

Washburn City Commission  
Official Meeting Minutes  
Monday, February 11, 2019  
6:30 p.m., City Hall

Members Present: Larry Thomas, Noelle Kroll, Mike Herdt, Kit Baumann & Kollin Syverson  
Absent: None

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

Kroll motioned to approve the January 14, 2019 minutes. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

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

Tony Thoreson with WAEDA indicated Tana Larsen has given her resignation as Economic Director. The board is in the process of figuring out what the next steps will be and have lots of decisions to make. Their next meeting is February 20, 2019.

4 Season Tree & Yard Service was unable to attend and asked to be put on the agenda for the 3/11/2019.

Thomas presented two quotes for the City Hall front door push paddle. Guardian Lock and Safe was \$873.90 and Fargo Glass and Paint Co. for \$1,165.00. Syverson motioned to approve the quote from Guardian Lock and Safe. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented an application from Captains Cabin Bar & Grill for a special event to sell alcoholic beverages on 2/16/19 at the Lewis & Clark Interpretive Center for a GRE staff event. Thomas motioned to approve the request. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented the Pledge of Securities from Farmers Security Bank dated 12/31/2018. Thomas motioned to approve the Pledge of Securities. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a template of a Capital Asset Policy that the ND Auditor's Office has suggested the city adopt. Herdt asked if we had a Capital Asset Policy before, so this is a suggestion for a new policy. Thomas stated we have an inventory policy, but probably needs to be updated. Kroll asked if David Lindell can review. Syverson asked if there is a deadline. Price stated they have not completed the audit, so no deadline at this time. This was tabled to allow the board time to review.

Price presented a template of a Fund Balance Policy that the ND Auditor's Office has suggested the city adopt. This was tabled to allow the board time to review.

Price presented a template of a Fraud Prevention and Investigation Policy that the ND Auditor's Office has suggested the city adopt. This was tabled to allow the board time to review.

Price presented a service agreement from ND Sewage Pump & Lift Station Service Co. Inc. for annual service for \$625.00. Herdt motioned to approve the waiver. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

The Memorial Hall guest password distribution was discussed. Herdt has done some research on this with other surrounding entities. Hazen has a couple places where they have guest passwords and the City of Underwood also has something similar. He suggested we post the password in the Memorial Hall. Thomas states that he agrees that for now we post the password and see if we have any issues. Herdt motioned to leave the password as it is for now, post it inside the Memorial Hall for public use, and give to those who rent the facility. We will address any issues as they arise. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Price asked to attend the League of Cities March Madness held on March 26 & 27. The registration fee is \$170.00. Thomas stated he is thinking he would like to attend as well. Thomas motioned to approve Price and Thomas attend the 2019 March Madness. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

WAEDA presented minutes that they approved the final invoice for \$2,498.25 Goetz Funeral Home for their storefront improvement project. Kroll motioned to approve this expenditure from the storefront improvement project funds. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Eric Lothspeich with AE2S was unable to attend, so Thomas read the February Projects Report from AE2S.

- Survey field work on site number 2 is complete, board members will meet with the land owner to discuss cost estimates. Terracon should have their final report completed by Friday 2/15/19.
- Thomas will review the future street improvements cost estimates and have AE2S present them at the next meeting.
- Lindell has sent a letter to PKG regarding the water treatment plant ceiling asking for a plan of resolution by 3/15/2019.

Commissioner Portfolios:

Syverson-Sander is here. It is of very poor quality. He has spoken to Swanston Equipment and they agree it is not acceptable. They are working on finding something else and have given us approval to use it if need be. They will take it back if we use it. Syverson also asked that the staff inform the public when the snow gate cannot be used, just as a public awareness.

Baumann-Nothing.

Herdt – The Memorial Hall kitchen project is going well, the next stage is plumbing and electrical. He also has become aware of some work that need to be done to the air conditioner bracing and is awaiting quotes to resolve the issue. He also suggested we look into getting some kind of camera system at the Memorial Hall since we do have internet service. He will look into our options.

Kroll – Nothing

Thomas – Wondered if we should look into getting a cell phone booster for the Memorial Hall. Herdt was hoping to keep people from chatting on the phone during events being held at the Memorial Hall.

Thomas presented David Lindell’s opinion on the city commission’s motion from December 10, 2018 meeting. “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.” Lindell’s opinion is that they are not able to add the stipulation that they provide monthly updates due to the One Cent Sales Tax Committee did not ask for this in their motion. Therefore, Thomas rescinded “with the stipulation that they provide monthly updates of activities and accomplishments to the City Commission and Sales and Use Tax Committee.” Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

City Staff:

Price – We are in the middle of the audit we are hoping to have it completed soon.

Rothmann- He is unsure of the vehicle ticketing status. There has been discussion amongst the McLean County Sheriff’s Office and City officials.

Commissioner Syverson 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	\$0.00
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
022322E	REVTRAK	1/8/2019	\$284.64
022323E	INTERNAL REVENUE SERVICE	1/29/2019	\$2,433.84
022324E	GLOBAL PAYMENTS	1/3/2019	\$86.32
022325E	BLUE CROSS BLUE SHIELD	2/8/2019	\$4,123.20
022326E	CIRCLE SANITATION	1/18/2019	\$7,852.50
022327E	MCLEAN ELECTRIC	2/1/2019	\$191.50
022328E	MIDCO	2/11/2019	\$75.00
022329E	MDU	1/25/2019	\$1,608.89
022330E	OTTERTAIL POWER	2/6/2019	\$5,888.60
022331E	VERIZON WIRLESS	1/10/2019	\$33.59
022332E	VERIZON WIRLESS	2/10/2019	\$33.65
022333E	WEST RIVER TELEPHONE	2/20/2019	\$612.82
022334E	MDU	2/11/2019	\$1,543.03
29696	DAKOTA WEST CREDIT UNION	12/12/2018	\$500.00
29697-29704	Payroll	12/17/2018	\$6,989.39
29705	ND RURAL WATER SYSTEMS	12/19/2018	\$240.00
29706	VICTOR B. WALLIN/AMERICAN LEGI	12/19/2018	\$10,000.00
29707	US POSTAL OFFICE	12/27/2018	\$264.36
29708-29720	Payroll	12/31/2018	\$9,297.81
29721	NDWPCC	1/8/2019	\$50.00
29722	AE2S	1/14/2019	\$1,726.00
29723	AFLAC	1/14/2019	\$221.55
29724	AMERICAN FUNDS	1/14/2019	\$530.40
29725	AMERIPRIDE	1/14/2019	\$642.21
29726	ASCENDUM MACHINERY INC.	1/14/2019	\$459.00
29727	DACOTAH PAPER CO	1/14/2019	\$84.86
29728	DAHL, JACLYN	1/14/2019	\$28.89
29729	DIRTY DEEDS EXCAVATING	1/14/2019	\$375.00
29730	DOUGHTERTY & COMPANY LLC ENERBASE COOPERATIVE	1/14/2019	\$500.00
29731	RESOURCES	1/14/2019	\$528.84
29732	HAWKINS	1/14/2019	\$10,983.37
29733	INNOVATIVE OFFICE SOLUTIONS LL	1/14/2019	\$451.39
29734	JOHN HANCOCK ANNUITIES SERVICE	1/14/2019	\$315.59
29735	KRAUSES SUPERVALU	1/14/2019	\$10.37
29736	LEADER NEWS	1/14/2019	\$565.40
29737	LIBERTY BUSINESS SYSTEMS	1/14/2019	\$207.84
29738	MCLEAN COUNTY IMPLEMENT	1/14/2019	\$41.61
29739	MCLEAN COUNTY SHERIFFS DEPT	1/14/2019	\$12,911.45
29740	MVTL LAB	1/14/2019	\$25.00
29741	ND DEPT OF HEALTH LAB SERVICES	1/14/2019	\$32.00
29742	ND HEALTH DEPT OF CHEMISTRY	1/14/2019	\$108.29
29743	NRG TECHNOLOGY SERVICES	1/14/2019	\$1,130.48
29744	PRICE, RANIE	1/14/2019	\$92.14
29745	SCOTTS HARDWARE	1/14/2019	\$177.84
29746	THOMAS, ADAM	1/14/2019	\$87.90
29747	UNUM LIFE INSURANCE CO	1/14/2019	\$368.32
29748-29752	Payroll	1/14/2019	\$6,989.40
29753	WASHBURN CIVIC CLUB	1/17/2019	\$75.00
29754-29758	Payroll	1/28/2019	\$7,558.46
29759	US POSTAL OFFICE	2/1/2019	\$164.36
29760-29764	Dahl, Jaclyn K	2/11/2019	\$7,283.33
29765	AE2S	2/11/2019	\$2,500.00
29766	AMERICAN FUNDS	2/11/2019	\$571.56
29767	AMERIPRIDE	2/11/2019	\$318.60
29768	ASCENDUM MACHINERY INC.	2/11/2019	\$918.00
29769	BANK OF NORTH DAKOTA	2/11/2019	\$62,725.00
29770	BHG LEADER NEWS, INC	2/11/2019	\$272.04
29771	CITY OF WILTON	2/11/2019	\$10.00
29772	DACOTAH PAPER CO	2/11/2019	\$81.82
29773	DAHL, JACLYN ENERBASE COOPERATIVE	2/11/2019	\$29.97
29774	RESOURCES	2/11/2019	\$634.71

29775	GERMUNDSON, JULIE	2/11/2019	\$40.87
29776	GREATLAND	2/11/2019	\$74.55
29777	HAWKINS	2/11/2019	\$4,729.12
29778	INDUSTRIAL LUBRICANT COMPANY	2/11/2019	\$817.50
29779	INNOVATIVE OFFICE SOLUTIONS LL	2/11/2019	\$41.59
29780	J & R VACUUM & SEWING	2/11/2019	\$153.88
29781	JOHN HANCOCK ANNUITIES SERVICE	2/11/2019	\$328.21
29782	LIBERTY BUSINESS SYSTEMS	2/11/2019	\$65.29
29783	MCLEAN COUNTY SHERIFFS DEPT	2/11/2019	\$26,339.36
29784	MVTL LAB	2/11/2019	\$25.00
29785	ND DEPT OF HEALTH LAB SERVICES	2/11/2019	\$32.00
29786	ND HEALTH DEPT OF CHEMISTRY	2/11/2019	\$75.33
29787	ND WORKFORCE SAFETY	2/11/2019	\$915.43
29788	NRG TECHNOLOGY SERVICES	2/11/2019	\$2,175.02
29789	ONE CALL CONCEPTS	2/11/2019	\$2.40
29790	SCOTTS HARDWARE	2/11/2019	\$139.16
29791	THOMAS, ADAM	2/11/2019	\$60.23
29792	VENTURE MARKETING	2/11/2019	\$100.00
29793	WAGON WHEEL LUMBER	2/11/2019	\$10.98
29794	WEBER ELECTRIC INC.	2/11/2019	\$3,309.60

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

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

The meeting was adjourned at 7:15 p.m.

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Ranie Price, Auditor  
City of Washburn

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Larry Thomas, President  
City of Washburn