

Washburn City Commission Special Meeting Minutes
Thursday, March 8, 2018
7:00 p.m., City Hall

Commission members present: Thomas, Jacobson Baumann, Boehm and Kroll.

Commissioner Thomas called the special meeting to order.

First on the agenda was discussion for hiring of temporary office help.

Thomas started off by advising he had talked to Dwight Hetletved and he would be able to help the City right away with payroll. If we wanted long term accounting, he could work with us on that.

Thomas also advised he did hear back from Dakota Staffing and received two resume's.

Jasper Klein with AE2S Engineering spoke of their financial division, AE2S Nexus. They have two employees who are former auditors who have experience in the Banyon Software System and have been to multiple other cities to assist with this exact scenario. Thomas met with one of the ladies today and he said "she seems knowledgeable and knows what she is doing".

There was discussion on hourly rates and that we need to get someone in here as we have a lot of items coming up that need to meet deadlines; 2019 budget, board of equalization and election. Thomas said we are always needings thing published in the local newspaper, such as minutes. It was noted that Dakota Staffing applicant is \$22 an hour but with Dakota Staffing fees it would be \$33 an hour.

Jacobson asked if we could limit the hours if we went with AE2S, Nexus as their fees are much higher but seem to have the experience we need. Jasper Klein advised that yes, the hours could be limited and that there was no set contract and that they would not be able to be here full time anyway. Klein also mentioned that not everyone does things the same so it may take a little time to get things figured out. It was also mentioned that they would help with payroll twice a month, bills, assist with the hiring of a new auditor, budget process and IRS reporting requirements. Klein advised that Karla with Nexus is \$152.00 an hour plus mileage at \$.65 a mile for travel from Rugby as well as lodging and meals. Linda with Nexus is \$184.00 an hour plus her travel from Bismarck at \$.65 a mile as well as meals, which Klein figured to be approximately \$75.00 a day. Klein said that at this time Linda has more availability and when you add everything up the ladies are comparable in price.

Boehm said we need to weigh the risk vs reward.

It is estimated that Nexus will be needed on a part-time basis for approximately two months. Jacobson noted that we are not paying three full time employees that we had budgeted for.

Motion to hire AE2S, Nexus to come in on an as needed basis, Baumann and second by Boehm. Discussion: Boehm said he liked knowing this was for the good of the group and residents. Thomas said this person would also make sure notices and such are in the paper. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Klein advised that Linda would be here Monday to start.

Thomas said he will work over the weekend to get stuff ready for Monday's meeting. Discussion if the meeting for Monday should be postponed a week to give Linda with AE2S, Nexus time to work through some bills. Decided to leave the meeting date the same and a special meeting could be called later to pay bills.

Jacobson said he would like to see someone in the front office and employee Julie Germundson said she would be willing to help out.

Motion to hire Julie Germundson as a temporary receptionist up to 40 hours a week, Jacobson and second by Kroll. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Motion to pay Julie Germundson \$16.00 per hour for office work, Jacobson and second by Baumann. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Discussion on the help wanted ads and where to advertise. The places that were mentioned to advertise were; BHG, all state papers, league of cities and job service.

Thomas said he feels there will be lots of interest in the Auditor position

Discussion on whether a part time or full time receptionist should be hired. Jacobson noted that to start with there may be plenty of work with a new auditor and receptionist. Baumann went on to say once we get a full time auditor, he doesn't see the need for a full time receptionist. It was agreed that we would make hiring the auditor our priority and we will see if the need is for a part-time or full-time receptionist.

Discussion on the insurance policy the city provides. At this time a fully paid single or family plan is provided by the city. However, now might be the time to make the change if we are going to. Nothing was decided or changed with the fully paid plan.

Commissioners reviewed a "help wanted ad" for the City Auditor position that Jacobson and Kroll had put together. A few changes were requested to be made to the current ad.

Motion to advertise the help wanted ad with changes in the Leader News & Statewide, which will also be done through BHG, Jacobson and second by Kroll. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Meeting adjourned.

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City of Washburn

Larry Thomas, President
City of Washburn