

Washburn City Commission
Official Meeting Minutes
Tuesday, March 11, 2019
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 February 11, 2019 minutes. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

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

Sumner Boschert proposed a multi-use non-motorized community trail on city ground. He estimated it would be about a mile long with no jumps or obstacles. Thomas asked who would be responsible for putting this together or marking this trail. Boschert stated he would volunteer his time to put the trail in. Thomas asked if he has walked this proposed trail and is concerned parts may need to be moved due to being so close to the river's edge and lagoon. Herdt asked about the grass and weeds. Boschert said he would maintain the weeds and trees that would be adjacent to the trail. Thomas would like to walk this proposed trail once the snow is melted to look this proposed trail with Boschert and ask the Park Board if they would like to be involved.

Thomas presented an email from WAEDA for the Storefront Improvement Grant for BHG. This request was for the replacement of windows in the amount of \$1,725.77 and was approved by the WAEDA board at their August 21st meeting. Thomas motioned to approve the payment of the 50% match of \$862.89 out of the Storefront Improvement funds. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a request for a waiver of rental fees from the Riverboat Days committees for April 5th for their Dueling Pianos fund raiser and June 7-9 during Riverboat days. Kroll motioned to waive the rental fees for April 4-5 and June 7-9, 2019. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a request for a waiver of rental fees from the Washburn Lions for a birthday/anniversary of the Lions. Thomas motioned to waive the rental fees for the Lions on the evening of the 10th and full day on the 11th of May 2019. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas stated they met with Doug Price, the landowner on the south side of the river, to discuss the purchase of 0.5 acres of land, access easement and a construction easement for \$50,000. This would all be contingent upon the City moving forward with this project. Eric Lothspeich stated

this was under the estimated cost of the land in their cost estimates. Thomas motioned to accept this contract for the land and easements, contingent upon the City moving forward with the intake project. Syverson seconded. Kroll asked if Lindell will be drawing up these documents. Thomas stated yes. Upon roll call, all members present voted aye. Motion carried.

Price presented the copy of the Capital Asset Policy given to the City by the ND State Auditor's Office for their review. After much discussion, it was decided to have David Lindell review and ask for his opinion.

Price presented the Fund Balance Policy given to the City by the ND State Auditor's Office for their adoption. Thomas motioned to accept and adopt the Fund Balance Policy in accordance with GASB Statement no. 54. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented the Fraud Prevention and Investigation Policy given to the City by the ND State Auditor's Office. Syverson motioned to accept and adopt the Fraud Prevention and Investigation Policy. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented the Credit Card Policy & Procedures given to the City by the ND State Auditor's Office. Price stated the audit of the financials is almost complete and reached back out to the bank for their suggestion for applications, due to last time we did not have the required audited financials. If you are wanting a credit card, you should have a credit card policy. Syverson motioned to adopt the Credit Card Policy and Procedures Policy. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Kroll then asked if we need to motion on pursuing the credit card application after the financials are complete? The Farmers Security Bank suggested either the Business or Community application. The Community application was the one they suggested. Kroll motioned to apply for the Community credit card once the audited financials are complete. And this would be for employees and not City Commissioners. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price asked for approval to place an ad in the paper for an open position(s) on the Special Assessment Committee. Sue Winters term is complete, and she does not wish to sit on the committee for another term. Mark Lelm's term is also over, but he has yet to decide if he wishes to continue. Syverson motioned to approve an ad for open position(s) on the Special Assessment Committee. Thomas seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented journal entries to correct interest earnings. Thomas motioned to approve these journal entries. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Nobody was present to give an update on WAEDA.

Eric Lothspeich was present from AE2S to give an update as follows:

- Terracon Geotechnical report is complete. They will start preliminary design work once they hear back from Lindell on the land purchase agreement.
- They are updating the Heritage Heights cost estimates which would include water and sewer districts. Pleasant Acres and First Street, by the water treatment plant, would only be street improvements. AE2S would do a Geotech study and give a reconstruction estimate.
- PKG received the letter from Lindell concerning the paint on the ceiling of the water treatment plant and they are working on a resolution by June 28, 2019.

Commissioner Portfolios:

Syverson- We have had a few water lines freezing in town, so residents may want to leave a water faucet running to reduce their chances of having their waterlines freezing. No update on the sander.

Herdt – Brought a sample of a plastic that the city may be able to place between the Memorial Hall building and Scott’s Hardware to help with the water issue. He is looking into getting a bid for security cameras for the Memorial Hall. City Hall has a leak in the roof, he will contact a roofing company.

Kroll – Nothing

Thomas – Would like permission to put on load restrictions when needed. The City puts them on in conjunction with the County and State. Thomas motioned to allow Thomas to issue load restrictions as needed. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

City Staff:

Price – Presented the current delinquent water listing. There have been six sent to Procollect out of Minot. The ND State Auditor’s have signed off on the audit and will share the final audit report once we receive it.

Commissioner Syverson motioned to pay the bills.

Check Number	Vendor	Date	Amount
022335E	INTERNAL REVENUE SERVICE	2/25/2019	\$2,319.23
022336E	INTERNAL REVENUE SERVICE	2/26/2019	\$2,265.51
022337E	GLOBAL PAYMENTS	2/4/2019	\$45.83
022338E	REVTRAK	2/7/2019	\$281.41
022339E	BLUE CROSS BLUE SHIELD	3/1/2019	\$4,123.20
022340E	CIRCLE SANITATION	2/20/2019	\$7,833.00
022341E	MCLEAN ELECTRIC	3/1/2019	\$183.50
022342E	MIDCO	3/11/2019	\$75.00

022343E	OTTERTAIL POWER	3/19/2019	\$6,536.82
022344E	WEST RIVER TELEPHONE	3/20/2019	\$609.07
29795	WAEDA	2/13/2019	\$2,498.25
29796-29806	Payroll	2/25/2019	\$7,247.15
29801	US POSTAL OFFICE	3/8/2019	\$165.20
29802-29806	Payroll	3/11/2019	\$8,044.89
29807	AE2S	3/11/2019	\$24,718.55
29808	AFLAC	3/11/2019	\$88.62
29809	AMERICAN FUNDS	3/11/2019	\$571.56
29810	AMERIPRIDE	3/11/2019	\$294.88
29811	BANYON DATA SYSTEMS	3/11/2019	\$2,275.00
29812	BHG LEADER NEWS, INC	3/11/2019	\$402.90
29813	CITY OF UNDERWOOD	3/11/2019	\$15.00
29814	DAHL, JACLYN	3/11/2019	\$16.98
29815	DIRTY DEEDS EXCAVATING	3/11/2019	\$2,814.01
29816	GOV OFFICE	3/11/2019	\$125.00
29817	GUARDIAN LOCK & SAFE	3/11/2019	\$873.90
29818	INNOVATIVE OFFICE SOLUTIONS LL	3/11/2019	\$139.40
29819	JOHN HANCOCK ANNUITIES SERVICE	3/11/2019	\$328.21
29820	LEVEYS PLUMBING & HEATING	3/11/2019	\$1,815.91
29821	Matthew Bender & Co. Inc	3/11/2019	\$23.94
29822	LIBERTY BUSINESS SYSTEMS	3/11/2019	\$65.29
29823	LINDELL LAW OFFICE	3/11/2019	\$75.00
29824	MCLEAN COUNTY CLERK OF COURT	3/11/2019	\$75.00
29825	MCLEAN COUNTY IMPLEMENT	3/11/2019	\$132.82
29826	MCLEAN COUNTY SHERIFFS DEPT	3/11/2019	\$13,169.68
29827	MVTL LAB	3/11/2019	\$25.00
29828	ND DEPT OF HEALTH LAB SERVICES	3/11/2019	\$32.00
29829	ND HEALTH DEPT OF CHEMISTRY	3/11/2019	\$185.97
29830	NRG TECHNOLOGY SERVICES	3/11/2019	\$2,100.97
29831	ONE CALL CONCEPTS	3/11/2019	\$4.25
29832	PETTY CASH	3/11/2019	\$125.83
29833	PRICE, RANIE	3/11/2019	\$12.91
29834	PROTECTION SYSTEMS INC	3/11/2019	\$375.00
29835	SCOTTS HARDWARE	3/11/2019	\$255.66
29836	UNUM LIFE INSURANCE CO	3/11/2019	\$43.84
29837	VIKING SCREEN PRINTS	3/11/2019	\$15.00
29838	WASHBURN FIRE DEPARTMENT	3/11/2019	\$5,650.00

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

Next meeting April 9, 2019 at 6:30 p.m. With the Board of Equalization at 6:00 p.m.

The meeting was adjourned at 7:35 p.m.

Ranie Price, Auditor
City of Washburn

Larry Thomas, President
City of Washburn