

Washburn City Commission Meeting Minutes
Monday, March 12, 2018
6:30 p.m., City Hall

President Larry Thomas called the meeting to order at 6:30 p.m. on March 12, 2018. Members present were President Thomas and Commissioners Kroll, Baumann, Boehm, and Jacobson.

A motion was made by Jacobson and seconded by Boehm to approve the minutes from the January 11, 2018 meeting. Upon roll call all members voted aye, motion carried.

A motion was made by Jacobson and seconded by Boehm to approve the minutes from the February 12, 2018 meeting. Upon roll call all members voted aye, motion carried.

A motion was made by Boehm and seconded by Kroll to approve the minutes from the March 5, 2018 Special meeting. Upon roll call all members voted aye, motion carried.

A motion was made by Kroll and seconded by Jacobson to approve the minutes from the March 8, 2018 Special meeting. Upon roll call all members voted aye, motion carried.

A motion was made by Jacobson and seconded by Kroll to approve the request from Connie Goetz to waive the Memorial Hall fee for the Tom Sheldon benefit. Upon roll call all members voted aye, motion carried.

Mark Trottier, DMVW Rail Road reported to the Commission that DMVW has control of the trans load siting in Washburn. Approximately 6 to 8 trucks per week will access the site, up to a maximum of 10 to 11 trucks per week. Approximately 2 to 3 car loads will be going out each week, transporting non-hazardous corn oil. Trottier wants to assure a smooth process in the transition from Burlington Northern to CP. Trottier discussed truck route options with the Commission. Jacobson expressed concern about truck traffic on Main Ave and 8th Street in front of the swimming pool. No night traffic is anticipated. Trottier will confirm that and get back to President Thomas. Spring load restrictions will need to be followed. Trottier said that there would be adequate insurance to take care of any clean up in the event of a spill.

President Thomas reported that a letter had been received from Game & Fish requesting to replace the existing boat dock with one with wheels. Game & Fish will do the full install and removal of other dock. Thomas made a motion and Kroll seconded to approve the agreement with Game & Fish Department for the new boat dock. Upon roll call all members voted aye, motion carried.

A motion was made by Jacobson and seconded by Boehm to approve the estimate from Weber Electric for shop and exterior lights for City Hall with the exclusion of bulbs and ballasts disposal. Upon roll call all members voted aye, motion carried.

Bob Aaseth requested approval to grandfather in the licensing of his 13 dogs which exceeds the current ordinance limit of 4 dogs over the age of 4 months. Aaseth has 13 dogs total, 1 Chihuahua and 12 pit bulls. Jacobson asked for assurance that Bob will not be adding any dogs. Baumann inquired as to whether the dogs were all neutered. Aaseth stated that they were not as it was cost prohibitive for him. President Thomas asked that the Board table a decision and consider options until the next meeting.

Red River Corridor - tabled.

Employee raises: Thomas stated that the Family Health Plan increase equates to \$1.07/hour for the family policy and \$.41/hour for a single policy. The City pays for the full monthly health insurance premium for employees. A motion was made by Jacobson and seconded by Boehm for a 3% cost of living increase. Thomas does not like percentage raises as employees who make more get larger raises. Last year's raise was \$.25/hour. Jacobson rescinded his motion, Boehm rescinded his second to the motion. Thomas made a motion which was seconded by Kroll for employee raises at \$.75/hour, effective the current pay period. Boehm stated that he felt the raise should be effective back to January 1, 2018 with retroactive pay for employees. Roll call motion as follows: No - Boehm & Kroll; Yes - Thomas, Baumann, Jacobson. Motion carried on a 3 to 2 vote.

Following discussion, a motion was made by Jacobson and seconded by Kroll to approve the job description for the City Auditor position as presented by Thomas. The job ad will be published for 4 weeks in local paper, statewide papers and the League of Cities. Upon roll call all members voted aye, motion carried.

Jasper Klein, AE2S Engineering updated the Commission on Intake Improvement project. The State Water Commission has requested that a city representative attend the SWC meeting April 12, 2018. Thomas will attend.

The City was awarded a grant in 2013 and have only recently used those funds. The State Water Commission may consider reallocating funds if they are not used in a timely manner.

A motion was made by Jacobson and seconded by Baumann to approve the Change Order in the amount of \$1000 from Taracon for additional geotechnical work required by the project. Upon roll call all members voted aye, motion carried.

Klein reported that they are still waiting on the NDDOT, ACE and Sovereign Land for final permit concerning the hill removal for the new intake. No further news on the grant, hopefully a decision will be made within the next 2 weeks.

Klein updated the Board on project schedule: 90% design completion by the end of March; Request approval to advertise for bids – April 10; Bid opening – May 10; Award bid May 14.

Klein also updated the Board on the peeling ceiling paint at the Water Treatment Plan.

Portfolios:

Jacobson clarified that AE2S Nexus had been contracted to provide part time temporary interim auditor services until a new auditor is hired. A temporary receptionist will also be hired to provide coverage at the front desk for public business. A motion was made by Jacobson and seconded by Baumann to offer Judy Levey the temporary receptionist position at the same wage as Julie Germundson, \$16.00 per hour. Upon roll call all members voted aye, motion carried.

Library: Boehm reported that the Library Board had approved the following wages for 2018: Librarian Wage \$16.20/hour; Assistant Librarian \$.50/hour or 3%, whichever is higher, retroactive to January 1. Boehm also reported that new carpeting had been installed at the Library and he encouraged the public to stop in to the Library to see the improvements. Boehm

acknowledged the volunteers who helped with moving books and book cases from one side of the Library to the other for carpet installation.

Airport Authority: Boehm reported that an Airport Authority Board member has resigned and he requested to advertise for a replacement board member. Citizens are encouraged to express interest in the position. Thomas said that an ad would be placed in the paper for the board opening as well.

Courthouse on Main Street – JLG presented Option 1 Design. The Steering Committee will meet to discuss the proposed design and present an update to the Commission at their April meeting.

The River Boat needs volunteer to paint this summer. City will provide project management and supplies.

Baumann & Kroll: No reports

The Auditors reported that they are doing a final review of audit and should have a final report for the commission in the next couple of weeks.

Paid Chk# 022151E	GLOBAL PAYMENTS	\$44.95
Paid Chk# 022154E	BANK OF NORTH DAKOTA	\$67,037.50
Paid Chk# 029137	Fuchs, Nancy L	\$126.06
Paid Chk# 029138	Germundson, Julie L	\$324.39
Paid Chk# 029139	Hendrikson, Sharon	\$1,011.84
Paid Chk# 029140	Hillerud, Nancy J	\$96.97
Paid Chk# 029141	Patterson, Elizabeth A	\$218.17
Paid Chk# 029142	Rothmann, Bryan L	\$2,095.64
Paid Chk# 029143	Thomas, Adam L	\$1,529.34
Paid Chk# 029144	Zimmerman, Joan R	\$1,450.61
Paid Chk# 029145	Voided	\$0.00
Paid Chk# 029146	Voided	\$0.00
Paid Chk# 029147	AE2S	\$6,814.30
Paid Chk# 029148	AgPro-Napa	\$31.10
Paid Chk# 029149	AMERICAN FUNDS	\$1,389.64
Paid Chk# 029150	AMERIPRIDE	\$221.86
Paid Chk# 029151	Ascendum Machinery Inc.	\$459.00
Paid Chk# 029152	BHG LEADER NEWS, INC	\$36.00
Paid Chk# 029153	DACOTA PAPER CO	\$207.25
Paid Chk# 029154	EBERLINE SERVICES	\$248.50
Paid Chk# 029155	FISHBECK TECHNOLOGY CONSULTING	\$150.00
Paid Chk# 029156	HAWKINS	\$2,620.92
Paid Chk# 029157	HENDRIKSON, SHARON	\$719.60
Paid Chk# 029158	JOHN HANCOCK ANNUITIES SERVICE	\$615.26
Paid Chk# 029159	LEADER NEWS	\$341.00
Paid Chk# 029160	LIBERTY BUSINESS SYSTEMS	\$118.70
Paid Chk# 029161	MCLEAN COUNTY SHERIFFS DEPT	\$12,911.45
Paid Chk# 029162	MVTL LAB	\$25.00
Paid Chk# 029163	ND DEPT OF HEALTH LAB SERVICES	\$132.00
Paid Chk# 029164	ND HEALTH DEPARTMENT CHEMISRTY	\$388.42
Paid Chk# 029165	ND WATER & POLLUTION	\$60.00
Paid Chk# 029166	ND WORKFORCE SAFETY	\$3,334.97
Paid Chk# 029167	RDO EQUIPMENT	\$12.95
Paid Chk# 029168	SCOTTS HARDWARE	\$128.80
Paid Chk# 029169	THOMAS, ADAM	\$60.23
Paid Chk# 029170	UNDERWOOD AND WASHBURN CLINICS	\$150.00

Paid Chk# 029171	VENTURE MARKETING	\$100.00
Paid Chk# 029172	WEBER ELECTRIC INC.	\$210.64
Paid Chk# 029173	WIDMER ROEL	\$11,271.10
Paid Chk# 029174	Fuchs, Nancy L	\$126.06
Paid Chk# 029175	Germundson, Julie L	\$289.75
Paid Chk# 029176	Hendrikson, Sharon	\$1,032.63
Paid Chk# 029177	Hillerud, Nancy J	\$67.87
Paid Chk# 029178	Patterson, Elizabeth A	\$218.17
Paid Chk# 029179	Rothmann, Bryan L	\$2,066.90
Paid Chk# 029180	Thomas, Adam L	\$1,711.55
Paid Chk# 029181	Zimmerman, Joan R	\$1,507.79
Paid Chk# 029183	Hendrikson, Sharon	\$1,900.64
Paid Chk# 029191	WAEDA	\$150.00
Paid Chk# 029192	WASHBURN CIVIC CLUB	\$125.00

A motion was made by Jacobson, seconded by Baumann to approve the bills as presented.

Upon roll call all members voted aye, motion carried.

There being no further business, the meeting was adjourned.

_____, _____
City of Washburn

Larry Thomas, President
City of Washburn