

Washburn City Commission Minutes
Monday, January 9, 2017
City Hall, 6:30 p.m.

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

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from December 12, 2016 meeting, Jacobson and seconded by Kroll.

Discussion: none. Roll call: all in favor, motion carried.

Thomas stated that at last meeting he questioned about the Special Assessment Deficiency Fund being placed into the general fund, and was told it is in its own fund. Thomas stated that in the June 13, 2016 meeting he was told that fund was being put into the general, wondering if that was a mistake.

Zimmerman stated yes, that the Special Assessment Deficient fund does not go into the general.

Financials tabled until next month.

Tana Larsen, Washburn Area Economic Development, provided an update that all of the sponsors for the community sign have confirmed and the sign will now be ordered. Larsen advised that there will be a community round table on January 25th at 8:30 am at the Interpretive Center, a ND Housing finance agency conference coming up in Bismarck, and Small Business Administration coming to Washburn on January 23rd at 6:00 pm at Farm Credit Services. Also the next WAEDA strategic planning meeting is scheduled for January 19th at 5 pm at the Interpretive Center.

Resident Mike Herdt, asked Larsen about the sign and the light pollution that will be given off from the new sign. Larsen explained that the sign will shine towards Family Dollar and Krause's, not across the highway. Jacobson and Thomas confirmed that the sign will run along Boarder Lane so the residents on the other side won't see it.

Zimmerman presented an application for the Special Assessment Assistance Program for a resident who's status has changed recently. Zimmerman explained that this would only cover the sewer assessment of \$733.00. Jacobson confirmed that there are enough funds in that fund to cover this request. Zimmerman stated yes.

Motion to accept application from Kim Wagner for Special Assessment Assistance Program, Jacobson and seconded by Kroll. Discussion: none. Roll call: all in favor, motion carried.

Motion to appoint Dave Carlson for the position on the Airport Authority Board, Jacobson and seconded by Baumann. Discussion: Boehm asked why the open positions for the Library Board the Library just produced names and brought them to the City for approval, whereas now with the Airport, the City is getting the names instead of the Airport Board and the Airport Board then recommending to the City. Zimmerman stated that the Library in the past had been somewhat on their own. Boehm confirmed that in the future that this process is the process that will be followed from now on. Roll call: all in favor, motion carried.

Three names presented for the open position on the Planning and Zoning Board, Tana Larsen, Ann Oberg and Kollin Syverson. Jacobson asked who had applied first, Zimmerman stated Oberg. Thomas mention that Syverson has served before and knows about the board, but all candidates would be fine.

Motion to appoint Ann Oberg to the Planning and Zoning Board, Jacobson and seconded by Baumann. Discussion: Jacobson stated that all candidates would be good. Roll call: all in favor, motion carried.

Exclusion of Territory second reading tabled till next month to allow time for the required legal notice to be run in the Leader News as been printed per N.D.C.C. 40-51.2-11.

Thomas read the resolution to declare the City of Washburn in a state of emergency due to severe winter weather activity and to utilize the Emergency Snow Fund dated January 9, 2017.

Thomas presented the re-plat request from David Peyer for Lot 5A in Parkway 1st Addition. Jacobson asked what Peyer was doing with the property. Thomas stated that Peyer was breaking up this property into different lots that could be sold individually if Peyer wanted to.

Motion to approve the re-plat request from David Peyer, Thomas and seconded by Baumann. Discussion: Jacobson asked if there was any concerns brought up by anybody in that area. Thomas stated none. Roll call: all in favor, motion carried.

Zimmerman presented information that was received from the ND League of Cities regarding random drug testing. Baumann asked if we are involved in something like this already, Thomas and Zimmerman stated no. Thomas stated that this is a random selection of 50% of employees annually tested for drugs and 10% of employees tested annually for alcohol. Jacobson asked who selected the employees. Thomas said they do. Also commented that it is \$60.00 per employee annually.

Motion to approve the North Dakota League of Cities Random Drug & Alcohol Testing Program, Thomas and seconded by Kroll. Discussion: none. Roll call: all in favor, motion carried.

Zimmerman discussed a quote provided by Jesz's Plumbing out of Bismarck, regarding moving the water fountain in the Memorial Building to the area between the bathrooms. Zimmerman advised that there are some issues with the current water fountain sticking and if it stays on it will overflow and ruin the new floor. Boehm advised that if the water fountain was moved over by the bathrooms and if there was problems it would go on the linoleum and eventually go into the floor drains in the bathrooms and not ruin the new floor. Zimmerman confirmed that this quote is just for moving the fountain, not including a new fountain. Jacobson said that would prefer having a new fountain. Thomas stated that the fountain is very old. Baumann asked if the office can get more quotes for the whole project. Boehm advised that this is the only water fountain in the whole Memorial Building. Item tabled until more quotes are provided.

Municipal court report provided to the City Commission. Jacobson asked if there is anything that is done to help re-cover the outstanding fines. Zimmerman advised that an individual's licenses is suspended if they do not pay the fine. So when they try to renew their license, no matter what state they are in, they will have to pay for the fine and the reinstatement of their license at that time.

Eric Lothspeich, AE2S, provided an update on the 2016 project and negotiations that are on-going in an attempt to get the project closed out. Thomas stated that Wagner Construction has contacted him

directly and Thomas advised them that Wagner will need to come to Washburn to discuss the issues and have a meeting setup. Lothspeich advised we should have final payment of \$71,795.00, but this doesn't include the change orders that are being negotiated. Aztec will be here in 2017 for the seal coat project. Intake evaluation is still in the process, they are looking at 5 different options and hope to have a presentation at the February meeting.

Thomas asked if the audience have anything comments.

Resident Mike Herdt, advised the Commission that the City Commission and City Employees have been doing a wonderful job moving snow. He furthered that the people in Washburn need to pull together and work together to get the snow moved. He also noted that there are still a lot of fire hydrants that are still covered and the residents and the City needs to work together to get them dug out. We all just need to work together.

Portfolios:

Jacobson: City has switched to chloramines last year, and recently there was water testing done, and two homes failed the lead testing, his being one of them. He advised that Adam will work on changing the chemicals to have this issue resolved. Jacobson stated that if the issue doesn't get under control, we might have to expand the testing area in the future. Jacobson said that the levels are still very small.

Boehm: Library had a board meeting, Library board wants to have Patterson's wages matched to McLean Mercer Regional Library wage and increase the part time employees \$.50 per hour.

Baumann: Nothing

Kroll: Nothing

Thomas: Asked if the office received the street cutting deposit from MDU, Zimmerman advised yes. Thomas asked if a Sales and Use Tax meeting can be setup for January. Thomas also advised that there was a Merry Christmas and Happy New Year ad in the paper from the City, and does not think we should be spending the City's money on this, nice gesture but it is tax payers money. Jacobson stated that is the same as the school year book. Thomas advised that things like that should be brought forth in front of the commission.

Zimmerman: Advised would like a roll call vote for the emergency declaration.

Motion to approve the resolution of the Snow Emergency, Thomas and seconded by Boehm.

Discussion: none. Roll call: all in favor, motion carried.

Zimmerman advised that a flyer to residents or ad put in the paper regarding snow removal would be helpful for the city and public works.

Motion to mail out to all residents a snow removal flyer, Baumann and seconded by Jacobson.

Discussion: none. Roll call: all in favor, motion carried.

Bills:

Paid Chk# 021908E

CARDMEMBER SERVICES

\$509.42

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|-------------------|--------------------------------|-------------|
| Paid Chk# 021909E | BLUE CROSS BLUE SHIELD | \$6,139.85 |
| Paid Chk# 021910E | GLOBAL PAYMENTS | \$99.07 |
| Paid Chk# 021911E | INTERNAL REVENUE SERVICE | \$7.60 |
| Paid Chk# 021912E | INTERNAL REVENUE SERVICE | \$3,476.38 |
| Paid Chk# 021913E | REVTRAK | \$162.35 |
| Paid Chk# 021914E | VERIZON WIRELESS | \$85.86 |
| Paid Chk# 021915E | MIDCO | \$75.00 |
| Paid Chk# 021916E | INTERNAL REVENUE SERVICE | \$4,481.38 |
| Paid Chk# 021917E | AFLAC | \$495.70 |
| Paid Chk# 021918E | INTERNAL REVENUE SERVICE | \$504.90 |
| Paid Chk# 021919E | BLUE CROSS BLUE SHIELD | \$6,139.85 |
| Paid Chk# 028207 | ADAM THOMAS | (\$344.90) |
| Paid Chk# 028301 | US POSTAL OFFICE | \$165.56 |
| Paid Chk# 028302 | Fuchs, Nancy L. | \$35.41 |
| Paid Chk# 028303 | Hendrikson, Sharon | \$960.72 |
| Paid Chk# 028304 | Ogden, Mark | \$432.99 |
| Paid Chk# 028305 | Rothmann, Bryan | \$2,490.38 |
| Paid Chk# 028306 | Thomas, Adam L. | \$1,891.63 |
| Paid Chk# 028307 | Zimmerman, Joan | \$1,422.42 |
| Paid Chk# 028308 | Zimmerman, Kim | \$1,563.64 |
| Paid Chk# 028309 | AMERICAN FUNDS | \$1,840.48 |
| Paid Chk# 028310 | Dakota Supply Group | \$1,469.96 |
| Paid Chk# 028311 | HAWKINS | \$0.00 |
| Paid Chk# 028312 | JOHN HANCOCK ANNUITIES SERVICE | \$604.66 |
| Paid Chk# 028313 | MCLEAN COUNTY SHERIFFS DEPT | \$24,591.54 |
| Paid Chk# 028314 | OTTERTAIL POWER | \$4,217.97 |
| Paid Chk# 028315 | SANITATION PRODUCTS, INC | \$37.58 |
| Paid Chk# 028316 | WASHBURN AIRPORT AUTHORITY | \$4,227.00 |
| Paid Chk# 028317 | WASHBURN FIRE DEPARTMENT | \$11,300.00 |
| Paid Chk# 028318 | WASHBURN PARK BOARD | \$6,250.00 |
| Paid Chk# 028319 | HAWKINS | \$4,576.31 |
| Paid Chk# 028320 | ADAM THOMAS | \$59.95 |
| Paid Chk# 028321 | AMERIPRIDE | \$443.96 |
| Paid Chk# 028322 | BHG LEADER NEWS, INC | \$322.25 |
| Paid Chk# 028323 | CIRCLE SANITATION | \$7,341.00 |
| Paid Chk# 028324 | DAKOTA WEST CREDIT UNION | \$900.00 |
| Paid Chk# 028325 | DIRTY DEEDS EXCAVATING | \$9,691.96 |
| Paid Chk# 028326 | DOCS SHOP, INC | \$59.40 |
| Paid Chk# 028327 | ENERBASE COOPERATIVE RESOURCES | \$818.88 |
| Paid Chk# 028328 | GREAT PLAINS REHAB SVC | \$645.20 |
| Paid Chk# 028329 | HENDRIKSON, SHARON | \$43.20 |
| Paid Chk# 028330 | HOTSY EQUIPMENT | \$310.00 |
| Paid Chk# 028331 | KRAUSES SUPERVALU | \$14.27 |
| Paid Chk# 028332 | LIBERTY BUSINESS SYSTEMS | \$46.91 |
| Paid Chk# 028333 | LIGNITE ENERGY COUNCIL | \$1,200.00 |
| Paid Chk# 028334 | MCLEAN ELECTRIC | \$97.50 |
| Paid Chk# 028335 | MDU | \$850.98 |
| Paid Chk# 028336 | ONE CALL CONCEPTS | \$15.00 |
| Paid Chk# 028337 | RDO EQUIPMENT | \$8.96 |
| Paid Chk# 028338 | SALHUS SEPTIC PUMPING | \$300.00 |
| Paid Chk# 028339 | SCOTTS HARDWARE | \$257.20 |
| Paid Chk# 028340 | VANHOORN, DENNIS | \$215.00 |
| Paid Chk# 028341 | WASHBURN AIRPORT AUTHORITY | \$4,227.00 |
| Paid Chk# 028342 | WEST RIVER TELEPHONE | \$675.80 |
| Paid Chk# 028343 | HAWKINS | \$562.38 |
| Paid Chk# 028344 | INDIGO SIGNWORKS, INC | \$994.62 |

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| Paid Chk# 028345 | Fuchs, Nancy L. | \$81.58 |
| Paid Chk# 028346 | Hendrikson, Sharon | \$1,019.84 |
| Paid Chk# 028347 | Hillerud, Nancy J | \$138.52 |
| Paid Chk# 028348 | Ogden, Mark | \$384.24 |
| Paid Chk# 028349 | Patterson, Elizabeth A. | \$115.79 |
| Paid Chk# 028350 | Rothmann, Bryan | \$2,857.45 |
| Paid Chk# 028351 | Thomas, Adam L. | \$1,891.63 |
| Paid Chk# 028352 | Zimmerman, Joan | \$1,624.52 |
| Paid Chk# 028353 | Zimmerman, Kim | \$1,867.53 |
| Paid Chk# 028355 | Baumann, Kit | \$554.10 |
| Paid Chk# 028356 | Boehm, Reese | \$277.05 |
| Paid Chk# 028357 | Jacobson, Keith | \$554.10 |
| Paid Chk# 028358 | Kroll, Noelle | \$554.10 |
| Paid Chk# 028359 | Moran, DeWayne | \$277.05 |
| Paid Chk# 028360 | Thomas, Larry | \$831.15 |
| Paid Chk# 028361 | US POSTAL OFFICE | \$163.29 |
| Paid Chk# 028362 | Voided | \$0.00 |
| Paid Chk# 028363 | Hunze, Lauren | \$934.11 |
| Paid Chk# 028364 | AE2S | \$358.00 |
| Paid Chk# 028365 | ASC CONSTRUCTION | \$459.00 |
| Paid Chk# 028366 | CIRCLE SANITATION | \$7,341.00 |
| Paid Chk# 028367 | OTTERTAIL POWER | \$4,433.25 |

Motion to pay bills, Kroll and seconded by Boehm. Discussion: none. Roll call: all in favor, motion carried.

Meeting adjourned.

Sharon Hendrikson, Deputy Auditor
City of Washburn