

Washburn City Commission
Official Meeting Minutes
Tuesday, October 9, 2018
6:30 p.m., City Hall

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

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

Syverson motioned to approve the September 9, 2018 minutes. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

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

Claudia Scott representing the Washburn Civic Club was present asking for the city to close Main Street from Cafe 77 to Doc's Shop for the Candy Caravan. She asked for the street to be closed from 3:00p.m. to 6:00p.m. on Oct 31st. Last year the Fire Department and Ambulance vehicles blocked the east end and was nice for the community to see and interact with them. Thomas motioned to block the street for this event. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Scott also asked if the city was interested in participating again by providing candy for this event. Last year she thought someone also handed out the candy, but if there wasn't someone available, Scott's Hardware could have a place for the city's candy to be distributed. Kroll motioned to purchase \$75.00 worth of candy. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Bruce Sailer representing the American Legion Post #12 informed the commission of their upcoming 100th Anniversary Event to be held November 3rd. They are requesting the city print 400 brochures for the event. Syverson motioned to have the city staff print the handouts for the American Legion. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas discussed the present condition of the Jefferis Building (1905 courthouse). The McLean Historical Society has been told to not allow anyone into the property due to the deteriorated condition of the building. It was discussed that testing would be required, no matter what direction is decided for the building. Thomas motioned to move forward with the bid from Black Trail Environmental, asking for asbestos, air quality, mold and lead paint testing, up to \$2,500. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Commissioner Herdt discussed the water issue between the Memorial Hall and Scott's Hardware. He asked Eric from AE2s if trenching in drain tile, creating a sloped channel with eventually putting in a hard surface to direct the water to the back of the buildings would be feasible to fix this issue. Eric will look into this problem.

Price presented a listing of delinquent utility bills. Price stated per Ordinance #140, "The city will provide prior notice in writing to the address shown at least seven (7) working days in advance to the owner before disconnecting a water service". There was discussion as to how to handle these delinquent accounts. Thomas motioned to notify those two months delinquent and more by certified mail, with 30 days to pay or make a payment plan arrangement. Kollin seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented letter from Washburn Riverside 4-H requesting the city to waive the rental fee for the Memorial Hall. Thomas asked if they have held their meetings there in the past. Price thought so. Thomas motioned to waive the rental fee for these meetings. Herdt seconded. Upon roll call, all members present voted aye.

Thomas notified the board that the Larry Sim's letter sent certified mail concerning his property was returned undelivered today. He will meet with David Lindell to see what options there are

for this issue. Thomas also stated he is working with Mr. Lindell on the Nordquist property issue.

Price presented a request to increase the NDIRF Limit of Liability. David Lindell has suggested we increase it to \$4,000,000. This would increase the premium by \$1,055. Thomas motioned to increase to \$4,000,000. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

A local gaming permit for St. Edwin's Catholic Church was presented for bingo and raffle. Kroll motioned to approve. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

A local gaming permit for Ducks Unlimited was presented for a raffle. Syverson motioned to approve. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented the applications and spreadsheet for those who qualified for the Special Assessment Assistance Program. Thomas motioned to approve the payment. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

WAEDA asked to table the tax incentives until next meeting.

Price presented the application for a city credit card. Herdt motioned to issue credit cards to each employee. Syverson seconded. Upon roll call, Syverson-nay, Herdt-aye, Kroll-nay, Thomas-nay. Motion failed. Syverson motioned to get one card. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a proposal from NRG for computer IT services. This would be for managing the server and three computers with time-based backup to the cloud. Kroll motioned to approve NRG proposal for IT services. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Price informed the board that the Forestry Board has a vacancy, and was hoping Baumann would be able to speak on their behalf. This was tabled until next meeting.

Price presented the 2016 journal entries Widmer Roel prepared. These have been reviewed by AE2s consultant and Price and have indicated only a few to be completed. Price asks for the board's approval. Thomas motioned to make the few journals as indicated on the Widmer Roel Report. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a letter from NDDOT for the NDSTREET program. Eric Lothspeich with AE2S contacted Pam Wenger and she indicated this program is to provide assistance in upgrading the existing infrastructure along a state highway. After discussion about different projects that may qualify, Eric stated he will contact them again and get an application along with some additional information.

Transportation Alternatives Program was also presented from NDDOT. Lothspeich stated he also talked to NDDOT about this program, and this may also be an option for future projects.

Lothspeich updated the commission on the status of the Bathymetric Survey scheduled for next week. He provided an amendment to the AE2S Task Order for this additional service. Thomas stated this work needs to be done for the additional information it will provide for the Intake Improvement Project. Thomas motioned to make the amendment of \$5,200 per outlined in the document provided. Syverson seconded. Herdt asked if there was funding available to cover this additional work. Lothspeich stated the FEMA Grant would cover this as well as the State Water Commission Grant.

The commissioners went through their portfolios: Syverson said the intake was clean when the diver removed the two foot riser on the water intake pipe. He is still waiting for the video from Erin. Herdt asked Syverson his opinion of the 2018 Annual Utility Rate Survey AE2S provided. Lothspeich stated he recalls that Washburn was in the middle or average for municipalities. Kroll nothing to report. Thomas asked Rothmann where they are with the sander. Rothmann said he is waiting for how the commission wants to proceed. Herdt is concerned that the one they bid is too large. He would like to get a bid for something smaller for the back of a pickup.

Commissioner Syverson motioned to pay the bills.

Check #	Vendor	Date	Amount
022265E	CITY OF WASHBURN	43376	\$94,000.00
022266E	CITY OF WASHBURN	43376	\$4,000.00
022267E	INTERNAL REVENUE SERVICE	9/25/2018	\$2,013.01
022268E	JOB SERVICE OF NORTH DAKOTA	10/2/2018	\$65.32
022269E	ND STATE TAX COMMISSION	10/2/2018	\$628.59
022270E	REVTRAK	9/9/2018	\$321.77
022271E	Void		
022272E	GLOBAL PAYMENTS	9/5/2018	\$499.92
022273E	BLUE CROSS BLUE SHIELD	10/4/2018	\$5,903.20
022274E	CIRCLE SANITATION	9/20/2018	\$7,551.00
022275E	MIDCO	10/4/2018	\$75.00
022276E	MDU	9/21/2018	\$201.55
022277E	MEC	10/1/2018	\$161.50
022278E	OTTERTAIL POWER	9/17/2018	\$5,585.02
022279E	VERIZON WIRLESS	10/4/2018	\$33.43
022280E	WEST RIVER TELEPHONE	10/4/2018	\$658.53
022281E	INTERNAL REVENUE SERVICE	10/9/2018	\$2,123.26
29545-29552	Payroll	9/24/2018	\$6,793.28
29553	US POSTAL OFFICE	9/28/2018	\$226.35
29554-29561	Payroll	10/8/2018	\$7,043.03
29562	AE2S	10/9/2018	\$9,522.02
29563	AFLAC	10/9/2018	\$88.62
29564	AMERICAN FUNDS	10/9/2018	\$265.20
29565	Ascendum Machinery Inc.	10/9/2018	\$459.00
29566	BENCO EQUIPMENT	10/9/2018	\$279.00
29567	BHG LEADER NEWS, INC	10/9/2018	\$342.48
29568	CITY OF UNDERWOOD	10/9/2018	\$20.00
29569	DAKOTAH PAPER	10/9/2018	\$81.54
29570	DIRTY DEEDS EXCAVATING	10/9/2018	\$1,491.38
29571	FISHBECK TECHNOLOGY CONSULTING	10/9/2018	\$180.00
29572	HELPER GUY	10/9/2018	\$522.51
29573	INDUSTRIAL LUBRICANT COMPANY	10/9/2018	\$18.72
29574	JOHN HANCOCK ANNUITIES SERVICE	10/9/2018	\$315.59
29575	J-S SANITATION	10/9/2018	\$80.00
29576	Diane M Due	10/9/2018	\$192.00
29577	MCLEAN COUNTY SHERIFFS DEPT	10/9/2018	\$12,911.45
29578	MVTL LAB	10/9/2018	\$25.00
29579	ND HEALTH DEPT OF CHEMISTRY	10/9/2018	\$169.49
29580	SCOTTS HARDWARE	10/9/2018	\$114.46
29581	ST. PAUL STAMP WORKS INC.	10/9/2018	\$111.45
29582	STARION BOND SERVICE	10/9/2018	\$107,235.75
29583	THOMAS, ADAM	10/9/2018	\$60.23
29584	UNUM LIFE INSURANCE CO	10/9/2018	\$91.20
29585	WAGON WHEEL LUMBER	10/9/2018	\$15.99
29586	WASHBURN AUTOBODY	10/9/2018	\$79.19

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

Next meeting November 13, 2018 at 6:30 p.m.

The meeting was adjourned at 8:30 p.m.

Ranie Price, Auditor
City of Washburn

Larry Thomas, President
City of Washburn