2017	\$6,229.53
28662	LIBERTY BUSINESS SYSTEMS	5/22/2017	\$118.70

Motion to pay the bills, Jacobson and seconded by Kroll. Discussion: none. Roll call: Aye, Thomas, Kroll, Boehm, Jacobson and Nay, none. Absent: Baumann. Motion carried.

Meeting adjourned.

