

Washburn City Commission  
Official Meeting Minutes  
Monday, January 14, 2019  
6:30 p.m., City Hall

Members Present: Larry Thomas, Noelle Kroll, Mike Herdt & Kit Baumann  
Absent: Kollin Syverson

President Thomas called the Washburn City Board of Commissioners meeting to order at 6:30 p.m.

Kroll motioned to approve the December 10, 2018 minutes. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Kroll motioned to approve the November financials. Thomas seconded. Upon roll call, all members present voted aye. Motion carried.

Kroll motioned to approve the December financials. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas read the Annual Report of the Washburn Municipal Court for the period ending December 31, 2018.

Russell Sorenson with WaterSmart, a civil engineering and consulting firm out of Bismarck, introduced himself to the City commission. He asked to be an option for any upcoming projects.

Tana Larsen with WAEDA provided the commissioners with a copy of the Economic Development Association of North Dakota's 2019 publication, in which Washburn has two feature stories. Larsen also gave a monthly update on projects and economic development in North Dakota, McLean County and the City of Washburn for 2017 vs 2018.

Price presented an application from River Riders for a charitable gaming permit. Thomas motioned to approve the request. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented an application from the Washburn Lions Club for a charitable gaming permit. Kroll motioned to approve the request. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

The Washburn Study Club has requested a waiver of the fee to rent the Memorial Hall for a fundraiser for the McLean Family Resource Center. Thomas motioned to approve the waiver. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

The Washburn EMS has requested a waiver of the fee to rent the Memorial Hall for their Annual EMS Banquet. Thomas motioned to approve the waiver. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Robert Sauter has requested a waiver of the fee to rent the Memorial Hall for a blood drive 1-17-2019. Thomas motioned to approve the waiver for the fee for the blood drive. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

David Peyer came to address the board's decision to require the 2018 taxes be paid prior to the city signing off on the re-plat of property located at Lots 13-14-15-16-17-18 Block 10 Original Townsite. Peyer questioned if the city overstepped by requiring both 2017 and 2018 taxes be paid. And is asking why they required both years to be paid. Thomas stated it was the right thing to do. Herdt and Kroll both stated they believed it was the correct thing to do because they believed Peyer would let this property go back to the county for lack of payment.

The Washburn Civic Club has elected Leslie Fiedler as one new representative for the Sales and Use Tax Committee and re-elected Mike Nelson. Thomas motioned to accept the Civic Club's appointment. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Commissioner Baumann arrived to the meeting at 7:05pm.

Thomas stated he attended the Historical Society's last meeting and asked them if they were interested in owning the Jefferis Building. He stated they were not interested.

Price updated the board on the progress of the delinquent water bills. We have collected a large majority of the outstanding bills. If the board wished to pursue the collection of the remaining, we have contacted a collection agency for their contract. Price read the collection rates to the board. Herdt motioned to allow the pursuit of the collection on those accounts that deem necessary. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

An ad for a reminder that the 2019 pet licenses are due was presented. Price stated they have reminders on the Access Channel and Facebook. A newspaper ad to remind residence that their pet licenses are due was reviewed. Thomas motioned to place the ad for one week. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

City maintenance employee's cell phones were discussed. Price presented a quote from FirstNet for \$0.99 cell phones and unlimited talk, text and data for two cell phones for \$89.00 per month. This service is available for first responders in emergency situations. This is a 2 year contract. Baumann motioned to move forward with this quote. Thomas seconded. Baumann-aye, Herdt-aye, Kroll-aye, Thomas-aye. Motion carried.

WAEDA has requested a legal opinion asking if the additional stipulations on the Sales and Use Tax recommendation for funding the WAEDA director position are an overreach. David Lindell has provided an opinion, but Thomas will ask for some clarification.

A Special Assessment Assistance Application was received after the deadline. The deadline for these applications is September 30<sup>th</sup>. This application was received on January 11, 2019. Thomas motioned to deny based on it being late. It is the applicant's responsibility to request/apply before the deadline. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Eric Lothspeich with AE2S gave an update on the 2018 Intake project, the survey work is underway. Asked the city to enter into a contract with Terracon Geotechnical to provide Geotechnical Engineering for \$8,400. Baumann motioned to proceed with the contract. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Lothspeich will have future street improvement cost estimates at the next meeting for Pleasant and Fourth Addition, Heritage Heights and Water Treatment Plant and 1<sup>st</sup>.

Commissioner Portfolios:

Baumann-Nothing.

Herdt - presented pictures of the Memorial Hall floor separating. He will work with the public works staff on getting these cracks filled in. We have been having problems with the east set of front doors heaving. This is probably part of the water problem. He also asked what their thoughts were on moving the east front entrance. He is wondering if adding an addition to the east side(where the handicap parking spot is located) would be an option to help with the heaving door issue, and making the access a little more handicap accessible when transitioning to the gym floor. He also has become aware of some work that need to be done to the air conditioner bracing.

Kroll – Nothing

Thomas – They have the upper kitchen in the Memorial Hall gutted and are working on placing walls. Baumann asked about outside access to the kitchen from the East. Thomas stated this is a good question. Do we want another outside access into the building?

City Staff:

Price – Presented journal entries that were entered to clean up the liability accounts. Price entered them in December for year end. Jackie has been working on redoing the Memorial Hall rental agreement. She has a spreadsheet showing the Memorial Hall activities for 2018. RJR has cleaned up the junk located on their property.

Rothmann- They have burned the tree pile. The sander should be completed 1-16-19. Not sure on its arrival date.

Commissioner Kroll motioned to pay the bills.

Check Number	Vendor	Date	Amount
022307E	INTERNAL REVENUE SERVICE	12/18/2018	\$2,119.55
022308E	GLOBAL PAYMENTS	12/4/2018	\$49.92
022309E	REVTRAK	12/6/2018	\$480.82
022310E	CIRCLE SANITATION	12/20/2018	\$7,554.00
022311E	MIDCO	12/12/2018	\$75.00
022312E	INTERNAL REVENUE SERVICE	1/4/2019	\$2,467.58
022313E	JOB SERVICE OF NORTH DAKOTA	1/4/2019	\$65.18
022314E	BLUE CROSS BLUE SHIELD	1/14/2019	\$4,123.20

022315E	MCLEAN ELECTRIC	1/14/2019	\$154.50
022316E	MIDCO	1/14/2019	\$75.00
022317E	OTTERTAIL POWER	1/14/2019	\$4,718.17
022318E	WASHBURN CIVIC CLUB	1/14/2019	\$75.00
022319E	WEST RIVER TELEPHONE	1/14/2019	\$716.12
022320E	ND STATE TAX COMMISSION	1/14/2019	\$620.16
022321E	INTERNAL REVENUE SERVICE	1/15/2019	\$2,201.15
029696	DAKOTA WEST CREDIT UNION	12/12/2018	\$500.00
029697-029704	Payroll	12/17/2018	\$6,989.39
029705	ND RURAL WATER SYSTEMS	12/19/2018	\$240.00
029706	VICTOR B. WALLIN/AMERICAN LEGI	12/19/2018	\$10,000.00
029707	US POSTAL OFFICE	12/27/2018	\$264.36
029708-029720	Payroll	12/31/2018	\$9,297.81
029721	NDWPCC	1/8/2019	\$50.00
029722	AE2S	1/14/2019	\$1,726.00
029723	AFLAC	1/14/2019	\$221.55
029724	AMERICAN FUNDS	1/14/2019	\$530.40
029725	AMERIPRIDE	1/14/2019	\$642.21
029726	ASCENDUM MACHINERY INC.	1/14/2019	\$459.00
029727	DACOTAH PAPER CO	1/14/2019	\$84.86
029728	DAHL, JACLYN	1/14/2019	\$28.89
029729	DIRTY DEEDS EXCAVATING	1/14/2019	\$375.00
029730	DOUGHTERTY & COMPANY LLC ENERBASE COOPERATIVE	1/14/2019	\$500.00
029731	RESOURCES	1/14/2019	\$528.84
029732	HAWKINS	1/14/2019	\$10,983.37
029733	INNOVATIVE OFFICE SOLUTIONS LL	1/14/2019	\$451.39
029734	JOHN HANCOCK ANNUITIES SERVICE	1/14/2019	\$315.59
029735	KRAUSES SUPERVALU	1/14/2019	\$10.37
029736	LEADER NEWS	1/14/2019	\$565.40
029737	LIBERTY BUSINESS SYSTEMS	1/14/2019	\$207.84
029738	MCLEAN COUNTY IMPLEMENT	1/14/2019	\$41.61
029739	MCLEAN COUNTY SHERIFFS DEPT	1/14/2019	\$12,911.45
029740	MVTL LAB	1/14/2019	\$25.00
029741	ND DEPT OF HEALTH LAB SERVICES	1/14/2019	\$32.00
029742	ND HEALTH DEPT OF CHEMISTRY	1/14/2019	\$108.29
029743	NRG TECHNOLOGY SERVICES	1/14/2019	\$1,130.48
029744	PRICE, RANIE	1/14/2019	\$92.14
029745	SCOTTS HARDWARE	1/14/2019	\$177.84
029746	THOMAS, ADAM	1/14/2019	\$87.90
029747	UNUM LIFE INSURANCE CO	1/14/2019	\$368.32

Herd seconded the motion. Upon roll call, all members present voted aye. Motion carried.

Next meeting February 11, 2019 at 6:30 p.m.

The meeting was adjourned at 7:50 p.m.

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Ranie Price, Auditor  
City of Washburn

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Larry Thomas, President  
City of Washburn

