

Washburn City Commission
Tuesday, April 11th, 2017
6:30 p.m., City Hall

Commission members present: Thomas, Jacobson, Boehm, Baumann, and Kroll

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from the March 20, 2017 City Commission Meeting, Baumann and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay none. Motion carried.

Motion to approve the March 2017 financials, Kroll and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay none. Motion carried.

James Byerley, West River Telephone representative, provided an update regarding the fiber optic installation and the process that will be taking place in 2018 in Washburn.

Motion to waive the fee for the Memorial Building for the Masonic Lodge, Baumann and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay none. Motion carried.

Motion to reconsider the vote for the exclusion of property for Bickert Family, Thomas. Jacobson advised, that after talking to Mike Kamrath, who teaches Roberts Rules that if we are following parliamentary procedures, then the President should not be making motions or second motions. Jacobson advised that he isn't sure, but this is something that should be checked on. Thomas asked if someone else wants to make the motion then.

Motion to reconsider the vote for the Dick Bickert family, Baumann. Thomas calls for a second two times, Thomas advised that until we know for sure if he is able to second a motion, he will second. Discussion: Jacobson said that he thinks that we need to have someone come and talk to the City Commission regarding parliamentary procedures. Zimmerman advised that according to our City Ordinance No. 2 we are to follow Robert's Rule of order and the process is stated clearly. According to the ordinance a tie vote is a fail, in order for the motion to be reconsidered, only the people allowed to reconsider it is the people that voted on the prevailing side. Zimmerman stated that according to Ordinance Number 2, Roberts' Rules of Order and Mr. Kamrath, the only ones able to do the motion to reconsider is Jacobson and Boehm. Jacobson advised that he is willing to make a motion to reconsider just so the motion doesn't die from a technicality. Baumann rescinded his motion.

Motion to reconsider the vote for the Dick Bickert Family, Jacobson and seconded by Baumann. Discussion: Thomas clarified that this is just to allow the commission to revote on Ordinance 151. Boehm confirmed that there are two steps. Roll call: Aye, Baumann, Kroll, and Thomas. Nay, Jacobson, Boehm. Motion carried.

Motion to approve Ordinance 151, Baumann and seconded by Kroll. Discussion: Bickert advised that they are just asking for the property to be de-annexed from the City. Bickert advised that he doesn't understand how according to special assessments the property is supposed to receive some benefit and he does not see where the property is receiving any benefit or gain and see no difference between the de-annexation from Schulz's property to theirs, there has been no development since the time of annexation. Boehm advised that he wasn't on the commission when the Schulz property was de-annexed so he can't speak for that commission. Boehm also stated that with WAEDA and growing the community through collaboration he sees how we could possibly use that property in the future. Bickert advised that currently there are no plans to develop that property. Thomas advised that the City has put a lot of infrastructure across Highway 83, so that is where he sees the development going. Kroll asked if there has been any more development regarding a walking trail through the property. Bickert advised that they have talked to the Interpretive Center and they would lease the property for a set amount of years and the walking trail would be available for the visitors at the center. Kroll confirmed that nothing has been confirmed yet. Roll call: Aye, Baumann, Kroll, and Thomas. Nay, Jacobson, Boehm. Motion carried.

Motion to approve WAEDA's request for \$50,000 for the director, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to approved WAEDA's request for \$25,000 for store front improvement grants, Kroll and seconded by Boehm. Discussion: Jacobson said that he thinks that there is something about the business needing to be open for a certain number of years or that if they sell it they have to pay it back. Zimmerman said it was stated that if an owner does the improvements and then sells the business, it is still an improvement to the business itself. Thomas advised that the business also has to stick so much of their own money into it first. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to approve WAEDA's request for \$5,000 from the Visitor Promotion Fund for marketing materials, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Hendrikson advised the commission that the Forestry Board will be having an Arbor Day presentation at the school on April 28th for the elementary students. Thomas read Arbor Day Proclamation declaring April 28, 2017 as Arbor Day for the City of Washburn.

Thomas advised the commission that he talked to the Fire Chief and he advised that we don't take trees any bigger than 3 inches in diameter. Thomas recommends a new sign is made allowing trees dumped in designated areas but not to exceed 3 inches in diameter and subject to a fine. Jacobson said that if the City doesn't take them then the city will be in a mess. Baumann asked how is the fine going to be regulated. Thomas said that the person would have to be caught dumping. Jacobson advised that the residents need to put the trees somewhere. Lelm advised that the City needs a place and this helps keep the City clean and many people burn wood and would take the bigger stuff if they are able to. Jacobson advised that if we want to keep the City clean, we need to take the branches. Hager advised that the only way to stop this problem is to fence off the area. Baumann stated we should get a quote on fencing for an area for trees. Lelm advised that Underwood has a fenced off area that seems to work well. Rothmann advised that it worked really well last year till the construction crew started taking down the big trees and with the wind storms. Lelm advised that if we have an area for trees, people won't trim the trees every year so the pile will become more manageable. Agreed on a new sign stating allowed to dump tree twigs and branches in manageable lengths. Any unauthorized dumping will be subject to a fine up to \$100.00. For in city residents only.

Thomas read the first reading of the amended Pet Ordinance #149. Jacobson asked if Judge Hunze is ok with the proposed changes. Thomas advised yes, he has discussed this with them and he is ok with the proposed changes.

Motion to accept the first reading of the revised pet ordinance, Jacobson and seconded by Baumann. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to approve new keyboard for Auditor's office up to \$100.00, Baumann and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Zimmerman read proposed letter for residents and businesses from Thomas regarding cleaning up their properties. Thomas stated he would like to have this sent out to all residents and businesses to give them a chance to clean up first. Jacobson proposed minor changes to the letter.

Motion to send clean up letter to residents and businesses, Jacobson and seconded by Baumann. Discussion: Zimmerman asked for confirmation on how and where letter needs to be sent or posted to. Thomas said every business and resident in the city and in the paper. Jacobson said also on Facebook and the website. Zimmerman asked what the limit for the advertisement is and how big of an ad would they like. Jacobson stated with up to a limit of \$250.00. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to allow the Game and Fish to use 60 chairs from the Memorial Building with \$250.00 deposit, Jacobson and seconded by Baumann. Discussion: Jacobson stated that if the chairs don't come back in the same way, we keep the deposit and they are not allowed to use the chairs again. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll. Nay, Thomas. Motion carried.

Motion to approve Arbor Day ad up to \$100.00, Baumann and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to approve a spring clean-up ad in the Leader News for two weeks, Kroll and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

101 Things to Do ad presented to the commission. Thomas said that he thinks that this is more of a WAEDA thing. Jacobson agreed that this is a WAEDA deal since they are getting money for marketing. No action taken.

Zimmerman advised commission that weather is getting nice and would like to close the Memorial Building for walkers on May 5th, commission stated that would be fine.

Motion that we hire a second high school employee for the summer, Baumann and seconded by Boehm. Discussion: Thomas said we will put an ad in for one and see what happens. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Motion to allow portfolio owner(s) to approve items up to \$500.00, Jacobson and seconded by Kroll. Discussion: Jacobson asked if this is too much. Thomas said he would agree to \$250.00. Baumann said that maybe \$500.00 is too much. Jacobson amended motion to be \$250.00 instead of \$500.00. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Jacobson stated that AE2S did a project estimate on Thomas behalf and he thinks that anything like that should go through the full commission. Klein advised the estimate is about \$500.00 and \$1,000.00. Jacobson, stated that is fine, but that it still should go through the full board.

Klein provided an update with options regarding the Water Intake project that AE2S has been working on gathering information for. AE2S is recommending a new conventional intake, but still looking at exactly where the intake should be located at. Estimated costs of the two different options are \$2.8 million for the east side option or \$3.5 million for the west side. The City has a 65% grant giving the City portion about \$1 million. Hager asked what depth the new intake would be located at. Klein advised they would be looking at a minimum of 10 feet deeper than the current intake is located at. Klein advised that they did look at revising the current one, but it wasn't enough cost saving for the City. Also with having a new intake installed, we can use the current one while construction is taking place. Klein asked the commission to review the options of what the City can afford. Thomas provided options of places where funds can be taken from. Jacobson advised that with Thomas's options it looks like we would not have to raise user rates.

Lothspeich advised the commission that if they are aware of anything that needs to be fixed from the 2016 project to let him know. AE2S wants to make sure the City is put on Wagner's schedule right away to get any items fixed as soon as possible. Jacobson asked if at that time if we can get the road by Ray Sheldon's fixed. Klein advised that wouldn't be under Wagner, but the City would have to decide if they want to do any patching this year. Also that the Sealcoat project will start sometime this summer.

Thomas provided the commission with information on areas that he believes should also be chip sealed to help save some of the streets for 10 more years. The cost would be about another \$45,000.00 but this does not include any patching. Thomas advised there are some area items will need to be patched before they are sealed, Thomas thought it would be about another \$20,000.00 for patching. Zimmerman asked if these items should be agenda items. Thomas said that these items have been discussed before. Thomas said to pay for the patching and sealing we could go back to Sales and Use and use the extra \$100,000.00 that was supposed to be used for the Riverside Park Road. Klein advised that the patching will be the expensive part. The commission should look at the areas that need to be patched first and then go from there.

Portfolios:

Resident George Buchholz asked the commission to look at a Semi truck that goes by his home every morning that takes up the whole road.

Jacobson: Asked if the office or he should get in contact with Mike Kamrath to discuss parliamentary procedures.

Boehm: The roof is currently being repaired on the Memorial Building. Boehm advised that he has talked to the Charvat construction regarding the mess that is being left with the road being worked on.

Boehm said that the construction company is wondering what we want to do with chimney on the roof, the estimate is about \$1,000.00.

Motion to have Charvat construction to take the chimney off of the Memorial Building for up to \$1,500.00, Jacobson and seconded by Boehm. Discussion: Thomas, the last time the chimney has been used is about 2004. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Boehm also said he got some suggestions from the residents regarding fixing up the Memorial Building kitchen and fundraising on fixing it up.

Baumann: none.

Kroll: none.

Thomas: none

Zimmerman: Spring cleanup is May 15th-19th. She has talked to the owner of the ceramic building, they are aware of the condition and they are working on cleaning up.

Bills:

Paid Chk# 021944E	CARDMEMBER SERVICES	3/13/2017	\$565.41
Paid Chk# 021945E	INTERNAL REVENUE SERVICE	3/27/2017	\$3,332.87
Paid Chk# 021946E	GLOBAL PAYMENTS	3/2/2017	\$48.48
Paid Chk# 021947E	REVTRAK	3/7/2017	\$195.34
Paid Chk# 021948E	VERIZON WIRLESS	3/9/2017	\$85.76
Paid Chk# 021949E	MIDCO	3/14/2017	\$75.00
Paid Chk# 021950E	INTERNAL REVENUE SERVICE	3/14/2017	\$2,820.01
Paid Chk# 021951E	BLUE CROSS BLUE SHIELD	3/28/2017	\$6,139.85
Paid Chk# 021952E	AFLAC	3/30/2017	\$495.70
Paid Chk# 028495	Fuchs, Nancy L	3/13/2017	\$67.87
Paid Chk# 028496	Germundson, Julie L	3/13/2017	\$557.95
Paid Chk# 028497	Hendrikson, Sharon	3/13/2017	\$991.98
Paid Chk# 028498	Hillerud, Nancy J	3/13/2017	\$58.18
Paid Chk# 028499	Rothmann, Bryan L	3/13/2017	\$1,776.18
Paid Chk# 028500	Thomas, Adam L	3/13/2017	\$1,540.94
Paid Chk# 028501	Zimmerman, Joan R	3/13/2017	\$1,392.26
Paid Chk# 028502	Zimmerman, Kim G	3/13/2017	\$1,346.80
Paid Chk# 028503	AMERICAN FUNDS	3/13/2017	\$941.46
Paid Chk# 028504	JOHN HANCOCK ANNUITIES SERVICE	3/13/2017	\$307.63
Paid Chk# 028505	MCLEAN COUNTY SHERIFFS DEPT	3/13/2017	\$12,295.77
Paid Chk# 028506	AMERIPRIDE	3/21/2017	\$283.91
Paid Chk# 028507	Ascendum Machinery Inc.	3/21/2017	\$459.00
Paid Chk# 028508	BANYON DATA SYSTEMS	3/21/2017	\$2,080.00
Paid Chk# 028509	BHG LEADER NEWS, INC	3/21/2017	\$508.25
Paid Chk# 028510	BRYANT, TYLER	3/21/2017	\$662.27
Paid Chk# 028511	DACOTA PAPER CO	3/21/2017	\$893.83
Paid Chk# 028512	ENERBASE COOPERATIVE RESOURCES	3/21/2017	\$763.30
Paid Chk# 028513	FISHBECK TECHNOLOGY CONSULTING	3/21/2017	\$1,000.27
Paid Chk# 028514	HAWKINS	3/21/2017	\$5,691.41
Paid Chk# 028515	HENDRIKSON, SHARON	3/21/2017	\$196.96
Paid Chk# 028516	LIBERTY BUSINESS SYSTEMS	3/21/2017	\$53.95
Paid Chk# 028517	Matthew Bender	3/21/2017	\$22.94
Paid Chk# 028518	MCLEAN ELECTRIC	3/21/2017	\$98.50
Paid Chk# 028519	MDU	3/21/2017	\$1,534.68
Paid Chk# 028520	MVTL LAB	3/21/2017	\$25.00
Paid Chk# 028521	ND DEPT OF HEALTH LAB SERVICES	3/21/2017	\$8,199.73
Paid Chk# 028522	ND LEAGUE OF CITIES	3/21/2017	\$300.00
Paid Chk# 028523	ND WORKFORCE SAFETY	3/21/2017	\$63.93
Paid Chk# 028524	ONE CALL CONCEPTS	3/21/2017	\$9.20
Paid Chk# 028525	PRESORT PLUS	3/21/2017	\$341.09
Paid Chk# 028526	PROTECTION SYSTEMS INC	3/21/2017	\$365.00
Paid Chk# 028527	ROTO-ROOTER SEWER DRAIN SVC	3/21/2017	\$483.75
Paid Chk# 028528	SCOTTS HARDWARE	3/21/2017	\$97.58
Paid Chk# 028529	WAGON WHEEL LUMBER	3/21/2017	\$93.16
Paid Chk# 028530	WEST RIVER TELEPHONE	3/21/2017	\$665.29
Paid Chk# 028531	Fuchs, Nancy L	3/27/2017	\$96.97
Paid Chk# 028532	Germundson, Julie L	3/27/2017	\$620.28
Paid Chk# 028533	Hendrikson, Sharon	3/27/2017	\$1,062.11
Paid Chk# 028534	Hillerud, Nancy J	3/27/2017	\$106.67

Paid Chk# 028535	Rothmann, Bryan L	3/27/2017	\$1,765.12
Paid Chk# 028536	Thomas, Adam L	3/27/2017	\$1,659.73
Paid Chk# 028537	Zimmerman, Joan R	3/27/2017	\$1,526.29
Paid Chk# 028538	Zimmerman, Kim G	3/27/2017	\$1,490.56
Paid Chk# 028539	Hunze, Lauren L	3/27/2017	\$934.11
Paid Chk# 028540	US POSTAL OFFICE	3/29/2017	\$164.44

Motion to approve the bills, Baumann and seconded by Jacobson. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay, none. Motion carried.

Meeting Adjourned.

Joan Zimmerman, Auditor
City of Washburn

Larry Thomas, President
City of Washburn