

Washburn City Commission
Meeting Minutes
Tuesday, November 13, 2018
6:30 p.m., City Hall

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

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

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

Syverson motioned to approve the October 17, 2018 minutes. Thomas 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.

Price presented a rental agreement for the Washburn Public School. Brad Rinas stated the Washburn School Board has seen this agreement and will have their meeting later tonight. He did not see any reason that they would not approve it. Thomas motioned to approve the Washburn School Lease upon the School Board's approval. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Darrell Hight and Darryl Metzger with the American Legion presented the plans for the Memorial Hall upstairs kitchen remodel. Herdt asked if this is a commercial kitchen? Darryl Metzger replied yes, that is the intent. They want this facility to be used, so it will be a state certified commercial kitchen. Thomas motioned to allow the American Legion to proceed with this project, provided they get the funding. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Herdt motioned to pledge \$10,000 for this project. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Tana Larsen and Mark Lelm came before the commission to discuss the results from the Blacktrail Environmental testing of the Jefferis Building. Herdt stated Mr. Spilman with Blacktrail was unable to attend the meeting but has communicated that the building has a new roof, stable frame, the upper and main levels are in good condition. Only a small amount of asbestos insulation on the old furnace and basically a di minimis amount of asbestos in the joint compound in two small areas of drywall, low-risk areas of lead-based paint, acceptable airborne concentrations of mold in the building. After much discussion the committee will continue to move forward in their development or planning for the Jefferis Building.

Tana Larsen came before the board and informed them that the ND Governor's Mainstreet Team was in Washburn in September and they recommended that the city update their Strategic Plan. One was done in 2001 and again in 2007. She has secured a Grant from the Department of Commerce for \$7,000 that requires no match to redo the strategic plan. This would require a series of community meetings for input. She was asking for permission to move forward with this process. Thomas asked how long this will take? Larsen is guessing 3 or 4 months. Larsen will move forward with this process.

Price presented a request from the Washburn Riverside 4-H Club to waive the rental fee for the use of the Memorial Hall conference room for the rest of the school year. Baumann motioned to waive the rental fee. Thomas seconded. Syverson-aye, Baumann-aye, Herdt-nay, Kroll-aye, Thomas-aye. Motion carried.

Price presented a request from the Civic Club to waive the rental fee for the use of the Memorial Hall gym floor December 7 & 8th for Santa Day. Baumann motioned to waive the rental fee. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a request from the Civic Club to waive the rental fee for the use of the Memorial Hall gym floor November 24 for Small Business Saturday. Syverson motioned to waive the rental fee. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

Donna Gunderson also asked about closing Main Avenue for Small Business Saturday parade. Thomas motioned to close Main Avenue for this parade. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas presented the recommendation from the Planning and Zoning Board that the variance request from Brent Sanders Sr. be approved. It is for the building of a garage on N96 feet Lots 13-14 Block 12 Veeder's Addition. He is requesting a three foot variance from the Sannes property line and allow the front of the garage to line up with the house on the 6th Street side. Thomas motioned to allow the variance. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas would like AE2S to put together a cost estimate for possible paving in 2020 for the following areas in the city: Heritage Heights, Pleasant Acres & Sundown Park 4th. Thomas motioned to have AE2S get cost estimates for repaving in these areas. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Spending Authority was discussed. Thomas motioned to change the spending limit as follows: \$2,500 for change orders and discretion spending in emergency situations for Commissioners under their portfolio (s), and the President of the Commission. A spending limit of \$2,000 for each commissioner and a fellow commissioner. And \$500.00 for the city staff. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

The Memorial Hall basement kitchen has had a water leak. There has been damage to a few of the floor tiles. Thomas has repaired a water line and installed a fan and will need monitoring to see if this resolved the issue.

Price presented pictures of the Memorial Hall Boy Scout room. The city would like to clean up this room. It is our understanding as there is no current Boy Scout troop and therefore the items left would belong to the Lions who sponsored them. Thomas motioned to proceed with disposing of the items in the Boy Scout room. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a couple quotes on a key fob system for the Memorial Hall. One quote was for a two panel which would have both sets of double front doors on it for \$5,325. The second quote was for a four panel which would have both sets of double front doors and would have the capability to expand to two additional doors if needed for \$6,325. The city hall is currently using this system and with internet service at the Memorial Hall we would be able to use the same Keri System to program and control these doors. Syverson motioned to go with the four panel system for the Memorial Hall. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented an engagement letter from the North Dakota Auditor's Office for doing a financial audit of 2017 and 2018. Thomas motioned that we proceed with a two year audit with estimated price range of \$23,000 - \$25,000. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Tana Larsen gave a WAEDA update. The WAEDA board and or director will be giving the city commission a monthly update.

Price presented the delinquent utility billing list. This week is the week bills are due, and also the clients that received their notices will have their water shut off if it was not paid as of 11/15/2018.

Thomas thinks we need to request bids for snow hauling services. Syverson asked if we have specifications. Thomas stated they need to be a licensed and insured contractor. And be available when the city staff needs them. Thomas motioned that we get bids for snow hauling. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

The commissioners went through their portfolios: Syverson met with AE2S about water intake and will discuss when Eric gives his update. Herdt-nothing, Baumann- nothing, Kroll stated the

HR portfolio holders will conduct performance reviews and evaluations here soon. Thomas asked Price to get pricing to install a new street light along Ivy Drive and Garden Drive.

Eric Lothspeich gave an update on the bathymetric survey results. Herdt asked if the site 2 option was attaching the pipe to the bridge and bringing it across the river or boring. Lothspeich stated this is boring a line with a pump house on the south side. Herdt can you have multiple intakes with the boring option? Lothspeich said this would be very difficult and costly. We should be glad we did not move forward with site 1, as this survey shows it would have been in the wrong spot. Moving forward we need to look at site 2. He asked the board to move forward with meeting with the landowner for site 2 to see if this is an option. Herdt asked about the NDDOT right of way? Lothspeich said they were contacted and did not like that idea. Herdt asked is it possible to have a wet well? Lothspeich said that would be a very difficult bore and deep well. Syverson motioned to approve the amendment 1 for task order 12 to have Eric move forward with estimates for site 2 for \$2,500. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

Lothspeich stated the ArcGIS access has been resolved and will work on a demo of the mobile capabilities with staff. Price asked if the data would be updated. Lothspeich said they would make sure that those updates would be done.

Kroll asked what the status was on the Water Treatment Plant ceiling letter. Lothspeich said they have not received anything from David Lindell. Price-nothing, Rothman-nothing.

Commissioner Baumann motioned to pay the bills.

Check #	Vendor	Date	Amount
022282E	INTERNAL REVENUE SERVICE	10/23/2018	\$2,169.52
022283E	INTERNAL REVENUE SERVICE	11/6/2018	\$2,121.00
022284E	REVTRAK	10/4/2018	\$250.52
022285E	GLOBAL PAYMENTS	10/2/2018	\$88.06
022286E	MCLEAN ELECTRIC	11/2/2018	\$166.50
022287E	BLUE CROSS BLUE SHIELD	11/1/2018	\$4,123.20
022288E	OTTERTAIL POWER	10/3/2018	\$4,305.12
022289E	VERIZON WIRLESS	10/11/2018	\$33.59
022290E	MIDCO	10/12/2018	\$75.00
022291E	WEST RIVER TELEPHONE	10/15/2018	\$666.65
022292E	CIRCLE SANITATION	10/19/2018	\$7,554.00
022293E	MDU	10/25/2018	\$330.16
29587	US POSTAL OFFICE	10/19/2018	\$308.20
29588-			
29594	Payroll	10/22/2018	\$7,234.32
29595	FAMILY DOLLAR	10/25/2018	\$73.00
29596	US POSTAL OFFICE	11/6/2018	\$166.57
29597-			
29604	Dahl, Jaclyn K	11/5/2018	\$6,993.78
29605	241 INK	11/13/2018	\$1,885.00
29606	AE2S	11/13/2018	\$1,478.00
29607	AFLAC	11/13/2018	\$88.62
29608	AMERIPRIDE	11/13/2018	\$899.14
29609	Ascendum Machinery Inc.	11/13/2018	\$459.00
29610	BANYON DATA SYSTEMS	11/13/2018	\$795.00
29611	BHG LEADER NEWS, INC	11/13/2018	\$398.02
29612	BLACKTRAIL ENVIRONMENTAL	11/13/2018	\$2,500.00
29613	CITY OF UNDERWOOD	11/13/2018	\$10.00
29614	DACOTAH PAPER CO	11/13/2018	\$122.52
29615	DELUXE	11/13/2018	\$148.10
29616	DIRTY DEEDS EXCAVATING	11/13/2018	\$1,250.00
29617	DOCS SHOP, INC	11/13/2018	\$174.83
	ENERBASE COOPERATIVE		
29618	RESOURCES	11/13/2018	\$723.21
29619	Void		
29620	HAUGENS DRAIN SERVICE	11/13/2018	\$255.00
29621	HAWKINS	11/13/2018	\$11,757.11
29622	INDUSTRIAL LUBRICANT COMPANY	11/13/2018	\$21.90
29623	INNOVATIVE OFFICE SOLUTIONS LL	11/13/2018	\$39.26
29624	J-S SANITATION	11/13/2018	\$40.00
29625	LIBERTY BUSINESS SYSTEMS	11/13/2018	\$241.04
29626	LINDELL LAW OFFICE	11/13/2018	\$75.00
29627	MCLEAN CO AUDITOR	11/13/2018	\$1,640.17
29628	MCLEAN CO TREASURER	11/13/2018	\$150.00
29629	MCLEAN COUNTY IMPLEMENT	11/13/2018	\$70.51
29630	MUNICIPAL GOVERNMENT ACADEMY	11/13/2018	\$60.00
29631	ND DEPT OF HEALTH LAB SERVICES	11/13/2018	\$189.00

29632	ND HEALTH DEPT OF CHEMISTRY	11/13/2018	\$145.95
29633	ND LEAGUE OF CITIES	11/13/2018	\$150.00
29634	NRG TECHNOLOGY SERVICES	11/13/2018	\$726.94
29635	ODAY EQUIPMENT LLC	11/13/2018	\$140.50
29636	ONE CALL CONCEPTS	11/13/2018	\$39.60
29637	PETTY CASH	11/13/2018	\$172.40
29638	PRICE, RANIE	11/13/2018	\$249.75
29639	RDO EQUIPMENT	11/13/2018	\$5.43
29640	RITEWAY	11/13/2018	\$138.84
29641	SALHUS SEPTIC PUMPING	11/13/2018	\$160.00
29642	SCOTTS HARDWARE	11/13/2018	\$115.13
29643	THOMAS, ADAM	11/13/2018	\$865.73
29644	THOMAS, LARRY	11/13/2018	\$112.19
29645	UNUM LIFE INSURANCE CO	11/13/2018	\$91.20
29646	WAGON WHEEL LUMBER	11/13/2018	\$208.36
29647	WEBER ELECTRIC INC.	11/13/2018	\$95.00
29648	Farmers Union Insurance	11/13/2019	\$22,719.00

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

Next meeting December 10, 2018 at 6:30 p.m.

The meeting was adjourned at 9:30 p.m.

Ranie Price, Auditor
City of Washburn

Larry Thomas, President
City of Washburn