

Washburn City Commission
Meeting Minutes
Tuesday, April 10, 2018
6:30 p.m., City Hall

President Larry Thomas called the City Commission regular monthly meeting to order at 6:30 p.m. on April 10, 2018. Members present were President Thomas and Commissioners Boehm and Kroll. Members absent were Commissioners Jacobson and Baumann.

A motion was made by Boehm and seconded by Kroll to approve the March 12, 2018 minutes as presented. Upon roll call, all members present voted aye. Motion carried.

A motion was made by Kroll, seconded by Thomas to approve the February 2018 financial reports. Upon roll call, all members present voted aye. Motion carried.

A motion was made by Thomas and seconded by Kroll to approve the March 2018 financial reports. Upon roll call, all members present voted aye. Motion carried.

The Board reviewed monthly Revenue & Expenditure Report options.

A motion was made by Thomas and seconded by Boehm to approve the Special Event Permit application from Riverboat Saloon for an Elks Foundation benefit on May 3, 2018. Upon roll call vote, all members present voted aye. Motion carried.

Thomas reported that Clean-up week will be held May 14-19, curbside pick-up on May 19. There will be an ad in the paper notifying the public.

Airport Authority Board member applications were reviewed and considered. Bob Wiese and Steve Inglehart. Boehm made a motion to appoint Bob Wiese to the Washburn Airport Authority Board. Upon roll call, all members present voted aye. Motion carried.

Thomas presented a map on behalf of the Forestry Board with a recommended city lot on Demores Ave to be used as a new park location. Thomas felt that the Park Board should be involved in the process and discussion as it would fall within their responsibility. Thomas stated that there were no utilities or services to the lot at this time. It was the consensus of the Board to refer this to the Park Board.

Thomas reported \$25,000 has been recommended for approval by the City Sales and Use Tax Committee for Painted Woods Golf Course from the economic development fund. The funds are for a new marketing plan and operating expenses. Motion to approve the funding by Thomas and seconded by Kroll. Upon roll call vote, all members present voted aye. Motion Carried.

A motion was made by Boehm and seconded by Thomas to approve a 50/50 cost share to the Washburn Public Library in the amount of \$4936.50 for half of new carpet. Upon roll call vote, all members present voted aye. Motion carried.

A motion was made by Thomas and seconded Boehm to approve \$1,866.37 to Enerbase for the store front improvement match grant. WAEDA oversees the applications for the grant. The commission felt the reimbursement should be reviewed at the commission meeting before payment is made. Upon roll call vote, all members present voted aye. Motion carried.

Addressing the Aaseth dog issue tabled from last month, Thomas made a motion to send a letter to Bob Aaseth to require him to reduce the number of dogs on his property to be within the ordinance requirement of 4 dogs. Following discussion about the past ordinance and in an effort to provide an adequate amount of time to adhere to the ordinance, Thomas rescinded his motion to allow for additional discussion.

A motion was made by Thomas and seconded by Boehm to send Bob Aaseth a letter requiring him to meet the 4 dog limit ordinance within 6 months. Upon roll call, all members present voted aye. Motion carried.

The Board reviewed and discussed summer employees. The City will advertise for two summer employees as in the past with a May 4 application deadline.

Dave & Tammy Peyer did not attend the meeting for discussion on the 2016 special assessment for their 2nd Ave property.

Widmer Roel has not completed the 2016 audit and recently requested additional information which has been provided.

A motion was made by Thomas and seconded by Kroll to authorize the City to offer the old Memorial Hall lights to any other city that could use them at no cost. Upon roll call, all members present voted aye. Motion carried.

Thomas reported to the Board that the City Load Restrictions were implemented on March 21, following the County's schedule.

Tana Larson, Washburn Economic Development, presented a proposal for a dog park for the City of Washburn to be located on city property behind the grain elevator. The WAEDA Board supports the park and the Park Board has agreed to mow the park. The City's insurance policy will cover dog parks and provided recommended signage for park rules. Wagon Wheel will donate pallets to be used for temporary fencing. A group of volunteers agreed to provide oversight on the dog park project. Thomas expressed concern that volunteer groups don't provide long term oversight and that future oversight may fall on the City. Thomas stated that he would prefer a different location on the other side of the elevator further from residential property. Larson expressed that a dog park would be an amenity in the community. A motion was made by Thomas and seconded by Kroll to approve the project with the alternative location on the other side of the elevator on the east side of the walking trail. Upon roll call, all members present voted aye. Motion carried.

The Board presented the job description and ads for the receptionist position and discussed whether the position should be advertised as full time or part time and the cost for health insurance benefits if the position full time. Boehm recommended that the City continue with the

temporary receptionist staff until a full time auditor is hired. Kroll felt that the new auditor should have input into the receptionist position. The receptionist position was tabled.

Kollin Syverson expressed concern about the truck traffic from the railroad corn oil loading site and the impact to city streets with little or no benefit to the City. Boehm inquired as to whether Mr. Trottier had provided the additional information that was asked at the last meeting. Thomas reported that Mr. Trottier did provide additional information that the trucks would rarely be in City before 6 a.m. or after 8 p.m. and that if trucks hauled lighter loads it would mean potential additional loads per week. Thomas will follow up with Mr. Trottier expressing the City's concerns.

Eric Lothspeich – AE2S provided an update on the intake project: Disaster Mitigation FEMA grant through DES was denied. The City met all grant criteria but that there was not enough grant funds to allocate this year. Lothspeich reported that there were additional FEMA funds allocated for this next year and that the City could resubmit the grant.

Thomas will be meeting with the State Water Commission on April 12 to request that the SWC grant funds for this project be held over until 2019 construction season to allow for resubmittal of the FEMA grant which will be awarded in January 2019. Lothspeich recommended that the project be shelved until 2019, and reported that AE2S will complete final design, currently at 95% completion.

Boehm inquired as to whether there were any chip seals projects planned for this summer. At this time there is no chip sealing planned, but the city crew will be patching holes and sealing cracks.

Dave Lindell is currently reviewing the contract for warranty of the peeling ceiling paint in the water treatment plant.

Portfolios:

Boehm – Building and Grounds:

A steering committee has been formed for rehab of the old courthouse on Main Street. Committee members include Tana Larsen, Mark Lelm, Rhonda Johnson, Cody Meadows, and Reese Boehm. They are soliciting support for a property assessment of that building including grants. The committee meets every Tuesday at 3:00 p.m. to discuss the project. JLG Architectural Group is working on a concept design that has been presented to the committee.

Thomas made a motion and Kroll seconded to approve the bills as presented. Upon roll call, all members voted aye. Motion carried.

Paid Chk# 022158E	BLUE CROSS BLUE SHIELD	\$7,920.09	Monthly payment
Paid Chk# 022159E	MIDCO	\$75.00	
Paid Chk# 022160E	OTTERTAIL POWER	\$5,930.68	
Paid Chk# 022161E	WEST RIVER TELEPHONE	\$680.71	
Paid Chk# 022162E	MCLEAN ELECTRIC	\$189.50	

Paid Chk# 022163E	CIRCLE SANITATION	\$7,434.00	
Paid Chk# 022164E	MIDCO	\$75.00	
Paid Chk# 022165E	MCLEAN ELECTRIC	\$193.50	
Paid Chk# 022166E	WEST RIVER TELEPHONE	\$687.91	
Paid Chk# 022167E	MDU	\$1,477.35	Monthly
Paid Chk# 022171E	CARDMEMBER SERVICES	\$70.08	
Paid Chk# 022172E	INTERNAL REVENUE SERVICE	\$4,929.38	Payroll tax
Paid Chk# 022173E	CIRCLE SANITATION	\$7,548.00	
Paid Chk# 022175E	MDU	\$1,556.63	Monthly
Paid Chk# 022176E	INTERNAL REVENUE SERVICE	\$4,895.12	Payroll tax
Paid Chk# 022177E	OTTERTAIL POWER	\$0.30	Adjust to Actual Feb Pmt
Paid Chk# 022179E	INTERNAL REVENUE SERVICE	\$619.47	Payroll tax 1/12/18
Paid Chk# 022180E	GLOBAL PAYMENTS	\$47.30	March 2018 CC Charges
Paid Chk# 022181E	REVTRAK	\$229.54	March 2018 Revtrk Charges
Paid Chk# 022182E	VERIZON WIRLESS	\$33.59	March Cell phone bill
Paid Chk# 022183E	CIRCLE SANITATION	\$7,548.00	March Sanitation
Paid Chk# 022184E	MCLEAN ELECTRIC	\$149.50	March 2018 Service
Paid Chk# 022185E	OTTERTAIL POWER	\$5,222.66	
Paid Chk# 022186E	VERIZON WIRLESS	\$33.59	Monthly cell bill
Paid Chk# 022187E	WEST RIVER TELEPHONE	\$670.28	
Paid Chk# 022188E	MIDCO	\$75.00	Service 3/20-4/19/18
Paid Chk# 022190E	INTERNAL REVENUE SERVICE	\$1,625.06	Payroll tax - 4/09/18 Payroll
Paid Chk# 029193	Thomas, Adam L	\$1,777.83	
Paid Chk# 029194	Zimmerman, Joan R	\$2,609.94	
Paid Chk# 029195	AFLAC	\$293.20	Monthly Payment
Paid Chk# 029196	AMERIPRIDE	\$263.51	
Paid Chk# 029197	ASCENDUM MACHINERY INC	\$1,448.18	Replace Engine Belt
Paid Chk# 029198	BANYON DATA SYSTEMS	\$2,080.00	Computer Software
Paid Chk# 029199	BOBCAT OF MANDAN, INC	\$9.35	
Paid Chk# 029200	ENERBASE COOP RESOURCES	\$967.97	
Paid Chk# 029201	VOID	\$0.00	
Paid Chk# 029202	GREAT PLAINS SEC SYST	\$2,570.50	Compliance Assist - Labor Law
Paid Chk# 029203	HAWKINS	\$5,270.72	Water chemicals
Paid Chk# 029204	HIGHWAY 83 SAND LLC	\$170.00	Haul Snow
Paid Chk# 029205	KRAUSES SUPERVALU	\$7.99	Coffee
Paid Chk# 029206	MCLEAN CO SHERIFF'S DEPT	\$12,911.45	monthly contract payment
Paid Chk# 029207	MVTL LAB	\$25.00	Phosphate
Paid Chk# 029208	ND DEPT OF HEALTH LAB	\$132.00	LT2 Multiwell Colilert
Paid Chk# 029209	ND DEPT OF HEALTH CHEMIST	\$240.11	Water Testing
Paid Chk# 029210	ODAY EQUIPMENT LLC	\$475.37	
Paid Chk# 029211	PROTECTION SYSTEMS INC	\$375.00	Inspection/Contract 4/1/18-3/3
Paid Chk# 029212	SCOTTS HARDWARE	\$82.20	sponge, trap, cord, freshener
Paid Chk# 029213	THOMAS, ADAM	\$60.23	
Paid Chk# 029214	UNUM	\$186.74	
Paid Chk# 029215	WAGON WHEEL LUMBER	\$132.41	
Paid Chk# 029216	WASHBURN AIRPORT AUTH	\$4,612.00	Quarterly Payment
Paid Chk# 029217	WASHBURN FIRE DEPT	\$5,650.00	Quarterly Fire pymt
Paid Chk# 029218	WASHBURN PARK BOARD	\$3,375.00	Quarterly pymt Park Board
Paid Chk# 029219	CARDMEMBER SERVICES	\$69.90	Compliance Assistance - Labor
Paid Chk# 029220	Fuchs, Nancy L	\$202.71	
Paid Chk# 029221	Germundson, Julie L	\$455.95	
Paid Chk# 029222	Hillerud, Nancy J	\$153.07	
Paid Chk# 029223	Hunze, Lauren L	\$934.11	
Paid Chk# 029224	Levey, Linda Judy	\$753.58	

Paid Chk# 029225	Patterson, Elizabeth A	\$255.58	
Paid Chk# 029226	Rothmann, Bryan L	\$2,547.34	
Paid Chk# 029227	Thomas, Adam L	\$1,877.71	
Paid Chk# 029228	US POSTAL OFFICE	\$164.36	Postage monthly water bills
Paid Chk# 029229	Germundson, Julie L	\$532.73	
Paid Chk# 029230	Hillerud, Nancy J	\$29.09	
Paid Chk# 029231	Levey, Linda Judy	\$783.12	
Paid Chk# 029232	Patterson, Elizabeth A	\$224.41	
Paid Chk# 029233	Rothmann, Bryan L	\$2,089.89	
Paid Chk# 029234	Thomas, Adam L	\$1,802.66	
Paid Chk# 029235	AE2S	\$102,162.00	
Paid Chk# 029236	AFLAC	\$159.36	Monthly Payment
Paid Chk# 029237	AGPRO-NAPA	\$767.50	
Paid Chk# 029238	AMERIPRIDE	\$259.72	
Paid Chk# 029239	ASCENDUM MACHINERY INC	\$2,974.37	Rep & Maintenance
Paid Chk# 029240	BHG LEADER NEWS, INC	\$1,932.87	March Charges
Paid Chk# 029241	BISMARCK TRIBUNE	\$814.32	March Charges
Paid Chk# 029242	ENERBASE COOP RESOURCES	\$2,358.68	March Charges
Paid Chk# 029243	FISHBECK TECHNOLOGY	\$405.00	Computer and Network support
Paid Chk# 029244	HAWKINS	\$4,524.54	Water Chemicals
Paid Chk# 029245	INDUSTRIAL LUBRICANT CO	\$821.13	Plow Blade
Paid Chk# 029246	JOB SERVICE OF ND	\$70.69	Q1 2018
Paid Chk# 029247	MVTL LAB	\$25.00	
Paid Chk# 029248	ND HEALTH DEPT CHEMISTRY	\$91.81	March Testing
Paid Chk# 029249	SCOTTS HARDWARE	\$145.33	March charges 2/21-3/13/2018`
Paid Chk# 029250	THOMAS, ADAM	\$60.23	Reimburse March Service
Paid Chk# 029251	THOMAS, LARRY	\$488.50	City Auditor Position Ad
Paid Chk# 029252	WAEDA	\$1,866.37	Sales & Use - Storefront Impro
Paid Chk# 029253	WAGON WHEEL LUMBER	\$1.75	washers
Paid Chk# 029254	WASHBURN PUBLIC LIBRARY	\$4,936.50	50% Carpet
Paid Chk# 029255	WEBER ELECTRIC INC.	\$6,760.00	City Hall Light Fixtures
Paid Chk# 029256	STARION BOND SERVICE	\$800,156.50	
Paid Chk# 029257	WASHBURN PUBLIC LIBRARY	\$847.88	State Library Grant 2018

There being no further business, the meeting was adjourned.

 City of Washburn

 Larry Thomas, President
 City of Washburn