

City of Washburn Commission Minutes
November 13, 2017
6:30 pm, City Hall

Members present: Jacobson, Boehm, Kroll, Thomas, and absent, Baumann.

Commissioner Thomas called the meeting to order.

Thomas noted several mistakes on the minutes from October 9th and October 16th. The Auditor will go through the minutes and make the needed corrections. Minutes tabled until December 11, 2017 after corrections are made.

Motion to approve the financials for November, Kroll and seconded by Boehm. Discussion: Jacobson asked if the cash balance reports indicate the total amount available in the Sales and Use Fund. Zimmerman stated the amount on cash balance report does not indicate available money because money that has been approved, but not yet distributed isn't taken out of the fund until the projects are completed and requested. Zimmerman will email available fund balance to the Commission for them to review. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

The City of Washburn received a complaint from the ND Labor Department on behalf of the Auditor claiming retaliation practices against her from Commissioner Thomas. City Attorney, David Lindell explained that what Zimmerman was asking, an injunction or restraining order against Larry Thomas and payment of attorney fees Zimmerman has paid to defend herself, were not things that the city could grant; things requested would go through District Court. He is recommended to the Commission that they respond to the ND Labor Department but do not self-comply with the process.

Motion to not self-comply with the ND Labor Department process, Jacobson and seconded by Boehm. Discussion: Boehm asks if the city will respond to the complaint within 20 days, Lindell clarified that the city will respond only to the four questions. Jacobson asked what Lindell's advice would be and Lindell responded that the ND Labor Department does not have the power to do what Zimmerman is asking. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Discussion on a new sander for public works. Rothmann stated that he had already discussed with Commissioner Thomas and because the manufacturer of the sander is out of state and the turnaround time is long, it is not feasible to get a new sander for this year. The city will use the existing sander for this season and with the old truck. The new sander will be ordered in the spring and the price approved by the commission prior to ordering.

Motion to purchase a spare pump for the water treatment plant for the blow down pit, at an expense up to \$3500.00. Anything over that amount should be brought back to the commission for approval. Rothmann shared that it can be used in numerous locations and situations within the water plant. Jacobson and seconded by Thomas. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to allow Adam Thomas to purchase two computer monitors for the water treatment plant, up to \$300.00, Jacobson and seconded by Kroll. Discussion: Thomas is currently using his own monitors. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to purchase a chlorimeter, not to exceed \$550.00 for the water treatment plant, Jacobson and seconded by Thomas. Discussion: Boehm asks if the item is redundant or a single point, Jacobson says it is a hand held model. Thomas added the current one is old. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carries.

Motion to approval of funds to the Sales and Use Fund for money for the Special Assessment Assistance Fund in the amount of \$12,602.48, from Community Economic Development, Thomas, and seconded by Jacobson. Discussion: Thomas states \$12,000.00 will remain in the account after the 2017 payment. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to approve an application to the Washburn Renaissance Zone for Tim and Mary Lou Johnson, who have recently purchased lots in Heritage Heights, Kroll and seconded by Boehm. Discussion: Jacobson asked if the Renaissance Zone has been re-evaluated to serve a different area of Washburn. Zimmerman informed that additional blocks can be added to the zone. Jacobson said that there are areas that are left out. Thomas asked if the tax break is for five years, Zimmerman confirmed. Boehm asked when it would begin and Zimmerman said after the project is complete and it would be applied for the next tax year. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to approve 2018 Drug Testing for employees through the League of Cities, Boehm and seconded by Kroll. Discussion: Thomas asked if any employees were tested in 2017, Zimmerman replied only the Zimmerman's were drawn for testing. Thomas informed that when this was originally approved he thought it was only for our employees, but has since realized it is a pool of employees from the League of Cities, and there is no guarantee that all of the city employees will be tested. Jacobson asked if it is something we could arrange in house. Boehm confirmed that it was budgeted for 2018 and asked what the implications are if we are to do it in house and that now it seems like it is a legitimate way of doing it. Because there are only five employees at the city, Zimmerman does not think it is a good idea to have her directly dealing with the employee drug testing. Jacobson says to approve now and look into something different next time. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to waive the rental fee for the Memorial Building for the Study Club on January 11th, with proceeds to going to the Mclean Family Resource Center. The event is from 10:00 am to 2:00 p.m., Jacobson and seconded by Kroll. Discussion: none. Roll call: Aye, Jacobson, Boehm, Kroll, Thomas, and Nay, none. Absent: Baumann. Motion carried.

Motion to approve the sales and use tax application for water intake funding, Jacobson and seconded by Kroll. Discussion: Thomas stated that this is for the 35%. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to take \$102,000 from surge funding to pay for the chip seal, Jacobson. Zimmerman advised that the whole bill was around \$187,000-\$190,000. Thomas asked if this can wait till next month. Jacobson rescinded the motion.

Jacobson requested to have the alley behind Perkerewicz, Jacobson and Grey's home vacated. Boehm asked if there are any utilities. Jacobson advised that there are utilities, but the owners wouldn't be

able to do anything with them, this just allows them to combine their parcels together if they want. Thomas advised that the easement for the utilities would still be there.

Motion to proceed with the alley vacating and advertise for 4 weeks, Thomas and seconded Kroll.

Discussion: Boehm asked if this normally goes to Planning and Zoning. Zimmerman advised no. Jacobson stated that Lindell advised him that if the commission approves it and there is no response after the publication the alley is automatically vacated. Zimmerman advised that we still need the public hearing and that can be held prior to the next city commission meeting. Roll Call: Aye: Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Jacobson refrained from voting. Motion carried.

Motion to approve the request from Tana Larsen to block off the streets from Ambulance Bay to Café 77 on Saturday, November 25, 2017, Jacobson and seconded by Kroll. Discussion: Kroll advised that that we can't block off any further then City Hall for the fire department and ambulance bay. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to approve the itinerant merchant license for Schwan Sales, Thomas and seconded by Boehm. Discussion: none. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to approve live animal display on November 25, 2017, Jacobson and seconded by Kroll.

Discussion: Thomas asked where animals will be. Kroll advised that they will be museum. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to pay half up to \$800.00 for new steps for the stage at the Memorial Building, Jacobson and seconded by Boehm. Discussion: Thomas asked which steps do the legion want. Jacobson said we can let the legion decide which ones they prefer. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to approve the pledge of securities for Farmers Security Bank, Jacobson and seconded by Boehm. Discussion: none. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Motion to approve the light change for Ottertail, Kroll and seconded by Jacobson. Discussion: none. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Tentative meeting dates for 2018 tabled till December.

Portfolios:

Jacobson: none

Boehm: Library board will meet on November 28th at 6:30 pm at the library. The Airport board will meet on November 29th at 5:30 pm at the airport. The public is welcome to attend. Boehm advised that JLG engineering will be looking at the old courthouse soon and a lot of JLG's work is pro bono.

Kroll: none

Thomas: Thomas provided a list of used equipment for sale. Bids would be accepted until December 8th at 4:00 pm and bids confirmed on December 11th. Thomas would like to list the ad with Leader News, Xtra and Finder. Ads will be ran for two weeks at all three papers.

Thomas advised that he talked to Eric from AE2S and that the warranty work for the sidewalks will be done next year.

Thomas advised that since we have surveillance cameras, we should now have stickers saying surveillance in use. Zimmerman shared that is already being taken care of.

Rothmann advised that Roto Rooter was at resident Jim Stoppler's and the tree roots are coming from the neighbors. Rothmann advised that he had the roots jetted from the City main. Rothmann advised that the neighbors will need to have their sewer line cleaned out. Jacobson and Rothmann will contact the home owner.

Zimmerman informed that the office will be closed on November 23rd and 24th for the Thanksgiving holiday.

Thomas said that Adam had talked about ordering some street signs. Rothmann said that Adam is having a hard time getting a response from the company. Kroll will provide another company the city can use.

Bills:

WEST RIVER TELEPHONE	\$691.61
OTTERTAIL POWER	\$4,869.10
MIDCO	\$75.00
INTERNAL REVENUE SERVICE	\$2,923.55
MDU	\$272.43
MIDCO	\$75.00
OTTERTAIL POWER	\$7,673.75
OTTERTAIL POWER	\$0.00
BLUE CROSS BLUE SHIELD	\$6,861.34
BLUE CROSS BLUE SHIELD	\$0.00
WEST RIVER TELEPHONE	\$682.50
MCLEAN ELECTRIC	\$176.00
GLOBAL PAYMENTS	\$247.05
VERIZON WIRLESS	\$108.63
ND STATE TAX COMMISSION	\$788.90
INTERNAL REVENUE SERVICE	\$6,385.10
REVTRAK	\$241.91
MCLEAN ELECTRIC	\$97.50
BLUE CROSS BLUE SHIELD	\$6,861.34
CIRCLE SANITATION	\$7,533.00
MDU	\$272.43
A & C LAND DEVELOPMENT INC.	\$875.00
Fuchs, Nancy L	\$58.18
Germundson, Julie L	\$522.19
Hendrikson, Sharon	\$976.61
Hillerud, Nancy J	\$96.97
Patterson, Elizabeth A	\$218.17
Rothmann, Bryan L	\$1,881.22
Thomas, Adam L	\$1,469.67
Zimmerman, Joan R	\$1,824.42
Zimmerman, Kim G	\$1,409.70

Motion to pay bills, Boehm and seconded by Jacobson. Discussion: none. Roll Call: Aye, Jacobson, Boehm, Kroll and Thomas. Nay: none. Absent: Baumann. Motion carried.

Meeting adjourned.

Joan Zimmerman
City Auditor