

City of Washburn
Commission Meeting,
April 14, 2015, 6:30 p.m.

Commissioners present: Bauer, Moran, Thomas, Jacobson, Absent: Baumann.

Commissioner Bauer called the meeting to order.

Commissioner Moran motioned to approve the financial statements for March, seconded by Jacobson; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Commissioner Jacobson motioned to approve the March minutes and was seconded by Moran; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

David Lindell, City Attorney, was present to answer questions about bonding and time frame options, specifically the difference between a 15 and 20 year bond. Lindell presented information from the bonding agent that reflects the higher rate for a 20 year bond and stated in the end the city and residents will pay more. Zimmerman informed the commission that the SRF Funding the City is using for current projects is scheduled for a 20 repayment and a 2% interest rate. Zimmerman was directed to find an average payment and then figure out for both scenarios and bring back to the City Commission for review.

Resident Nick Reisenauer came to the Commission in regards to dogs running at large-unleashed and unsupervised, some of which are becoming aggressive and messing in his yard daily. He asked the Commission who is responsible for enforcing the leash law? He has called the law enforcement office in the past and nothing was done. Zimmerman informed the Commissioners that in the last few weeks the office had received a number of calls and complaints about dogs and said the number of licenses issued in the city are around 70, although there are quite a few more dogs in town than that. Zimmerman will put an ad in the paper regarding dogs and residents responsibilities for their pets, current leash laws and licensing requirements. Zimmerman also stated that some incidents go unreported due to people not wanting to start feuds with their neighbors and furthered that residents are welcome to call city hall with their animal complaints and the office will contact law enforcement on their behalf. Commissioner Bauer, upon looking at the current ordinance, stated that the ordinance needed to be updated. Bauer and Thomas will look at updating the animal ordinance and report back to the Commission.

Deputy Auditor Sharon Hendrickson informed Commissioners that the Forestry Board will be meeting next week Monday and will be setting a date for Arbor Day. They also will be applying for grants in the future to help defray costs of tree plantings and the annual tree giveaway. Other members of the committee are Tom Neary, Pat Carpentier, and Sylvia Thompson, and Commissioner Baumann.

Zimmerman presented a letter to Commissioners from Bruce Sailer, Victor B. Wallin, American Legion, in response to last months comments regarding the Legion and conduct. Mr. Sailer wanted to let to the Commission and the community of Washburn know about the many ways the American Legion impacts the community of Washburn and the organizations they contribute and support. Commissioner Bauer states that he commends all the work the Legion does for the City.

Wes Sauer is requesting trees, which are in the alley by his property, be taken down by the City as it is a designated street. Thomas recommends also addressing the parking situation with Courtwood Apartments whose tenants currently park in that alley as well. Commissioner Jacobson motioned to approve the acquiring of bids to remove the trees along the alley, seconded by Moran; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Commissioner Bauer motioned to approve the transfer of liquor license from Unistop to SuperPumper for off sale beer, seconded by Moran; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Commissioner Moran motioned change the date of the May meeting from Tuesday, May 12th to Monday, May 18th to accommodate Commissioner Jacobson's schedule, seconded by Jacobson; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Commissioner Jacobson motioned to approve three months of water, sewer and garbage services to be included in the Housing Incentive Package that WAEDA offers to new home owners, seconded by Moran; discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Zimmerman informed the Commissioners that the flat bed truck used primarily for tarring during the summer, is in need of repair. It has been temporarily fixed, but will need to be replaced in the future and should maybe be considered as a future budget item. Thomas will follow up with Public Works.

Two bids from local security cameras, which can also double as a camera for Commission meetings, were received. Deputy Hendrikson explained that the bids included exterior cameras, interior cameras for the hallway, and a camera for the meeting room. Zimmerman stated that the video camera used in the last meeting turned out good and the sound was more than adequate. Unless the Commission has security concerns for the building she is still recommending a high quality, digital camera. Due to the bids being high, Commissioners requested more information and tabled the issue until more options are received.

Sheriff Kerzmann invited Commissioners for a meeting being held in Underwood, April 22nd. Zimmerman stated that she will be going and will check with Commissioner Baumann, Bauer will go if Baumann cannot.

Bauer informs the Commissioners that the Custodian has resigned and an ad has been placed for a replacement. The position will be for 20-25 hours per week.

Two applicants have applied for the positions of Seasonal Maintenance positions. Commissioner Bauer motions to increase the hourly rate for Schock to \$14.25 as it is her second season with the City and Moran seconded. Discussion: Thomas stated that rate is too high and why he had wanted the rate around \$12.00. Thomas asks for starting dates and Zimmerman informs, June 1st for Schell and April for Schock. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Jacobson motioned to hire Schock and Schell (14.00/hr) for Seasonal Maintenance and seconded by Moran, discussion none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Zimmerman requested t-shirts for Seasonal Summer help that would distinguish them as employees of the City. Employees will be expected to wear provided clothing at all times and if not in t-shirts, will be in reflective vest especially when along the highway. Thomas motioned to approve the purchase of safety clothing (4) shirts per employee, for seasonal employees, seconded by Bauer; discussion, none. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Bauer motioned to approve a new savings account for any revenues received from the Lodging Tax, seconded by Thomas. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Commissioner Jacobson requested estimates of upcoming special assessments for residents so people can budget and plan accordingly. Bauer states it is difficult as the final prices are not in and it is up to the Special Assessments Committee as how it is divided up. Jacobson is requesting an approximation of the assessments and says the information that is put into the paper is not understood by everyone and should be individualized per parcel, the sooner the better.

An application for the 2013 Special Assessment Assistance Program was received and the resident is asking the Commission to be approved retro-actively. Zimmerman confirms that she would qualify for a 100% payment of her annual payment. Thomas voices his concerns over the application being late.

Jacobson states his concerns that the program was never officially approved. Bauer states that it was put into the city budget for two years; therefore it qualifies as a program. Thomas and Jacobson state their concerns over the program and the City being the funding source, over the Sales and Use Tax. Commissioner Bauer motioned to approve the Special Assessment Assistance Program and Moran seconded. Discussion: Thomas asks for the motion to be amended that the program is to come from the Sales and Use. Thomas also says that it is a possibility the Sales and Use will say no, and he does not

feel comfortable having it paid out of the City's general fund. Roll call: Aye, Jacobson, Moran, Bauer, Nay, Thomas. Absent: Baumann.

Commissioner Jacobson moved to remove the Special Assessment Assistance Program from the City Budget and request funds from Sales and Use in the amount of \$10,000 and seconded by Moran. Discussion: Bauer says he does not care where the money comes from as long as the program does not end. Roll call: Aye, Bauer, Moran, Thomas, Jacobson, Nay, none. Absent: Baumann. Motion carried.

Bauer motioned to approve the application to the Special Assessment Assistance Program from Beth Binsfield, and seconded by Moran. Discussion: none. Roll call, aye, Jacobson, Bauer, nay, Moran, Thomas. Absent: Baumann. Motion failed.

Beth Binsfield asks if the decision can be readdressed and Thomas answered that it can be reapplied for next year. Binsfield stated that her original application was lost in the mail and after discussion with Zimmerman filled out another application with hopes that it would be approved based off another application being approved retroactively. Bauer said that he will check to see if another vote can be taken since there was a tie.

Commissioner Bauer motioned to award the lumberyard demolition bid to Flying T Construction which includes the complete cleaning out of building and demolition, seconded by Moran. Discussion: Bauer noted that the bid from Flying T Construction addressed all concerns and requirements that the City asked. Roll call: Aye, Jacobson, Moran, Bauer, nay, Thomas. Absent: Baumann. Motion carried.

Jacobson discussed a new plan for the payment of the 2014-2015 Street Projects. He suggested adding the surge funding in the amount of \$560,000 to the project as well as revenue from Sales and Use, citing Sales and Use receives around \$400,000 per year. By his calculations if this amount was applied toward the project it would decrease the debt to residents by approximately 40%. Funds would be applied to the secondary assessments as well as the primary. Bauer stated that he thinks the surge funding should benefit everyone equally. Thomas says that it is something to be looked at but agrees that the surge funding should be use to benefit everyone and there are past specials that received no additional funds.

City Engineer, Jasper Klein, AE2S, gave the Commission an update on the current project. Reclaiming of Main, 14th and Missouri Avenue has begun by Quam Construction. The peripheral streets included in the project will be reclaimed after road weight restrictions are taken off. The current plan is to begin digging on Monday on Main and 14th towards the highway. They will bring in a second crew soon.

Gordon Binsfield, from the East end of town, addresses the Commission stating that he is not in favor of the paving. He is aware that he missed the protest period.

Portfolios:

Jacobson: ND Sewage will be coming in to check the lagoons at a cost of approximately \$700.

Thomas: Talked with Waste Management and they are willing to drive with ½ loads and will limit their starts and stops. He recommends moving all garbage totes to one side of the street so trucks are only passing through the street one time per week.

Moran: Has been receiving complaints about the number of turkeys in town. He requested the auditor to call game and fish to see about animal control options.

Bauer: Nothing to report

Baumann: Absent

Chk #	Search Name	Date	Amount
			\$0.00
000181	INTERNAL REVENUE SERVICE	3/16/2015	\$2,587.18
000182	GLOBAL PAYMENTS	3/18/2015	\$13.00
000183	REVTRAK	3/18/2015	\$103.03
000184	US POSTAL OFFICE	3/18/2015	\$162.62
000185	AFLAC	3/20/2015	\$319.18
000186	INTERNAL REVENUE SERVICE	3/30/2015	\$2,795.56
000187	ND STATE TAX COMMISSION	3/30/2015	\$701.59
000188	INTERNAL REVENUE SERVICE	4/13/2015	\$2,448.07
026930	COLONIAL RESEARCH	3/10/2015	\$150.78
026931	ENERBASE COOPERATIVE RESOURCES	3/10/2015	\$347.27
026936	MCLEAN ELECTRIC	3/10/2015	\$31.50
026938	MVTL LAB	3/10/2015	\$25.00
026939	ND DEPT OF HEALTH LAB SERVICES	3/10/2015	\$32.00
026946	VERIZON WIRLESS	3/10/2015	\$78.96
026948	WASTE MANAGEMENT	3/10/2015	\$8,179.20
026950	ZENON ENVIRONMENTAL CORP	3/10/2015	\$13,499.58
026958	AMERICAN FUNDS	3/20/2015	\$1,230.55
026959	ASC CONSTRUCTION	3/20/2015	\$459.00
026960	MCLEAN COUNTY SHERIFFS DEPT	3/20/2015	\$21,903.88
026961	MDU	3/20/2015	\$2,036.23
026962	SENSUS	3/20/2015	\$250.00
026965	ADAM THOMAS	3/26/2015	\$65.40
026966	BLUE CROSS BLUE SHIELD	3/26/2015	\$6,755.87
026967	HENDRIKSON, SHARON	3/26/2015	\$264.22
026968	OTTERTAIL POWER	3/26/2015	\$4,983.23
026969	VERIZON WIRLESS	3/26/2015	\$85.34
026970	ZIMMERMAN, JOAN	3/26/2015	\$64.40
026980	ZIMMERMAN, KIM	3/30/2015	\$165.25
026981	US POSTAL OFFICE	3/31/2015	\$162.32
026982	CANADIAN PACIFIC RAILWAY	4/7/2015	\$2,000.00
026983	AE2S	4/8/2015	\$3,297.95
026984	AMERICAN FUNDS	4/8/2015	\$891.07
026985	AMERIPRIDE 1	4/8/2015	\$205.35
026986	BHG LEADER NEWS, INC	4/8/2015	\$33.00
026987	BISMARCK TRIBUNE	4/8/2015	\$105.07
026988	BORDER STATES ELECTRIC	4/8/2015	\$96.80
026989	FISHBECK TECHNOLOGY CONSULTING	4/8/2015	\$699.00
026990	HAWKINS	4/8/2015	\$940.41
026991	INDUSTRIAL LUBRICANT COMPANY	4/8/2015	\$81.00
026992	JOHN HANCOCK ANNUITIES SERVICE	4/8/2015	\$297.01
026993	MCLEAN COUNTY SHERIFFS DEPT	4/8/2015	\$10,951.94

026994	MEC	4/8/2015	\$34.00
026995	MVTL LAB	4/8/2015	\$25.00
026996	ND DEPT OF HEALTH LAB SERVICES	4/8/2015	\$88.50
026997	ONE CALL CONCEPTS	4/8/2015	\$1.10
026998	SANITATION PRODUCTS	4/8/2015	\$586.25
026999	WASHBURN AIRPORT AUTHORITY	4/8/2015	\$3,900.00
027000	WASHBURN FIRE DEPARTMENT	4/8/2015	\$5,050.00
027001	WASHBURN PARK BOARD	4/8/2015	\$5,000.00
027002	WASTE MANAGEMENT	4/8/2015	\$8,386.21
027003	WEST RIVER TELEPHONE	4/8/2015	\$753.51
			\$113,323.38

Bauer motioned to approve the bills and seconded by Jacobson. Roll call: aye, Jacobson, Thomas, Moran, Bauer, nay, none. Absent: Baumann. Motion carried.

Meeting adjourned.

Joan Zimmerman, Auditor
City of Washburn