

City of Washburn
Meeting Minutes
January 10, 2018, 6:30 p.m.

Commission Members Present: Thomas, Kroll, Baumann, Boehm, Jacobson

Thomas called the meeting to order.

Motion to approve the minutes from December 11, 2017 with changes provided by Thomas, Jacobson and seconded by Baumann. Discussion: none. Roll call: all in favor, motion carried.

Motion to approve the financials, Kroll and seconded by Boehm. Discussion: Thomas asked why the sundry journal was shorter than normal. The Auditor shared the date range was shorter and there were not as many transactions. Roll call: all in favor, motion carried.

Jasper Klein, AE2S Engineering, presented information for the Raw Water Intake Project which is currently at a completion of 30% and through the design phase. Conversations have been had regarding protecting Boat Ramp Road from damage during construction and Klein explained this problem would be left to the contractor to solve. The FEMA grant, that was applied for to cover Washburn's approximate \$1,000,000.00 of financial responsibility for the project, is still under review and he is hoping to receive an answer in February.

Motion to approve Task Order #12 for \$ 555,000, which includes the final design, bidding, construction, instrument and controls and funding assistance, Jacobson and seconded by Baumann. Discussion: Boehm asked if it was necessary to have permits prior to bidding, Klein confirmed. Boehm asked if the project continues if the grant from FEMA doesn't come through. Klein said the city can choose not to bid the project if the grant falls through. Roll call: all in favor, motion carried.

Klein concluded the conversation on the intake and shared that the new structure will be moved closer to the old pump house to avoid damage to the baseball field during construction.

Jacobson asked about the paint that is flaking/peeling off the ceiling in the water treatment plant and asked that it be addressed. Tarps are currently being used to keep paint chips from falling into the clear wells and the city has recently received a notice of need for improvement from the ND Health Department. Klein will talk to City Attorney David Lindell about warranty work on this problem.

Motion to approve the use of a room in the basement of the Memorial Building for the Girl Scouts at no charge, Boehm and seconded by Kroll. Discussion: it is approved that some minor modifications can be done in the room to make it more useable for the group. Roll call: all in favor, motion carried.

2017 City Audit was discussed. Commissioner Boehm would like it to be scheduled so that it is back on schedule and things can be disclosed and taken care of. The Auditor suggested the current company, Thomas wanted prices from many auditing firms. Tabled to February.

2018 employee salary increases tabled until February with Jacobson stating it would be awkward to discuss salary increases and then discuss an employee situation afterwards.

Motion to approve a fee waiver for the EMS on February 3, 2108, for use of the Memorial Building, Kroll and seconded by Jacobson. Discussion: none. Roll call: all in favor motion carried.

Darrell Metzger, American Legion, approached the Commission about new sound equipment in the Memorial Building and options they are discussing. An initial estimate puts the cost at \$39,000.00 and would include 1200 ft. of drapery or ceiling panels to help with sound control at the City expense, the American Legion is prepared to purchase the sound system. Thomas stated it shouldn't interfere with basketball and Metzger said the panels would be put on the ceiling. Boehm informed it was not in the 2018 budget, but something that could be explored in the future.

An altercation between Dennis VanHoorn and employee Kim Zimmerman was discussed at length. VanHoorn presented his opinion of what had transpired between him and Zimmerman on December 27th, 2017. Zimmerman had also written his accounting and it was provided to the Commission.

Thomas said it was unfortunate that Zimmerman was not present to give his side of things in person. J. Zimmerman told the Commission that Kim Zimmerman was not told he was to come to the meeting. It was added to the agenda but there was no mention that he was supposed to attend. Kim Zimmerman was under the impression that the suspension and written document between he, Kroll and Jacobson, was the extent of what he was to do.

Thomas stated he would like to have a public hearing with both VanHoorn and Zimmerman and to give the Commission the opportunity to hear both sides of the situation and then the Commission would decide his fate.

Jacobson voiced he did not think this was appropriate under the circumstances.

Thomas motioned that the suspension without pay would continue until there could be a public hearing and a formal decision on Zimmerman's employment decided. If he retained his job, his pay would be back dated, seconded by Jacobson. Roll call: all in favor, motion carried.

Commissioner Boehm added that all the commissioners should be present for this, Baumann was not available until Saturday, and Boehm was not available on Saturday.

Motion for a special commission meeting on January 11th at 3:00 p.m. for a public hearing. J. Zimmerman would confirm with the employee and let the Commission know if he was available. According to the agreed upon document with Jacobson and Kroll, Zimmerman was to be back at work on Wednesday, but was on personal leave the remainder of the week. She was not sure if he would be available the next day.

Portfolios:

Jacobson: He and Kroll did a walkthrough of all city buildings and noticed a number of issues that need to be addressed. He also gave an update on the digital sign stating that the sign will be left in place, but cut down to meet DOT specifications.

Boehm: Will be looking at the gutters for the old fire hall that need replacing and roof for the ferry, both of which were budgeted for 2018. JLG Engineering will be coming back on January 11th, 2018 to give more ideas on the old courthouse.

Baumann: nothing to report

Kroll: nothing to report

Thomas: Stated that at the last meeting, it was requested the minutes be listed in the newspaper as unofficial minutes, and it was not done. He also asked if anything was done concerning the dike around the oil storage at Industrial Lube.

Thomas addressed where the funds for the 2016 chip seal project would be paid from. Since the auditor did not set up a meeting with the sales and use tax committee, he read the request from the May 22, 2017 Sales and Use Tax meeting with the City asking for an additional \$ 90,000 to add to the original \$ 100,000 that was requested for the seal coat project. Thomas stated that the surge money should be saved for the intake project.

Thomas motioned to approve the chip seal be funded with the sales and use tax money, seconded by Baumann. Discussion: none. Roll call all in favor, motion carried.

Motion to pay bills, Jacobson and seconded by Kroll. Discussion: Baumann doesn't think it is right that Hendrikson gets reimbursed for \$5.35 for mileage while reading meters with her personal vehicle when she could use a city vehicle instead and asked why she is the one reading the meters. Hendrikson replied that she normally reads the meters and always uses her own vehicle. Sometimes a truck is not available and public works is busy, so drives her own and that it is around 10 miles. Baumann said this is something that public works should do. Roll call: all in favor, motion carried.

Bills:

022118E	CARDMEMBER SERVICES	12/14/2017	\$3,183.36
022119E	CIRCLE SANITATION	12/14/2017	\$7,548.00
022120E	MCLEAN ELECTRIC	12/14/2017	\$58.50
022121E	INTERNAL REVENUE SERVICE	12/14/2017	\$2,896.86
022122E	REVTRAK	12/14/2017	\$321.51
022123E	VERIZON WIRELESS	12/14/2017	\$87.12
022124E	OTTERTAIL POWER	12/14/2017	(\$0.03)
022125E	GLOBAL PAYMENTS	12/14/2017	\$55.97
022130E	INTERNAL REVENUE SERVICE	12/20/2017	\$3,381.83
022131E	MCLEAN ELECTRIC	12/21/2017	\$2.50
022132E	CARDMEMBER SERVICES	1/10/2018	\$281.77
022133E	BLUE CROSS BLUE SHIELD	1/10/2018	\$6,861.34
022134E	MCLEAN ELECTRIC	1/10/2018	\$156.50
022135E	MIDCO	1/10/2018	\$75.00
022136E	OTTERTAIL POWER	1/10/2018	\$4,062.48
022137E	CIRCLE SANITATION	1/10/2018	\$7,548.00
022138E	WEST RIVER TELEPHONE	1/10/2018	\$672.38
29056	Fuchs, Nancy L	12/18/2017	\$145.46
29057	Germundson, Julie L	12/18/2017	\$497.82
29058	Hendrikson, Sharon	12/18/2017	\$1,012.78
29059	Patterson, Elizabeth A	12/18/2017	\$218.17
29060	Rothmann, Bryan L	12/18/2017	\$745.95
29061	Thomas, Adam L	12/18/2017	\$1,517.18
29062	Zimmerman, Joan R	12/18/2017	\$1,645.54
29063	Zimmerman, Kim G	12/18/2017	\$1,386.59
29064	Hunze, Lauren L	12/18/2017	\$934.11
29065	Baumann, Kit D	12/18/2017	\$554.10
29066	Boehm, Reese D	12/18/2017	\$554.10

29067	Jacobson, Keith A	12/18/2017	\$554.10
29068	Kroll, Noelle K	12/18/2017	\$554.10
29069	Thomas, Larry A	12/18/2017	\$831.15
29070	DAKOTA WEST CREDIT UNION	12/18/2017	\$900.00
29071	US POSTAL OFFICE	12/28/2017	\$167.28
29072	AMERIPRIDE	1/9/2018	\$221.86
29073	Ascendum Machinery Inc.	1/9/2018	\$459.00
29074	BISMARCK TRIBUNE	1/9/2018	\$88.00
29075	DACOTAH PAPER CO	1/9/2018	\$81.54
29076	DOUGHTERTY & COMPANY LLC	1/9/2018	\$500.00
29077	ENERBASE COOPERATIVE RESOURCES	1/9/2018	\$310.40
29078	Fuchs, Nancy L	1/1/2018	\$0.00
29079	Germundson, Julie L	1/1/2018	\$363.75
29080	Hendrikson, Sharon	1/1/2018	\$1,001.85
29081	Hillerud, Nancy J	1/1/2018	\$227.87
29082	Patterson, Elizabeth A	1/1/2018	\$218.17
29083	Rothmann, Bryan L	1/1/2018	\$1,168.08
29084	Thomas, Adam L	1/1/2018	\$1,469.67
29085	Zimmerman, Joan R	1/1/2018	\$1,392.26
29086	Zimmerman, Kim G	1/1/2018	\$1,697.22
29087	WASHBURN AIRPORT AUTHORITY	1/1/2018	\$4,520.00
29088	WASHBURN FIRE DEPARTMENT	1/1/2018	\$5,650.00
29089	WASHBURN PARK BOARD	1/1/2018	\$3,612.50
29090	AE2S	1/9/2018	\$13,863.50
29091	AgPro-Napa	1/9/2018	\$7.11
29092	FISHBECK TECHNOLOGY CONSULTING	1/9/2018	\$30.00
29093	HAWKINS	1/9/2018	\$5,022.73
29094	HENDRIKSON, SHARON	1/9/2018	\$29.25
29095	J & R VACUUM & SEWING	1/9/2018	\$179.16
29096	KRAUSES SUPERVALU	1/9/2018	\$20.90
29097	LEADER NEWS	1/9/2018	\$1,217.02
29098	Matthew Bender & Co. Inc	1/9/2018	\$63.43
29099	MCLEAN CO RECORDER	1/9/2018	\$30.00
29100	MCLEAN COUNTY SHERIFFS DEPT	1/9/2018	\$12,911.45
29101	MVTL LAB	1/9/2018	\$25.00
29102	ND DEPT OF HEALTH LAB SERVICES	1/9/2018	\$132.00
29103	NEWMAN TRAFFIC SIGNS	1/9/2018	\$84.11
29104	ONE CALL CONCEPTS	1/9/2018	\$1.55
29105	SCOTTS HARDWARE	1/9/2018	\$236.74
29106	SENSUS	1/9/2018	\$250.00
29107	TERRACON	1/9/2018	\$15,250.00
29108	THOMAS, ADAM	1/9/2018	\$60.23
29110	WEBER ELECTRIC INC.	1/9/2018	\$538.71

_____, Auditor

City of Washburn

Larry Thomas, President

City of Washburn