

Washburn City Commission
Official Meeting Minutes
Tuesday, April 9, 2019
6:30 p.m., City Hall

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

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

Baumann motioned to approve the March 11, 2019 meeting minutes. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Baumann motioned to approve the March 27, 2019 special meeting minutes. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Syverson motioned to approve the April 1, 2019 special meeting minutes. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

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

Mike and Kari Goos came to discuss their frozen waterline. Mike Goos asked what the city's plan is to help them restore water to their residence through the normal supply line. Thomas stated, right now they are being backfed by a fire hydrant across the street from their home. Baumann asked when Wade with Rural Water came, it was 54ft past the curbstop? Goos stated correct, it was past the curbstop under the street. Herdt asked if they are the end of the line. Goos thought they were the beginning. Eric Lothspeich with AE2S provided a map showing the waterlines as built. Herdt is wondering why the others are not frozen in the same area. Thomas stated there are others in town that have never frozen before and they have this year. After much discussion, Syverson motion to uncover the site. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Kroll motioned to have the utility bill waived until they have their service restored. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Rothmann asked if because we will have this site excavated that we also correct the broken curbstop on the Sullwood property. Syverson motioned to replace the curbstop for 515 6th Ave and assess the cost of the replacement to the property. Baumann seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented a request for a waiver of a rental fee for the Memorial Hall on June 11, 2019 for the Washburn Public School Election. Baumann motioned to waive the Memorial Hall rental fee. Thomas seconded. Upon roll call, all members present voted aye. Motion carried.

Price stated the open position vacated by Sue Winters on the Special Assessment Committee has been advertised. We had one person that may be interested but does not want to be appointed at this time. Thomas thinks we need to re-advertise the opening for two more weeks.

Price indicated we have not received any applicants for the advertised temporary seasonal help. It was advertised in the newspaper and the school announcements. Kroll asked if we can advertise with Job Service. Thomas thinks we need to re-advertise this as well.

Thomas informed the board that they have removed paneling in the American Legion Room in the Memorial Hall due to water coming into the Legion Room, Dining Room and Storage Room. Syverson asked if there is water leaking in today. Thomas stated no. Syverson said then we know that it is rain and snow melt that is coming into the building and not ground water. Herdt said why would we not put in drain tile if we have this open to reseal the building. Baumann asked if this is between the two buildings. No, this is the East side of the building. Syverson thinks we need to do a permanent barrier. Baumann asked that we move forward with getting local contractors to bring their suggestions to the commission. Lothspech suggests the City correct the downspout and gutter problems. Rothmann will contact the local contractors for their suggestions and plans to correct this issue.

Sumner Boschert was present to discuss his proposed pedal bike trail along a portion of the current walking trail. Thomas has walked this with him and believes this looks like the proposed location would work. Boschert has some volunteers to help create the trail. Thomas asked if there would be plenty of buffer between the trail and the river's edge. Boschert stated between six and twenty feet. Kroll motioned to allow Boschert to move forward with this project as long as he is responsible for the signs, creation and maintenance of this trail. Herdt seconded. Thomas stated as long as you stay on the city property. Syverson is concerned with liability. Is it possible to stay 20-30 feet away from the edge? Thomas states no. Baumann asked who is going to police the use of the trail? Thomas asked what is the liability. Boschert states that per ND Century Code 53-08, the liability is on the person using the trail, not the trail builder and or land owner. Bauman asked that there be a sign stating that as well. Boschert said yes. Price will contact Mike Nelson to check on the liability thru NDIRF. Kroll amended the motion to state as well it is ok with NDIRF. Herdt seconded the amendment. Syverson-aye, Bauman-nay, Herdt-aye, Kroll-aye, Thomas-aye. Motion carried.

Price presented the Capital Asset Policy. She contacted David Lindell and he was ok with the change to useful life of two years and an estimated value of \$5,000. He would not go less than that. Thomas motioned to adopt the policy with the change of useful life of two years. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented materials from the 2020 Census. They are establishing Complete Count Committees to promote and inform the community about the 2020 Census. It is estimated every resident represents \$1,910 per year of opportunity costs to the state. The Census counts are used for 10 years. Syverson motioned to approve the resolution. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Price presented the 2017-2018 Audit report from the ND State Auditor's Office. The billing for this audit is for \$29,950, which is higher than the estimate. Syverson asked what the estimate was initially. Price stated \$23,000 to \$25,000. Herdt asked if this is a two-year audit. Price replied yes.

Price presented 2018 Water intake journal entries for the board's approval. Thomas motioned to approve these journal entries. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

A Municipal Application for Streetlights was presented. This agreement is for the replacement of lights that would be converted to LED when the original bulbs would need replacing and would no longer be available. Kroll motioned to approve the agreement. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

A new Memorial Hall rental agreement was given to the board for thier review.

Thomas stated we had advertised for two weeks in the paper last year for the city-wide clean-up. Thomas motioned to advertise for two weeks again this year. Baumann asked when it is scheduled? Kroll stated May 6 through 11. Kroll seconded. Upon roll call, all members present voted aye. Motion carried.

Eric Lothspeich with AE2S was present to give updates as follows:

- The survey for main avenue is scheduled for May 11, 2019.
- They are in the process of putting together the plat for the intake project.
- The current release at the Garrison Dam is at 13,000 cfs. This is causing the Missouri river levels to be lower than they have in the past and it is putting our current intake in jeopardy for not being able to draw in water. If it drops any lower, we will have to use the temporary pump that the City has put in place.

Commissioner Portfolios:

Syverson-A temporary intake pump was put in last week. The water treatment output is visibly cleaner than the last few weeks, due to the run-off subsiding.

Baumann-Nothing

Hertdt-He is still trying to get bids for the work needed on the supports for the A/C units at the Memorial Hall.

Kroll-Nothing

Thomas-Nothing

City Staff:

Price-The delinquent listing was provided to the board. Has contacted the collection agency with no news on those that have been sent in for collection. Has started working on the Fraud Risk Assessment. It is suggested that this is done as a team evaluation and asked for volunteers to help complete this document. Thomas and George Buchholz will be a part of this team.

Updated the board on the Prairie Dog Bill.

Rothman-Dock needs some repair before it can be put in place.

Thomas motioned to not renew the Lignite Energy Council membership. Syverson seconded. Syvereson-aye, Baumann-nay, Herdt – aye, Kroll-nay, Thomas-aye Motion carried.

There was discussion to pay for the complete audit and not bill the airport authority or library.

Commissioner Kroll motioned to pay the bills.

Check #	Vendor	Date	Amount
1100 Account			
022345E	INTERNAL REVENUE SERVICE	3/26/2019	\$2,628.19
022346E	BLUE CROSS BLUE SHIELD	4/1/2019	\$4,123.20
022347E	CIRCLE SANITATION	3/4/2019	\$7,813.50
022348E	MDU	3/25/2019	\$1,568.85
022349E	MEC	4/1/2019	\$150.50
022350E	OTTERTAIL POWER	4/17/2019	\$4,731.23
022351E	GLOBAL PAYMENTS	3/4/2019	\$44.95
022352E	REVTRAK	3/7/2019	\$293.28
022353E	INTERNAL REVENUE SERVICE	3/12/2019	\$2,647.51
022354E	VERIZON WIRLESS	3/11/2019	\$33.64
022355E	ND STATE TAX COMMISSION	4/2/2019	\$611.47
022356E	MIDCO	4/9/2019	\$75.00
29839	WASHBURN PARK BOARD	3/11/2019	\$0.00
29840	WAEDA	3/15/2019	\$862.89
29841-29846	Payroll	3/25/2019	\$8,290.82
29847	US POSTAL OFFICE	4/3/2019	\$164.92
29848-29853	Payroll	4/8/2019	\$8,451.18
29849	Dahl, Jaclyn K	4/8/2019	\$931.95
29854	AE2S	4/9/2019	\$1,173.00
29855	AFLAC	4/9/2019	\$177.24
29856	AMERICAN FUNDS	4/9/2019	\$571.56
29857	AMERIPRIDE	4/9/2019	\$294.88
29858	ASCENDUM MACHINERY INC.	4/9/2019	\$459.00
29859	BHG LEADER NEWS, INC	4/9/2019	\$253.92
29860	ENERBASE COOPERATIVE	4/9/2019	\$1,859.82
29861	FARMERS UNION INSURANCE	4/9/2019	\$36.00
29862	ATT&T MOBILITY	4/9/2019	\$277.61
29863	GREAT PLAINS SECURITY SYSTEMS	4/9/2019	\$427.50
29864	HAWKINS	4/9/2019	\$5,518.07
29865	INNOVATIVE OFFICE SOLUTIONS LL	4/9/2019	\$64.30
29866	JOHN HANCOCK ANNUITIES SERVICE	4/9/2019	\$328.21
29867	LIGNITE ENERGY COUNCIL	4/9/2019	\$1,200.00
29868	MCLEAN COUNTY CLERK OF COURT	4/9/2019	\$20.00
29869	MCLEAN COUNTY IMPLEMENT	4/9/2019	\$21.98
29870	MCLEAN COUNTY SHERIFFS DEPT	4/9/2019	\$13,169.68
29871	MUNICIPAL GOVERNMENT ACADEMY	4/9/2019	\$170.00
29872	ND HEALTH DEPT OF CHEMISTRY	4/9/2019	\$129.47
29873	ND STATE AUDITOR	4/9/2019	\$29,950.00
29874	ONE CALL CONCEPTS	4/9/2019	\$3.05
29875	PRICE, RANIE	4/9/2019	\$140.44
29876	SCOTTS HARDWARE	4/9/2019	\$198.80
29877	STARION BOND SERVICE	4/9/2019	\$722,875.75
29878	THOMAS, ADAM	4/9/2019	\$75.08
29879	UNUM LIFE INSURANCE CO	4/9/2019	\$125.84
29880	WAGON WHEEL LUMBER	4/9/2019	\$143.85
29881	WEST RIVER TELEPHONE	4/9/2019	\$611.74

1115 Account			
2015	Doug & Marlene Price	43559	\$500.00
2016	AE2S	43564	\$11,500.00

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

Thomas adjourn the meeting at 8:30 p.m.

Ranie Price, Auditor
City of Washburn

Larry Thomas, President
City of Washburn