

**Washburn City Commission Meeting  
May 18, 2015 6:30 pm**

The Washburn City Commission met on Monday, May 18, 2015 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Commissioner Thomas, Jacobson, Baumann, and Moran, Commissioners Absent: none

Commissioner Thomas called the meeting to order.

Moran made a motion to approve the financial statements, Jacobson seconded the motion "AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Baumann made motion to approve the minutes from the April 14, 2015 meeting, with the correction of adding the word "year" regarding the SRF Funding, Jacobson seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Baumann made motion to approve the minutes from the April 29, 2015 Special Commission Meeting, Thomas seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Jacobson made motion to approve the minutes from the May 12, 2015 Special Commission meeting regarding the change order for rerouting the storm sewer, Baumann seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Moran made a motion to approve the John Renner's request of lot split of Lot 2 Block 1, Jacobson seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Thomas made a motion to accept hiring Mark Ogden to fill the custodial position at rate of \$14.00 per hour. Moran seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Baumann made a motion to approve the Special Assessment Assistance Fund request for Beth Binsfeld for the 2013 special assessments, Moran seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Thomas made a motion to approve the Washburn Leader News as being the official newspaper for the City of Washburn, Moran seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Jacobson made a motion to approve the new contract for Blue Cross Blue Shield for employees insurance, Baumann seconded the motion AYE" Baumann, Jacobson, Moran and Thomas. "NAY" none, "ABSENT" none.

Baumann made a motion to approve Mark Loutzenheiser, Ron Becker and Todd Goven to the Airport Authority board, Jacobson seconded the motion AYE" Baumann, Jacobson, Moran and

Thomas. “NAY” none, “ABSENT” none.

Moran made a motion to approve the gaming site authorization for the American Legion at the Riverboat Saloon, Baumann seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Jacobson made a motion to approve the gaming site authorization for the American Legion at the Captain’s Cabin, Moran seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Moran made a motion to approve the gaming site authorization for the American Legion at the Mac’s Place, Thomas seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Thomas made a motion to approve the gaming site authorization for the American Legion at the Memorial Building, Moran seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Baumann made a motion to approve the Riverboat Saloon request for a special liquor license for Riverboat Days on Saturday, June 20<sup>th</sup>. Serving will be in the back of the bar as well as the front and will be roped off. Jacobson seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Tyler Vetter present to inform the commission that he is hosting a Fishing Derby and that they will be using the boat dock. Planning on starting at 7 a.m. and done by 3 p.m.

Jacobson motioned to block off parts of Main Street for Riverboat Days, Moran seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Camera/security system. Thomas stated that we need to make a point to review what the current camera does before purchasing something. Item was tabled.

Purchasing limit of commissioners. Baumann stated that anytime there is a change order, there should be a commission meeting; the other Commissioners agreed. Jacobson suggested a limit of \$500 and anything over would need full commission approval. Ray Hager stated that in the past the commission had given approval to some commissioners to handle the small stuff without having to go back to the full commission. Bryan Rothmann, Public Works Supt. added that sometimes even a small nozzle or small pump goes out, and that those items sometimes have to be made and can’t just get right away furthering that \$500 might be a little low in some areas. Thomas agreed, stated that this item should be tabled for now for the commissioners to think about and discussed at the next meeting.

Zimmerman informed the commission that a resident petition for a special election was filed. A timeline was provided to the commission, starting with May 22<sup>nd</sup> as being the publication of election notice and candidate filing, the filing deadline being June 22<sup>nd</sup>. The special election is scheduled to be August 25<sup>th</sup>. Zimmerman also expressed her thanks to Lori Foss and Les Korgel

from McLean County, both have been extremely helpful in this process. Commissioner Moran made a motion for a special election to be held on Tuesday, August 25th 2015, Thomas seconded the motion, AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Jacobson made a motion to approve a 20 year bond for the 2014-2015 project, Moran seconded the motion. Discussion: Thomas asked what the difference between a 15 and 20 year bonds would mean, financially, for residents. Jacobson stated it might be around \$35 per month. Thomas asked what we have done in the past. Zimmerman stated that we have usually have gone with a 15 year bond but this project would flow nicely at a 20 year bond due to the SRF funding we have received. AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Commissioner Thomas provided a proposal, which would buy down the 2014-2015 Street Project. The sources of funding for the buy-down are as follows: \$250,000 from the surge fund for the storm sewer along with \$80,000 Sales and Use Funds, streets, for the beefier section on Main Street as it is a designated truck route. \$100,000 from Sales and Use, streets and \$50,000 Sales and Use, economic development. An additional \$40,000 from Sales and Use, infrastructure for sidewalks. Sidewalks are a 50/50 split between the City and the residents. Thomas furthered that the \$40,000 will be applied towards the repair of the sidewalks that are in need of repair which will be identified by the city as needing repair. Residents will send a letter to the residents, also it could be new sidewalks depending on how far the funds go.

Joe Freeman asked the commission if the surge funding was one time only. Jacobson said per the legislature we could see more funds again at the next biennium, but it is not guaranteed. Freeman asked if we then plan on chip sealing the streets with the remaining funds from the surge fund. Thomas stated that using the funds for chip sealing would be a consideration. Freeman asked how else the city would get the funds, Zimmerman stated that last year it was special assessed. Thomas stated we will look at this possibility. Washburn resident Ray Hager asked if we buy this project down, how do we decided what other projects will be bought down in the future. Jacobson stated that if we have the funds to buy down a project we should be doing that now and in the future if there is money available. Thomas stated that if the Sales and Use Committee approves this proposal, this will buy down the project by about \$520,000.

Thomas made a motion to take \$250,000 from surge fund for the storm sewer portion of the project, Jacobson seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Thomas made a motion to submit an application to the Sales and Use Committee for the \$150,000 of which \$100,000 from streets and \$50,000 from economic development, Moran seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Thomas made a motion to submit an application to the Sales and Use Committee for \$80,000 from the street fund for the truck route portion of Main Street, Baumann seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Thomas made a motion to submit an application to the Sales and Use Committee for \$40,000 from infrastructure for a 50/50 match for sidewalk repair, Baumann seconded the motion AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Chad Dahme asked commissioners what the city has planned for future street projects and potential costs for the homeowner; wondering what people moving in to the area or current residents can expect. Thomas stated this isn’t really something he can answer. Freeman asked if we plan on moving forward on with street projects. Thomas stated we might wait a year but was unsure. Freeman stated that people just want to know if the city is going to continue with these projects so they can make decisions on if they need to stay or leave. Klein advised that construction costs increase from around 3-7% per year. Thomas stated that there is no real answer, some people are saying move forward, others are saying to wait, and this is something we need to weigh both sides on. No action taken.

George Buchholz came to the commission to talk about the road by railroad tracks in the construction area. He stated that people are using the ditch and creating more ruts. Thomas stated that he will go down with Bryan to review the situation. No action taken.

Jasper Klein, AE2S, advised that Quam Construction is continuing to work on the water main on Main Street and will be working to dry out Main. Work will continue on water and sanitary sewer with only the storm sewer left on Main Street and then work on the boring under the railroad tracks. Quam currently has two crews on site but that will be only for this week and then will be going back down just to the one crew. Klein advised that they are looking for approval of fabric to be used on Main Street. This would be \$3.00 per square yard with 4500 square yards that they are looking at about a cost of \$13,500.

Thomas made a motion to approve the change order for fabric as needed, Moran seconded the motion, Baumann specified that is up to the \$13,500, AYE” Baumann, Jacobson, Moran and Thomas. “NAY” none, “ABSENT” none.

Klein also advised that the pipe is available for the lagoon project, so it is just a matter of when the crew will get to it.

Freeman advised that MDU had to bore new service lines and he was able to get MDU to retire the other lines and bore the new lines and cover the cost. Per Freeman, once they bore it, if it doesn’t work, MDU won’t be able to cover the expense again, the city will have to be responsible for the expense at that point.

Richard Johnson from McLean County Law Enforcement Center was here to explain that the increase in the upcoming contract is due to base rate of the starting wage of a deputy. No action taken.

Portfolios:

Baumann. The Forestry Board has met and will be applying for (2) grants to help replace trees and to use on beautification projects. Zimmerman also commended Deputy Auditor Sharon Hendrikson on the Arbor Day Celebration at the school that she has recently organized. It was

highly successful and appreciated.

Jacobson, none.

Moran, none.

Thomas: advised that load restrictions are still in place and will mostly likely be until June 1<sup>st</sup>, maybe sooner if roads dry out. He requested that it be left up to him to decide when the load restrictions will be lifted. He had public works camera the sewer on the 6<sup>th</sup> Street, which is designated as part of the current project. After looking at the film, some issues have been found and he feels that this part of the project should be cancelled, not wanting to asphalt over utility problems needing to be addressed. He asked Klein for options since it is in a street district but not a sewer district. Klein advised that it can be taken out of the project or the City can finance the project, but at this point could not be special assessed. Klein added that the milling machine for the streets cannot come back for work until the load restrictions are lifted.

Zimmerman updated the Commissioners on the demolition work at the old lumberyard and the excellent work by Flying T Construction. The Game and Fish has been contacted regarding the large number of turkeys that are in Washburn. They are willing to come and trap the birds but prefer the winter when the birds are easier to catch. The Game and Fish are requesting an official directive from the City prior to coming into town. Thomas asked if there was a cost, Zimmerman will check. The RFP for tree removal will be in the following week's paper, (23) trees have been identified as needing removal. New lights are being put in the Memorial Building, thanks to the American Legion. The copier for the City is in need of repair at an estimate of up to \$700.00. The next meeting of the Special Assessment Committee is scheduled for Tuesday, June 16<sup>th</sup>, 4:00 p.m.

Bills:

000188E	INTERNAL REVENUE SERVICE	\$2,448.07
000192E	AFLAC	\$478.77
000197E	GLOBAL PAYMENTS	\$44.08
000198E	REVTRAK	\$127.57
000199E	INTERNAL REVENUE SERVICE	\$2,757.99
000200E	INTERNAL REVENUE SERVICE	\$2,716.63
26982	CANADIAN PACIFIC RAILWAY	\$2,000.00
26983	AE2S	\$3,297.95
26984	AMERICAN FUNDS	\$891.07
26985	AMERIPRIDE	\$205.35
26986	BHG LEADER NEWS, INC	\$33.00
26987	BISMARCK TRIBUNE	\$105.07
26988	BORDER STATES ELECTRIC	\$96.80
	FISHBECK TECHNOLOGY	
26989	CONSULTING	\$699.00
26990	HAWKINS	\$940.41
26991	INDUSTRIAL LUBRICANT COMPANY	\$81.00
26992	JOHN HANCOCK ANNUITIES SERVICE	\$297.01
26993	MCLEAN COUNTY SHERIFFS DEPT	\$10,951.94
26995	MVTL LAB	\$25.00

26996	ND DEPT OF HEALTH LAB SERVICES	\$88.50
26997	ONE CALL CONCEPTS	\$1.10
26998	SANITATION PRODUCTS	\$586.25
26999	WASHBURN AIRPORT AUTHORITY	\$3,900.00
27000	WASHBURN FIRE DEPARTMENT	\$5,050.00
27001	WASHBURN PARK BOARD	\$5,000.00
27002	WASTE MANAGEMENT	\$8,386.21
27003	WEST RIVER TELEPHONE	\$753.51
27004	Hendrikson, Sharon	\$979.33
27005	Rothmann, Bryan	\$1,673.22
27006	Thomas, Adam L.	\$1,452.33
27007	Vetter, Nadina	\$166.05
27008	Zimmerman, Joan	\$1,559.02
27009	Zimmerman, Kim	\$1,415.17
27011	BHG LEADER NEWS, INC	\$705.22
27012	BORDER STATES ELECTRIC	\$96.80
27013	BROWN & SAENGER	\$42.99
27014	CARDMEMBER SERVICES	\$374.10
27015	ENERBASE COOPERATIVE RESOURCES	\$404.50
27016	FARMERS UNION INSURANCE	\$132.00
27017	HAWKINS	\$2,534.37
27018	J & R VACUUM & SEWING	\$13.43
27019	KRAUSES SUPERVALU	\$32.36
27020	MCLEAN ELECTRIC	\$165.00
27021	MDU	\$1,089.15
27022	ND LEAGUE OF CITIES	\$50.00
27023	ND STATE AUDITOR	\$165.00
27024	ONE CALL CONCEPTS	\$4.40
27025	RDO EQUIPMENT	\$12.91
27026	SCOTTS HARDWARE	\$101.07
27027	WAGON WHEEL LUMBER	\$22.02
27079	Hendrikson, Sharon	\$1,088.96
27080	Patterson, Elizabeth A.	\$223.81
27081	Rothmann, Bryan	\$1,817.10
27082	Thomas, Adam L.	\$1,426.13
27083	Vetter, Nadina	\$198.86
27084	Zimmerman, Joan	\$1,992.38
27085	Zimmerman, Kim	\$1,440.29
27086	BLUE CROSS BLUE SHIELD	\$6,755.87
27091	ADAM THOMAS	\$228.70
27092	AE2S	\$4,181.40
27093	AMERICAN FUNDS	\$891.07
27094	ASC CONSTRUCTION	\$459.00
27095	FARGO WATERWORKS	\$724.37
27096	GREAT LINES, INC	\$13,986.00
27097	MCLEAN COUNTY CLERK OF COURT	\$20.00
27098	MDU	\$87.13
27099	OTTERTAIL POWER	\$4,644.81
27100	VERIZON WIRELESS	\$85.40
27101	ZIMMERMAN, JOAN	\$64.40
27102	ZIMMERMAN, KIM	\$155.25
27103	FLYING T CONSTRUCION	\$19,821.50
27105	Zimmerman, Kim	\$1,603.60
27106	Zimmerman, Joan	\$1,690.34

27107	Vetter, Nadina	\$220.73
27108	Thomas, Adam L.	\$1,467.30
27109	Rothmann, Bryan	\$1,843.74
27110	Hendrikson, Sharon	\$1,002.17
27111	Bauer, Duane	\$277.05
27112	HENDRIKSON, SHARON	\$62.68
27113	SOUTHERN MCLEAN COUNTY SCD	\$445.12
27114	AE2S	\$33,117.35
27115	AMERICAN FUNDS	\$891.07
27116	AMERIPRIDE	\$171.60
27117	ASC CONSTRUCTION	\$459.00
27118	AVENET WEB SOLUTIONS	\$450.00
27119	BHG LEADER NEWS, INC	\$1,050.20
27120	BROWN & SAENGER	\$36.74
27121	CARDMEMBER SERVICES	\$761.79
27122	FARGO WATERWORKS	\$1,149.63
27123	DIRTY DEEDS EXCAVATING	\$210.00
27124	DOCS SHOP	\$158.45
27125	ENERBASE COOPERATIVE RESOURCES	\$405.08
27126	HAWKINS	\$4,327.76
27127	J & R VACUUM & SEWING	\$167.10
27128	JOHN HANCOCK ANNUITIES SERVICE	\$297.01
27129	Diane M Due	\$180.00
27130	KRAUSES SUPERVALU	\$31.02
27131	MASTER FIRE & SAFETY	\$166.50
27132	Matthew Bender	\$71.87
27133	MCLEAN ELECTRIC	\$35.00
27134	MDU	\$632.37
27135	MVTL LAB	\$25.00
27136	NAPA AUTO PARTS	\$22.77
27137	ND DEPT OF HEALTH LAB SERVICES	\$32.00
27138	ONE CALL CONCEPTS	\$39.60
27139	SCOTTS HARDWARE	\$110.99
27140	WASTE MANAGEMENT	\$8,386.21
27141	WEBER ELECTRIC INC.	\$8,375.02
27144	WEST RIVER TELEPHONE	\$714.15
27145	MERCHANTS BANK NATIONAL	\$1,162.30

Commissioner Baumann motioned to approve the bills, seconded by Jacobson. Discussion none, all in favor, motion carried.

Meeting adjourned.

Sharon Hendrikson, Deputy Auditor  
City of Washburn