

City of Washburn Commission Minutes
December 11, 2017
6:30 pm, City Hall

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

Commissioner Thomas called the public hearing to order.

Thomas asked if there is anyone here to speak on regarding the request to vacate the alley, no response. Thomas asked if there was any written response. Zimmerman advised no. Thomas closed the public hearing.

Commissioner Thomas called the commission meeting to order.

Thomas opened the sealed bids for the used equipment that was for sale.

Motion to sell used equipment items to the highest bidder in each category, Thomas and seconded by Jacobson. Discussion: Thomas would like Auditor's Office to go over each item to make sure commission did not miss anything. Highest bidder in each category is as follows: Todd DeMontigny for Bearcat Chipper \$1,515.00; Larry Thomas for Christmas box decorations \$51.50; John Klein for propane tank \$15.00; Perreault Construction for Rosco Asphalt Roller for \$400.00; Mark Lelm for 1978 Dodge Truck for \$807.00; Janet Derrico for Christmas street light pole decorations for \$25.00; Michael Lucarelli for the following used wood \$36.00, tires and axles \$53.00, transmission jack \$241.00; Chris Trzruc for 50 gallon sprayer \$158.00; and Raymond Skoglund for diamond side tool box for \$30.00 and pickup tool box for \$5.00. All bids are available at the Auditor's Office for review. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to approve the minutes for the October 9, 2017 meeting, Jacobson and seconded by Kroll. Discussion: Thomas advised there is one correction to the minutes, it was from the September 27th meeting, it should be Kroll and Boehm, not Kroll and Jacobson, with that correction, and the minutes can then be approved. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to approve the minutes for the October 16, 2017 meeting, Jacobson and seconded by Thomas. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Thomas provided corrections for the November 13, 2017 meeting minutes. Where it talks about employee drug testing, where it says there is no guarantee that all of the employees will be tested, it should state there is no guarantee that any of the employees will be tested. Second correction is regarding the sales and use tax application, need to include the amount of \$63,000 that is being requested.

Motion to approve the November 13, 2017 meeting minutes with corrections, Thomas and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Thomas asked if when the minutes are listed in the paper, if they can be listed as unofficial minutes since minutes are not official until they have been approved.

Motion to approve the financials for November, Kroll and seconded by Boehm. Discussion: Thomas said there was a lot of transactions for sales and use. Zimmerman advised it was transferring over the payment for the 2016 street project. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Received letter from County asking if the City wants to purchase two parcels of land. One is in the right away by Ray Hager's and other is in the bottom of the coulee by Renner addition. Thomas advised the one by Hager's is in the City's right away, so that is something we should purchase. The other is the bottom of a coulee, don't think that the City would want that.

Motion to purchase parcel S29' of Lot 8 G.C Hoffman's Addition from the County but not the Unplatted 293.7' x 445' in Section 13-144-82, Thomas and seconded by Jacobson. Discussion: Jacobson asked if anyone in the audience had anything to say regarding that. No response. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to approve Lyle Lelm to the Washburn Airport Authority Board, Boehm and seconded by Jacobson. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to appoint Elizabeth Patterson, Elaine Carr, Merle Torkelson and Mark Lelm to the 2018 Special Election Official Board, Jacobson and seconded by Baumann. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to pay election officials \$12.00 per hour, Kroll and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Kroll, and Thomas. Nay: Baumann. Motion carried.

Motion to waive the fee for the after prom party on April 21st-22nd, Baumann and seconded by Jacobson. Discussion: Thomas advised that they will still need to put down a deposit. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Resident Dennis VanHoorn spoke to the commission wondering if the commission besides Kroll was aware of a 10 barrel hazardous waste spill from Industrial Lubricant that happened about 3 months ago. Jacobson said he wasn't aware of it, Thomas stated that VanHoorn had told him. VanHoorn advised that if this spill would have happened when it was raining it could have gotten onto his property and could have gone down his concrete drain that goes straight to the river. VanHoorn asked if a containment dyke can be made around these tanks. Kroll advised that this is in the works. Verke advised it was used oil that was spilled. Kroll advised the tank that leaked was removed, and all of the soil that was contaminated was removed and taken to Sawyer. Kroll advised that a professional, Clean Harbors took care of this process. Jacobson would like someone from the commission follow up on this issue. Kroll advised that she is working on issue. Verke advised that he is one of the contacts for the City on behalf of the fire department. Jacobson advised if something like this happens again, the commission should be made aware of the situation.

Motion to approve the request to vacate the alley behind Jacobson, Perkerewicz, and Grey, Thomas and seconded by Kroll. Discussion: none. Roll Call: Aye: Boehm, Baumann, Kroll, and Thomas. Nay: none. Abstain: Jacobson. Motion carried.

Motion to approve the joint powers with Mclean County for the 2018 Elections, Jacobson and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Zimmerman advised the commission about the absentee ballot process. Absentee ballots are available at City Hall, there is an application that is available and once application has been approved, the ballot is then sent out. Zimmerman advised that the process is highly documented so double voting is not possible. Zimmerman advised that if any residents have questions on absentee ballots, they should stop at the Auditor's office.

Motion to advertise that absentee ballots are available, Boehm and seconded by Thomas. Discussion: Zimmerman asked for clarification. Jacobson said that absentee ballots are available and the process. Thomas said to advertise for two weeks. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Meeting dates for 2018 are as follows: January 10th, canvassing board meeting at 6:00 pm with regular meeting to follow at 6:30 pm, February 12th, March 12th, April 10th, May 14th, May 29th, June 11th, June 25th, July 9th, July 23rd, August 6th, August 27th, September 10th, October 9th, November 13th and December 10th.

Motion to approve the 2018 meeting dates, Jacobson and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Motion to do holiday advertisement to say Merry Christmas and Happy Holidays from the City of Washburn, Baumann and seconded by Kroll. Discussion: Baumann stated he will pay for this out of his own pocket if he needs to. Roll Call: Aye, Boehm, Baumann, Kroll. Nay: Jacobson and Thomas. Motion carried. Thomas clarified that the City will pay for the ad.

Zimmerman presented concerns from Jim DuToit regarding property on 1st Avenue. There is a lot of vehicles, equipment, and metal items on the Railroad and Orr property. Jacobson said there is a policy in place and if the person is not following the policy, they are fined. Wondering why we keep sending letters and nothing seems to happen. Thomas advised the City had this issue also in Zimmerman's area, but no matter what the City did, nothing ever happened. Zimmerman advised that they still have this same issue. Zimmerman said the City had the junk vehicle grant, but the City only received one response regarding moving two bicycles, and the City just can't go onto the property and take the vehicles. Boehm asked how many letters has Orr received? Zimmerman said about three letters over some time have been sent to that property. Jacobson advised that he believes the fee is about \$150.00. Thomas said another letter can be sent. Baumann advised he wants the letter to state that the person will be fined as of January 1, 2018. Zimmerman stated that resident will either need to take out licenses on the vehicles or haul them out. Thomas said he sees a boat and a trailer, how do we consider these items junk?

Motion to send letter out to residents that haven't cleaned up their properties yet, Jacobson and seconded by Boehm. Discussion: Thomas asked if Jacobson wants to take charge with the office as to

what the letter says. Jacobson said yes. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Agenda item regarding 2018 salary adjustments for employees. Jacobson advised that he and Kroll met with employees and thought the commission could discuss. Thomas advised he would like to table this till after the recall election since there could be a new commissioner. Anything changed could then be retroactive. Jacobson advised he was ok with that.

Motion for appreciation gifts for employees of \$150.00 in Washburn Bucks, Jacobson and seconded by Kroll. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll, and Thomas. Nay: none. Motion carried.

Thomas advised that sealcoat funding was tabled from last month, it was discussed that we would be using either surge fund money or one cent sales tax money. Thomas advised in July 13, 2015 seal coat was estimated to cost \$400,000.00, with \$309,000.00 coming from surge funding and \$100,000.00 from sales and use was approved for that project, and then the price dropped. Then in May 22, 2017 sales and use and city approved an additional \$83,843.00 for seal coat. Thomas would like to have the surge fund money saved for the water intake project since Sales and Use already approved these funds for the seal coat project. Jacobson asked if Sales and Use understand that bid was less but we still want to use the sales and use money. Zimmerman advised that the motion that was approved from the sales and use tax was that they would pay up to \$100,000.00 and the initial \$100,000.00 was the additional after the surge funding depending on what the final bill was. Jacobson asked if this can be discussed at the next sales and use meeting. Thomas said he will discuss this with sales and use. Zimmerman advised that Kroll and her discussed and had thought we could use the surge funding for the sealcoat. Thomas advised that the City tries to use the surge fund money on things that would benefit everybody in town. Thomas said if we save the surge money, the commission would then have control over that money. If we then want one cent sales tax money, we have to go to them and ask them for money every time. Thomas asked if any sales and use tax meetings were set up. Zimmerman said no. Zimmerman said you could call one. Thomas said we should call a meeting then to discuss this.

Motion to approve the 2018 Liquor License for 83 Express, Jacobson and seconded by Baumann. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to approve the 2018 Liquor License for Captain's Cabin, Baumann and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to approve the 2018 Liquor License for Riverboat Saloon, Jacobson and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to approve the 2018 Liquor License for Superpumper, Thomas and seconded by Baumann. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to approve the 2018 Liquor License for Enerbase, Baumann and seconded by Jacobson.
Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to approve the 2018 Liquor License for American Legion, Baumann and seconded by Boehm.
Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Mac's Place liquor license tabled for 2018. Thomas advised that Mac's place had one year to either use the license or lose it, so they have till the 31st. Zimmerman advised that Mac's brother said he is in the process of selling the bar. Thomas advised that Mac's place has until the 31st. Zimmerman advised that if the license expires a new license would then have to be purchased for the full amount. Thomas said if the owner can get the business sold, we can call a special meeting at that time.

Motion to table Mac's Place 2018 Liquor License with the option that if something happens we can call a special meeting, Thomas and seconded by Boehm. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Motion to renew our blanket bond, Baumann and seconded by Kroll. Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Portfolios:
Jacobson: none

Boehm: Wants to recognize the WiFun group that put on the tree lighting at the old courthouse and Noelle for having the petting zoo. Boehm also complimented the Auditor's Office for work done on the 2016 Audit.

Baumann: none

Kroll: In appreciation, would like the employees to have a lunch brought into the office.

Motion for the employees to have an appreciation lunch up to \$100.00, Kroll and seconded by Jacobson.
Discussion: none. Roll Call: Aye: Jacobson, Boehm, Baumann, Kroll and Thomas. Nay: none. Motion carried.

Thomas asked for a breakdown of Sales and Use funds, wanting a breakdown of what funds went where and what funds are left and available. Zimmerman advised the current balance sheet does have what funds are currently available. Zimmerman said she would send it out.

Thomas read the resolution vacating the alley.

Zimmerman, offices will be closed on December 24th, 25th and January 1st. City of Washburn received 2016 Fluoridation Quality reward.

Eric Lothspeich, AE2S, still working on the 2018 project. Lothspeich stated that Zimmerman and AE2S applied for an additional grant and still waiting to hear back to see if we are approved for additional funds. Will have more information in January.

Zimmerman advised she is attending a meeting with the NDDOT on December 18th regarding the Washburn Sign. Baumann asked if Indigo will be responsible if the sign has to be taken down or if changes have to be made. Jacobson said that Brad Rinas will also be going to the meeting.

Verke advised that the Binsfeld house burnt down by the fire department.

Bills:

Paid Chk# 022107E	STARION BOND SERVICE	\$114,526.50
Paid Chk# 022110E	OTTERTAIL POWER	\$3,848.65
Paid Chk# 022111E	MIDCO	\$75.00
Paid Chk# 022112E	WEST RIVER TELEPHONE	\$665.68
Paid Chk# 022113E	MDU	\$1,125.42
Paid Chk# 022114E	OTTERTAIL POWER	\$3,740.87
Paid Chk# 022115E	CIRCLE SANITATION	\$7,548.00
Paid Chk# 022116E	BLUE CROSS BLUE SHIELD	\$6,861.34
Paid Chk# 022117E	MCLEAN ELECTRIC	\$152.00
Paid Chk# 028998	MCLEAN CO AUDITOR	\$150.00
Paid Chk# 028999	MCLEAN CO TREASURE	\$5,824.46
Paid Chk# 029000	THOMAS, ADAM	\$60.23
Paid Chk# 029001	WAGNER CONSTRUCTION	\$20,130.88
Paid Chk# 029002	Fuchs, Nancy L	\$58.18
Paid Chk# 029003	Germundson, Julie L	\$510.00
Paid Chk# 029004	Hendrikson, Sharon	\$995.29
Paid Chk# 029005	Patterson, Elizabeth A	\$218.17
Paid Chk# 029006	Rothmann, Bryan L	\$1,776.18
Paid Chk# 029007	Thomas, Adam L	\$1,469.67
Paid Chk# 029008	Zimmerman, Joan R	\$1,511.51
Paid Chk# 029009	Zimmerman, Kim G	\$1,342.94
Paid Chk# 029010	PRAIRIE CARPET SERVICES	\$1,000.00
Paid Chk# 029011	US POSTAL OFFICE	\$168.98
Paid Chk# 029012	Fuchs, Nancy L	\$106.67
Paid Chk# 029013	Germundson, Julie L	\$436.87
Paid Chk# 029014	Hendrikson, Sharon	\$991.98
Paid Chk# 029015	Hillerud, Nancy J	\$193.93
Paid Chk# 029016	Patterson, Elizabeth A	\$218.17
Paid Chk# 029017	Rothmann, Bryan L	\$1,731.96
Paid Chk# 029018	Thomas, Adam L	\$1,580.53
Paid Chk# 029019	Zimmerman, Joan R	\$1,392.26
Paid Chk# 029020	Zimmerman, Kim G	\$1,292.88
Paid Chk# 029021	AMERICAN FUNDS	\$941.46
Paid Chk# 029022	AMERIPRIDE	\$313.83
Paid Chk# 029023	Ascendum Machinery Inc.	\$459.00
Paid Chk# 029024	ASTECH	\$146,390.42
Paid Chk# 029025	BHG LEADER NEWS, INC	\$760.25
Paid Chk# 029026	DOCS SHOP, INC	\$118.20
Paid Chk# 029027	ENERBASE COOPERATIVE RESOURCES	\$644.75
Paid Chk# 029028	GREAT PLAINS SECURITY SYSTEMS	\$6,045.00
Paid Chk# 029029	GUARDIAN LOCK & SAFE	\$34.00
Paid Chk# 029030	HAWKINS	\$3,574.49
Paid Chk# 029031	HEALTH CHEMISTRY LAB JOHN HANCOCK ANNUITIES	\$602.16
Paid Chk# 029032	SERVICE	\$307.63
Paid Chk# 029033	KRAUSES SUPERVALU	\$16.05

Paid Chk# 029034	Matthew Bender & Co. Inc	\$63.43
Paid Chk# 029035	LIBERTY BUSINESS SYSTEMS	\$59.35
Paid Chk# 029036	LIGNITE ENERGY COUNCIL	\$1,200.00
Paid Chk# 029037	MCLEAN CO RECORDER	\$40.00
Paid Chk# 029038	MCLEAN CO TREASURE	\$36,301.78
Paid Chk# 029039	MCLEAN COUNTY SHERIFFS DEPT	\$12,295.77
Paid Chk# 029040	MVTL LAB	\$25.00
	ND DEPT OF HEALTH LAB	
Paid Chk# 029041	SERVICES	\$132.00
Paid Chk# 029042	ND LEAGUE OF CITIES	\$300.00
Paid Chk# 029043	ND RURAL WATER SYSTEMS	\$235.00
Paid Chk# 029044	NO. PLAINS PLUMBING & HTG	\$1,968.00
Paid Chk# 029045	ONE CALL CONCEPTS	\$0.00
Paid Chk# 029046	RDO EQUIPMENT	\$12.95
Paid Chk# 029047	RIVER AG	\$1,535.54
Paid Chk# 029048	ROTO-ROOTER SEWER DRAIN SVC	\$405.00
Paid Chk# 029049	SALHUS SEPTIC PUMPING	\$150.00
Paid Chk# 029050	SCOTTS HARDWARE	\$270.00
Paid Chk# 029051	THOMAS, ADAM	\$98.57
Paid Chk# 029052	WAGON WHEEL LUMBER	\$45.72
Paid Chk# 029053	WEBER ELECTRIC INC.	\$3,376.00
Paid Chk# 029054	WIDMER ROEL	\$2,700.00
Paid Chk# 029055	AE2S	\$38,242.15

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

Meeting Adjourned.

_____, Auditor
City of Washburn

Larry Thomas, President
City of Washburn