

Washburn City Commission Minutes
May 9, 2017
6:30 p.m. City Hall

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

Absent: Boehm

Commissioner Thomas called the meeting to order.

Motion to approve the minutes of April 11, 2017, Jacobson and seconded by Kroll. Discussion: Thomas made a correction in the voting record for approval of spring cleanup ad from Thomas seconding to Boehm. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the financials from April 2017, Kroll and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the request from Suzy Jacobson on behalf of the Riverboat Days Committee to block off 6th to 9th Street on Main Avenue from the evening of 06/9 to 06/11 events happening with Riverboat Days, Kroll and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to use the power pole behind Chase Drug for Riverboat Days, Jacobson and seconded by Baumann. Discussion: Thomas directed Jacobson to contact Ottertail Power to hook up and if there were any additional questions to contact City Hall. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Suzy Jacobson, Memory Fireworks, shared with the Commission that she and Alison Teigan plan to sell fireworks the days of 6/27/17 to 07/04/2017 by Krauses SuperValu. Kroll motioned to approve the sale of fireworks by Krauses and Baumann seconded. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

City Assessor, Ryan Oberg, presented information on a change in exemption for property owned by David Peyer. With the exemption for the property, 100% for 5 years, and is coming off, there is a significant change in assessment for the property. Oberg has talked with Peyer and let him know that although he was not given notification for the city Board of Equalization meeting, can attend at a county level to discuss the increase in assessment. Oberg stated that Peyer was aware of the change and was fine with how things currently stood.

A letter from Carol Sauer was discussed. She is concerned with an eyesore adjacent to her property. Thomas stated that this is why cleanup letters were sent out to all property owners and the city is in the process of working with land owners to cleanup properties. And since the city is in the process, there is no reason to act on this now, but after cleanup, properties will be evaluated again. Jacobson asked if there was a list that Commissioners Thomas and Baumann are working on and Thomas stated it is citywide at this time.

Resident Jim Dutoit also sent a letter to the city requesting clean up action on a property in his neighborhood. Thomas stated that this is good information and the same answer as for Ms. Sauer.

Motion to designate BHG, Leader News as the official paper for the City of Washburn, Jacobson and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the demolition permit for Charlene Binsfeld with the extension of time, but no waiver on fee, Jacobson and seconded by Baumann. Discussion: Zimmerman informed that all the paperwork is in order and the fee paid with the application. Mrs. Binsfeld has requested the fee be waived as it is a training exercise for the Washburn Fire Department. Due to possible changing weather conditions and it being burned, she is asking for an extension of time beyond the 30 days if need be. Kroll asked about asbestos abatement, Zimmerman informed that the building was checked and tiles with asbestos were removed from the structure. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the contract with the State of North Dakota for sales & use tax collection and for Zimmerman to sign the contract, Jacobson and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Rehab project for the Memorial Building basement kitchen, tabled.

Second and final reading of the Pet Ordinance, Ordinance 149A, adding an increased penalty for any person failing to e to comply with the provisions of the ordinance and the authority of the Municipal Judge to order the euthanasia of animals deemed vicious and dangerous to the public. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve Hooter and Scooter to run go carts on their property along Border Lane on June 9th, 4-8 pm and the 10th from 10 am-4 pm, Baumann and seconded by Kroll. Discussion: Jacobson suggested bringing the go carts downtown, and resident Ryan Oberg commented that area residents do not have any issues with them running as this is with Riverboat Days and a special occasion. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve an application to the Sales & Use Fund for up to \$3,000.00 to be used on the Sioux Ferry, Jacobson and seconded by Baumann. Discussion: money to be used for repairs on the roof and the doors. There is additional work that needs to be done, but Commissioner Boehm recommends starting with the process with the requested amount and plan. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Application to the Sales & Use Fund for the 2017 Water Intake Project, tabled until May 22nd meeting. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve bid from Quality Asphalt to do patching in Washburn this summer for a price of \$26,000, Jacobson and seconded by Baumann. Discussion: Jacobson asked when sealcoat will begin, Klein responded after the patching. Discussion: Four estimates were received for patching, Quality was the lowest. Thomas adds that the patch on 14th Street and the alley off 6th Street are not included as those are the responsibility of MDU for work done with their projects. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the change order for Sealcoat in the amount of \$39,600.18 for additional areas in town that need to be covered, Jacobson and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to apply to Sales and Use Tax for \$90,000.00 for patching and crack seal project, Jacobson and Baumann seconded. Discussion: Baumann asked money unused from the Riverside Park Road Project, Thomas explained that the money goes back to the Sales and Use Fund and the City will need to reapply. The committee then decides which funds within the account to draw from. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the gaming site permit from Cystic Fibrosis at Captain's Cabin, Baumann and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the gaming site authorization for the American Legion for Riverboat Saloon Baumann and seconded by Jacobson. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the gaming site authorization for the American Legion for the American Legion Bar in the Memorial Building, Baumann and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Zimmerman presented information from Blue Cross/ Blue Shield of North Dakota for employee health insurance. She informed that for a family the increase is \$185.70 and a single policy \$71.60 and added that with the budget there is \$6,240.00 that was budgeted for salary increases that was not used. With the leftover budget monies, the difference is \$2,163.60. This item was tabled to get quotes from Sanford and Medica Health Insurance and United Health Care.

Motion to approve the increase in the estimate from Giovanni Construction from \$5,250.00 to \$8,725.00 for work being done on the walking trail and tunnel entrance, Jacobson and seconded by Kroll. Discussion: Thomas would like to know what additional work they are doing on the drain that increased the price. Zimmerman informed the company planned to begin work in the coming weeks. Roll call: Aye: Jacobson, Baumann, Kroll and Nay, Thomas. Absent: Boehm.

Kroll discussed Wi-fi in the Memorial Building at a cost of \$45 per month. Tabled.

Zimmerman suggested and requested putting security cameras in City Hall citing increased traffic to the building as well as financial information, i.e.: bank accounts, credit card numbers from residents, warranted the extra security. Thomas stated he did not feel it was necessary at this time and Jacobson would like to wait for the 2018 Budget, Kroll voiced that she would like to see one in the hallways due to times when angry people come into the building, adding that the safety of employees is important. Thomas said that we currently have a panic button that goes directly to the police department. Zimmerman said she was looking for it as an added layer to security we have now and that it was requested by an employee that it be looked into for confidence in the work place and it was put on the agenda as such. Thomas said it should be a budgeted item, but said Zimmerman could get a price on one with a microphone.

Zimmerman requested the approval of re-keying City Hall and Thomas asked if there had been an issue. Zimmerman shared that a request had been made of another employee for a master key to the building so access to the Auditor's office could be obtained. After this request was made, it was determined that it has been many years since City Hall has been re-keyed and in light of current circumstances, now would be a good time. She added that the concern with having unauthorized access to the Auditor's office is that integrity of the work that is done can then be questioned as she is not assured that files and information remains as she leaves it. Whether it is resident banking information, financials, etc. there is no guarantee that it has not been tampered with. Changing the keys and knowing who has keys to the building and offices is important. It has been numerous years since the office has been rekeyed and the city has had a turnover in employees- it makes sense. Jacobson asks if it would be the office doors only or the entire building; he doesn't think coming into the building should be a concern. Zimmerman said it would be less than \$600.00 to rekey the building. Thomas said he didn't understand the need.

Motion to rekey the two doors into the office and Auditor's office, Jacobson and then withdrawn.

After discussion as to whom requested access to the Auditor's office and whether or not it should even be a concern, Zimmerman is directed to get quotes on a key fob system and the Commission will decide if it will pursue the request after options are looked at.

Motion to approve the Resolution Directing the Assessment of Street Improvement District 2016-01, Water Improvement District 2016-01, and Sewer Improvement District 2016-01, Jacobson and seconded by Kroll. Discussion: Thomas asked the amount of the bond again, Zimmerman informed \$2,750,000.00, the amount of the bond. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Jasper Klein, AE2S, began a discussion with the Commission regarding the need for the new intake and current debt of the City of Washburn and Zimmerman provided additional information. Klein will present a scope of work for the Raw Water Intake Project at the meeting on May 22nd. This information was presented as a precursor to a future conversation. Nexis offers financial assessments for community's and is a company who works with AE2S. They can assess a city's financial status and can advise on how best to be able to afford projects in the future.

Zimmerman explained the provided handout that shows current debt, through special assessment and revenue bonds, for the City of Washburn. The information was provided as a tool for the commission to use when making future decisions on projects and financing. With declining state revenues and the current special assessment load on residents, she sees it as an opportunity for the city to be guided on a way to financially accomplish all project goals while not over taxing the residents.

Commissioner Jacobson reminded that there are residents who had an increase in mortgages of \$400.00 per month, so additional taxation is a concern. Commissioner Thomas stated he is not in favor of raising user fees if it is not necessary. Klein will have a scope and fees at the May 22nd meeting.

Klein discussed 2016 Street Project Warranty work is ongoing and problems have been and are being addressed.

The 2017 Sidewalk Project, with Wagner as contractor, will begin in June. Thomas asks about the sidewalk added at Chase Drug and if that is included in the 50/50 Sidewalk grant. Klein will check with them, but he thought it was all taken care of. Zimmerman asked if we are still accepting 50/50 applications, Thomas said as long as we still have money. Jacobson added that if Chase Drug wants to put the sidewalk back the way it originally was, with the slope. It is useable now and nice so we want to make sure that it is ok with the City. Thomas said the concern is the extra ledge on the sidewalk. Klein recommended getting the first wave of it done and then if there is still money available the city could do another round next year; it can be revisited.

Thomas asked if Klein has had a discussion with Quam about the patch on 14th, as of the May 9th, Klein has not heard back.

Klein asked if the sidewalk contract has been signed. Zimmerman stated it has been sent to the City Attorney for review. Klein shared that normally a contract through AE2S is used, but as this has different circumstances, Wagner sent a contract therefore, it would be the City's responsibility to ensure that it meet their requirements and the City Attorney to provide recommendations. Zimmerman informed the amount of the contract is \$59,515.00.

Portfolios:

Jacobson: Nothing to report

Baumann: Nothing to report

Kroll:

Motion to approve the hiring of Koby Hansen as a seasonal employee for the City of Washburn, Kroll and seconded by Jacobson. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Boehm: Absent.

Thomas: Handed out a draft document for a Special Event Permit for the Commissioner to review for conversation at the May 22nd meeting. Jacobson asked stated that from the current wording, Riverboat Days would need to have multiple permits for the weekend. Thomas stated that it would be just one permit for the weekend. Jacobson also noted that some things are already permitted uses such as fireworks, Thomas explained some of the wording to the group and added it would be looked over more next meeting. Jacobson wants to ensure that the permit is not too limited.

Thomas read a document on Roberts Rules of Order that stated, the President is a member of the voting member of the body and has the right to do so as much as any other member. Jacobson stated that with NDCC the President votes all the time, but with motions and seconds, the President should do so sparingly. Thomas replied that he also checked with the City Attorney and was told he can motion and second.

Thomas discussed motioning on items not on the agenda and that those items can be motioned and acted on. Jacobson disagreed stating that he wouldn't want to make a motion on something that the community does not know about. Thomas said you would never have any new business, then to which Jacobson replied it just needs to be put on the agenda and added otherwise you could have unscrupulous people, although not in this case he adds, doing things before the community finds out. And if the community does not know, a commission could do a lot of things before they find out without anyone being given the opportunity to show up.

BHG Editor, Alyssa Meier, added that in her opinion, there are a number of things that come up that are not on the agenda and should not be acted on. She referenced the special event permit presented and discussed at the current meeting, it has been being worked on for a number of months, so it is something that could have been on the agenda. It is fair to the public to be put on the agenda.

Baumann stated that if an accusation was made at him, he would do the same research that Commissioner Thomas did to defend himself. Everyone has a different way of interpreting things and it's been enough; it is not something that needs to go on and on and the City has more important things to deal with. Jacobson responds that it should be done the right way and although he thinks for the most part we are doing things correctly, the Commission should not be making decisions that are not on the agenda. Thomas states that is not according to Roberts Rules.

Klein adds that many communities ask at the beginning of a meeting, if there are any additional agenda items. Jacobson asks the Commission what is wrong with going above and beyond what we should be doing, and asks what the negative of that is. Thomas says that business needs to be taken care of and certain situations come up, for example the chip seal, and to approve the price but it wasn't on the agenda, but the topic of the contract came into the conversation so it was approved. Jacobson countered that it was on the agenda but to move on he still believes that it is not taking power away from anyone and it doesn't hurt. Thomas said meetings have been run this way for so long and it has worked really well, so the Commission should stick with it.

Zimmerman: requested a budget change to (3) accounts and to transfer money from the project checking account to the general checking account. The first one is for \$41,000.00 to buildings and grounds for payment of the Memorial Building roof.

Motion to approve the transfer of \$41,000.00 from the 400 Fund to 100 fund, buildings and grounds, Jacobson and seconded by Baumann. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the budget change and fund transfer from 400 fund to 602 fund, sewer account- maintenance and repair of \$25,000 due to recent sewer main problems. Discussion: none. Jacobson and seconded by Kroll. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Motion to approve the budget change and fund transfer from 400 fund to 201 fund, street lighting account- of \$5,000.00. Jacobson and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Baumann, Kroll, Thomas and Nay, none. Absent: Boehm. Motion carried.

Bills:

021957E	INTERNAL REVENUE SERVICE	\$3,060.80
021961E	MIDCO	\$75.00
021962E	BLUE CROSS BLUE SHIELD	\$6,139.85
021964E	INTERNAL REVENUE SERVICE	\$3,040.32
021966E	CIRCLE SANITATION	\$0.00
021967E	MCLEAN ELECTRIC	\$0.00
021968E	BLUE CROSS BLUE SHIELD	\$0.00
021969E	MIDCO	\$0.00
021970E	AFLAC	\$0.00
28581	Voided	\$0.00
28582	US POSTAL OFFICE	\$167.28
28583	Voided	\$0.00
28584	Kim Zimmerman	\$144.45
28585	Zimmerman, Kim G	\$1,409.70
28586	Zimmerman, Joan R	\$1,633.62
28587	Thomas, Adam L	\$1,691.39
28588	Rothmann, Bryan L	\$1,426.58
28589	Patterson, Elizabeth A	\$218.17
28590	Hendrikson, Sharon	\$1,239.68
28591	Germundson, Julie L	\$546.57
28592	Fuchs, Nancy L	\$106.67
28593	Fuchs, Nancy L	\$87.27
28594	Germundson, Julie L	\$473.44
28595	Hendrikson, Sharon	\$991.99
28596	Hillerud, Nancy J	\$193.93
28597	Patterson, Elizabeth A	\$218.17
28598	Rothmann, Bryan L	\$1,825.94
28599	Thomas, Adam L	\$1,548.85
28600	Zimmerman, Joan R	\$1,499.58
28601	Zimmerman, Kim G	\$1,354.50
28602	AE2S	\$1,707.00
28603	AFLAC	\$495.70
28604	AMERICAN FUNDS	\$941.46
28605	AMERIPRIDE	\$297.16
28606	BLUE CROSS BLUE SHIELD	\$6,139.85
28607	CHARVAT CONSTRUCTION, INC	\$17,195.00
28608	CIRCLE SANITATION	\$7,512.00
28609	DACOTAH PAPER CO	\$179.16
28610	DIRTY DEEDS EXCAVATING	\$873.12
28611	HAUGENS DRAIN SERVICE	\$295.00
28612	HAWKINS	\$4,768.59
28613	HELPER GUY	\$1,946.74
28614	HOLST, JIM	\$127.33
28615	JOHN HANCOCK ANNUITIES SERVICE	\$307.63
28616	KRAUSES SUPERVALU	\$20.98
28617	LEADER NEWS	\$1,121.25
28618	LINCOLN-OAKES NURSERIES	\$365.00
28619	MASTER FIRE & SAFETY	\$233.65

28620	MCLEAN COUNTY SHERIFFS	
	DEPT	\$12,295.77
28621	MCLEAN ELECTRIC	\$92.50
28622	MIDCO	\$75.00
28623	OTTERTAIL POWER	\$4,660.09
28624	UNLIMITED EXCAVATING	\$20,650.00
28625	WAGON WHEEL LUMBER	\$66.66
28626	WASHBURN AUTOBODY	\$277.23
28627	WEBER ELECTRIC INC.	\$1,833.79

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

Meeting adjourned.

Joan Zimmerman, Auditor
City of Washburn

