

Washburn City Commission  
Meeting Minutes  
Monday, December 10, 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.

Thomas motioned to approve the November 13, 2018 minutes. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Snow Hauling Bids were opened. Bids received from Dirty Deeds and Brent Barnick. Both were for \$100.00 per hour for a tandem truck for snow hauling. Thomas motioned to approve both bids and use both vendors alternately as needed. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Planning & Zoning Committee has recommended to approve the re-plat of property located at Lots 13-14-15-16-17-18 Block 10 Original Townsite. Plat will divide parcel 81-0001-00019-000 owned by Dave Peyer into three (3) lots and re-zone accordingly. Thomas motioned to approve the re-plat with the stipulation that the 2017 & 2018 taxes must be paid in full prior to the recording of the final plat. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

Sales and Use Tax Committee has recommended approval of WAEDA's application for \$50,000 for the funding for the Economic Developing & Marketing Director Position from the Community Economic Development Fund. Thomas motioned to fund the Economic Development Director's position, from the Community Economic Development Fund, December 2018 thru November 2019 with \$25,000 paid now and \$25,000 in June 2019, with the stipulation that they provide monthly updates of activities and accomplishments to the City Commission and Sales and Use Tax Committee. Seconded by Syverson. Upon roll call, all members present voted aye. Motion carried.

Sales and Use Tax Committee has recommended the approval of the American Legion's application for \$55,000 for the Memorial Hall upstairs kitchen project from the Community Development Infrastructure Fund with the stipulation that they provide receipts to the City and return any unused funds. Syverson motioned to fund \$55,000 for the Memorial Hall kitchen project from the Community Development Infrastructure Fund. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a application for the Teen Alternative Group local permit for a 50/50 raffle from January 2019 thru December 2019 with cash payout of ½ the cash collected. This will be used to fund the after-prom party. Kroll motioned to approve the local permit. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Darrell Scheresky representing Dakota Agronomy Partners was asking to continue the current lease of Railroad Lots 24, 25, 26 and 27 West of the existing road in the vacated Veeder Street, City of Washburn, North Dakota. The terms are \$500 per year for 5 years. Thomas motioned to continue the lease as long as the lot is kept up and DAP will cover the tax bill. Kroll seconded. Baumann asked if we can sell DAP this piece of land. Thomas stated the City cannot, as the quick claim deed states the property should forever be restricted to the use for public utilities, public park and recreational trail. Except that, tenants continue to occupy those portions of the property covered by those respective leases. Kollin asked if we can change this to a one year lease. Thomas stated it is hard to be a leasee for only one year. Upon roll call, all members present voted aye. Motion carried.

Price presented the following alcoholic beverage licenses for renewal:

Washburn American Legion Victor B. Wallin Post #12. Herdt motioned to approve. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Captian's Cabin LLC. Baumann motioned to approve. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

The Riverboat Saloon. Kroll motioned to approve. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Enerbase. Baumann motioned to approve. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Superpumper Inc. Baumann motioned to approve. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Brenarlo Enterprises LLC. Thomas motioned to approve. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Special Assessment Assistance Application was received after the deadline. Thomas motioned to deny based on it being late. The deadline for these applications is September 30<sup>th</sup>. This application was received on November 20, 2018. It is the applicant's responsibility to request/apply before the deadline. Syverson seconded. Syverson-aye, Baumann-aye, Herdt-nay, Kroll-aye, Thomas-aye. Motion carried.

Tom Neary was present representing the Forestry Board. Karla Klein has volunteered to fill the vacated position. Thomas motioned to appoint Karla to this position. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a League of Cities 2019 Random Drug and Alcohol Testing Program Contract. Thomas tabled so we can check our employee handbook to ensure we have the language needed.

Coal Conversion Counties membership was discussed. Died for a lack of a motion.

Thomas presented the North Dakota Rural Water Systems Association membership. Syverson motioned to pay the annual dues of \$240 to join the North Dakota Rural Water Systems

Association for 2019. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a quote from NRG for new computers and server alternate for \$6,824.92 with recurring expenses of \$158.75. Baumann motioned to accept the quote from NRG. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas stated we have been asked why we are not using the Memorial Hall floor coverings. The city commission has discussed the hazard of them in prior meetings, but there has not been a motion to not require their use during functions. Thomas motioned to not require the use of the floor coverings during Memorial Hall gym functions, unless directed by the city in the rental contract. Syverson seconded. Syverson-aye, Baumann-nay, Herdt-aye, Kroll-aye, Thomas-aye.

Price presented pricing from Midco and West River Telecommunications. Jeff McDowell from NRG has reviewed both options and suggests we go with WRT 100 megabits down and 10 megabits up for an additional bundle pricing of \$32.00. Herdt motioned to go with NRG's recommendation for the Memorial Hall. Syverson seconded. Syverson-aye, Baumann-nay, Herdt-aye, Kroll-aye, Thomas-aye.

Syverson stated the employee reviews for 2018 have been completed and presented recommended raises beginning January 1, 2019. The recommendation is for a cost of living increase of \$0.69/hour. And Merit increases as follows:

Price \$1.00 per hour

Rothmann \$0.25 per hour

Thomas \$1.00 per hour

Germundson \$0.25 per hour

Syverson motioned to increase the wages as stated effective January 1, 2019. Kroll seconded. Syverson-aye, Baumann-nay, Herdt-nay, Kroll-nay, Thomas-aye. Motion failed.

Herdt motioned to change Rothmann to \$0.50 merit increase and Thomas to \$1.50 merit increase keeping the rest as stated. Syverson seconded. Syverson-aye, Baumann-nay, Herdt-aye, Kroll-aye, Thomas-aye. Motion carried.

Thomas motioned to give the five employees a Christmas gift of \$100 Washburn Bucks. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a delinquent utility billing list for the commissioner's review.

Jasper Klein with AE2s updated the commissioners on the options for the intake project. He presented a North option of \$3.84 million and a South option of \$4.03 million. AE2s recommends going forward with the South option. This option would cost the city an additional \$94,000 to finish design and proceed with bidding the project. Thomas stated we could use the Surge monies that have not been spent yet. So we do not need to use General Fund monies. Syverson motioned to have AE2S proceed with the South option design and go out for bids. Thomas seconded. Herdt asked when construction would begin. Jasper stated the expectation

would be to complete in the first half of 2020. Upon roll call, all members present voted aye. Motion carried.

The commissioners went through their portfolios: Syverson – Sander on order is expected to be delivered in early January. Baumann-nothing. Herdt-would like to pursue looking into a machine to clean the Memorial Hall gym flooring. Kroll nothing.

The 2019 City Commission Dates were set as follows:

6:30p.m., City Hall, 907 Main Avenue, Washburn, ND

- 1-14-19
- 2-11-19
- 3-11-19
- 4-9-19
- 5-6-19
- 5-28-19
- 6-10-19
- 6-24-19
- 7-8-19
- 7-22-19
- 8-5-19
- 8-19-19
- 9-9-19
- 10-14-19
- 11-12-19
- 12-9-19

Thomas motioned to accept these dates as the 2019 regular city commission meeting dates. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Commissioner Syverson motioned to pay the bills.

Check Number	Vendor	Date	Amount
022294E	BLUE CROSS BLUE SHIELD	12/6/2018	\$4,123.20
022295E	CIRCLE SANITATION	12/6/2018	\$7,554.00
022296E	MCLEAN ELECTRIC	12/6/2018	\$155.50
022297E	MDU	12/6/2018	\$531.69
022298E	OTTERTAIL POWER	12/6/2018	\$4,590.45
022299E	VERIZON WIRLESS	12/6/2018	\$33.59
022300E	WEST RIVER TELEPHONE	12/6/2018	\$654.82
022301E	GLOBAL PAYMENTS	12/6/2018	\$79.29
022302E	REVTRAK	11/6/2018	\$322.75
022303E	INTERNAL REVENUE SERVICE	11/20/2018	\$2,447.72
022305E	MDU	12/10/2018	\$1,181.28
022306E	INTERNAL REVENUE SERVICE	12/10/2018	\$2,410.79
29648	FARMERS UNION INSURANCE	11/13/2018	\$22,719.00
29649-29655	Payroll	11/19/2018	\$7,709.12
29656	MCLEAN COUNTY CLERK OF COURT	11/27/2018	\$25.00
29657	US POSTAL OFFICE	12/7/2018	\$267.16
29658-29666	Payroll	12/3/2018	\$7,755.62
29667	AE2S	12/10/2018	\$10,000.00

29668	AMERICAN FUNDS	12/10/2018	\$530.40
29669	Ascendum Machinery Inc.	12/10/2018	\$459.00
29670	DACOTAH PAPER CO	12/10/2018	\$208.72
29671	DOCS SHOP, INC	12/10/2018	\$291.54
29672	ENERBASE COOPERATIVE RESOURCES	12/10/2018	\$639.09
29673	INDUSTRIAL LUBRICANT COMPANY	12/10/2018	\$939.90
29674	JOHN HANCOCK ANNUITIES SERVICE	12/10/2018	\$631.18
29675	LEADER NEWS	12/10/2018	\$48.99
29676	LIBERTY BUSINESS SYSTEMS	12/10/2018	\$65.29
29677	MCLEAN CO RECORDER	12/10/2018	\$4.00
29678	MCLEAN CO TREASURER	12/10/2018	\$35,738.39
29679	MCLEAN COUNTY IMPLEMENT	12/10/2018	\$617.55
29680	MCLEAN COUNTY SHERIFFS DEPT	12/10/2018	\$12,911.45
29681	MVTL LAB	12/10/2018	\$50.00
29682	ND DEPT OF HEALTH LAB SERVICES	12/10/2018	\$32.00
29683	ND HEALTH DEPT OF CHEMISTRY	12/10/2018	\$906.30
29684	NRG TECHNOLOGY SERVICES	12/10/2018	\$350.48
29685	ONE CALL CONCEPTS	12/10/2018	\$15.05
29686	SALHUS SEPTIC PUMPING	12/10/2018	\$160.00
29687	SCOTTS HARDWARE	12/10/2018	\$101.86
29688	THOMAS, ADAM	12/10/2018	\$69.06
29689	THOMAS, LARRY	12/10/2018	\$46.33
29690	UNUM LIFE INSURANCE CO	12/10/2018	\$91.20
29691	WAGON WHEEL LUMBER	12/10/2018	\$7.58
29692	WASHBURN AIRPORT AUTHORITY	12/10/2018	\$4,612.00
29693	WASHBURN FIRE DEPARTMENT	12/10/2018	\$5,650.00
29694	WASHBURN PARK BOARD	12/10/2018	\$3,375.00
29695	WEBER ELECTRIC INC.	12/10/2018	\$7,640.00

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

Next meeting January 14, 2019 at 6:30 p.m.

The meeting was adjourned at 8:45 p.m.

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Ranie Price, Auditor  
City of Washburn

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Larry Thomas, President  
City of Washburn