

Washburn City Commission Meeting Minutes
September 11, 2017
6:30 p.m., City Hall

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

Commissioner Thomas called the budget hearing to order.

Thomas advised that about \$45,000 was cut out of the original budget that was drafted. Zimmerman advised we are currently at \$210,101.19 and at 53.56 mills, which is a 5.27 decrease from the mills taken in 2016.

Motion to approve the budget for 2018 with a 5.27 mill decrease, Jacobson and seconded by Kroll. Discussion: Thomas asked under insurance reserve we have \$18,000 currently budgeted, \$18,500 budgeted in 2017, but only spent \$574 in 2016. Zimmerman advised we currently haven't been billed for 2017 and currently just following the guideline that we have in the past. Thomas asked if we have an idea of what the cost is for in 2017. Zimmerman advised we don't know at this time. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Commission Thomas called the September 11, 2017 meeting to order.

Motion to approve the minutes from the August 29, 2017 commission meeting, Jacobson and seconded by Boehm. Discussion: Boehm stated that we had approved to use Mahlum and Goodhart for the auditing firm and wondering what is the status of that. Zimmerman advised that Mahlum and Goodhart are no longer available, we will need to find a different auditing firm at this time. Boehm asked for this to be on the agenda for next meeting. Thomas asked if we can check with the state. Zimmerman advised she has already talked to the state, the state is very far out and won't be able to get to the city until sometime next year. Also the state's firm would be in Fargo and they don't feel that hiring them will be in the best financial interest of the City. Jacobson said that the next closest firm is about \$8,000 more, wondering if we know why. Zimmerman said no, she has talked to Mahlum and asked if we could go to auditing every two years and Mahlum doesn't know if we are able to since we have done an audit every year for so long, plus with the amount of funding and federal audits we have, not sure if this is something we can do. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Motion to approve the financials, Jacobson and seconded by Kroll. Discussion: Jacobson asked if insurance for Park Board vehicles is paid by the Park Board. Zimmerman advised that the City actually carries the insurance for the Park Board. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Motion to increase garbage rates by \$.50 for the 2018 year, Jacobson and seconded by Boehm. Discussion: Thomas asked how much more revenue will a \$.50 increase provide and is \$.50 enough of an increase. Jacobson this would provide a little bit of a cushion, but not much of one. Thomas said he would like to think about this for a month. Boehm said it would be good to allow the residents to think about this. Jacobson rescinded his motion. Boehm rescinded his second. Garbage rate increase tabled.

Motion to table the dangerous building ordinance until the October 9th meeting, Jacobson and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Thomas said he has not reviewed the special event permit, item tabled.

Jacobson advised that the City has employees that can review properties to see if they need to be cleaned up, and a commissioner sees something they can just contact the City to take care of the situation. Jacobson stated we also have a vehicle removal grant that is available to use. Zimmerman stated that we would like to coordinate this during fall clean-up and we would like to advertise this.

Motion to approve an ad for the vehicle removal and fall clean-up, Jacobson and seconded by Thomas. Discussion: Boehm asked what the days for cleanup are. Zimmerman stated October 2-6th the compound is open and October 7th is curbside pickup. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Jacobson advised the commission that if anybody sees any properties that need to be cleaned up, to let the office know and the office will take care of it.

Jasper Klein and Eric Lothspeich provided a presentation regarding the Raw Water Intake Site selection. Klein advised that AE2S did a historical look of the river to the flow of the water channel. Klein stated that historically the channel in the middle is always there. Lothspeich stated that the site selection technical memorandum has now been delivered to the City. Site 1 has the closest distance to the main river channel, lowest cost, and land already owned by City or Park District, electrical service is already on site, and low environmental impacts. Overall project cost is \$2.93 million, with a 65-35 matching grant with the state water commission, making the city portion about \$1.03 million. Hoping to have preliminary engineering completed by the end of November 2017. Site 2 advantages has access to deep channel of river, but it is not the deepest or the main channel, sufficient space available for the site to be developed, low environmental impacts compared to site 3. Disadvantages is that it is a secondary channel, higher costs due to greater distance to the water plant and would have to install a new transition main underneath the river to water plant, located on private land, and electrical service would have to be upgraded to be able to run the pump house and intake. Site 3 advantages are that historically where the main river channel has been and has sufficient space available to site development. Disadvantages are that this is not currently where the main channel is located, highest cost, located on private land, new electrical service would have to be installed and greatest environmental impacts. Also at this site AE2S received information from the state historical society that this site would require a type 3 survey where an archeologist would have to be on site. There would also be an amendment to the City's water permit. Klein advised that they do recommend site 1 for the intake. Klein stated the next step is to do the geotechnical survey. Thomas stated the survey is \$15,400 and that the survey is not included in the preliminary contract? Thomas stated he has talked to Klein and we don't have to approve the site at this time, but need to continue with the geotech drilling. Jacobson stated that if we are going to do this, then site 1 is the best location. Zimmerman advised that this is about \$244,000 in surge funding left. Jacobson said that Zimmerman is looking at other grants and McLean Sheridan is going to be partners in this if we decide to move forward. Thomas stated there is money in the water treatment plant upgrade account, but don't want to use all of those funds. Klein advised that the geotech survey is a crucial part in this process.

Motion to accept the recommendation of site 1 for the possible new intake, Jacobson seconded by Kroll. Discussion: Thomas stated that this is tentative. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Motion to proceed with the geotech survey for \$15,400 from Terracon, Thomas and seconded by Boehm. Discussion: Jacobson asked if there is more costs above the \$15,400. Lothspeich advised that is for additional option if we want them to do other drilling. Boehm asked where the money from this will come from. Klein advised that this would qualify for the grant. Thomas said it could be from the water treatment plant upgrade account or one cent sales. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Klein advised that he will still provide a summary of costs for 2017. Zimmerman advised that we still have funds in the water treatment available, not necessary to go to the one cent sales tax.

Thomas asked what is all included in the preliminary contact provides. Klein advised that currently they are contracted to the environmental solicitations and to get the permitting process underway, get a site selected and to bring the City to 30% design.

Lothspeich advised that the summary report from KLM was received regarding the water towers that had been inspected. The inspections went very well, for the 250,000 tank, could use some spot repair within the next 5 years. The old tower does have some structural improvements to bring it to AWA standards on the discharge pipe.

Motion to approve the homecoming parade route for the school, Jacobson and seconded by Kroll. Discussion: Zimmerman advised that the parade is on September 29th. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Portfolios:

Jacobson: The water treatment plant will eventually need new filters/membranes in the future, so we will want to keep that in mind for the next budget. Klein advised they have been in use for 7 years so far. Jacobson said that 10 years is the max.

Boehm: Library had a board meeting on August 29th. Airport Authority had a board meeting on August 30th. Airport has photo images available for use by the City. Airport is also looking at installing a fuel station. A meeting was also held on September 6th regarding the grass runway mowing.

Kroll: none

Thomas: Provided an equipment list of items he would like to put up for sale. Thomas asked Rothmann about the wood chipper. Rothmann stated that the wood chipper is in really good shape. Boehm asked if during clean up week if this stuff can be available for people to look at. Thomas said we could take pictures of the items, make a list and ask for bids.

Motion to put city equipment up for sale with details to be worked out soon, Thomas. Jacobson said he believes the items should be put up on bids. Thomas amended motion to have the equipment sold on bids, seconded by Boehm. Discussion: Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Zimmerman: Tom Neary on the Forestry Board would like to attend a tree risk assessment workshop in Washburn, the fee is \$80.00.

Motion to pay for Tom Neary to go to the 2017 tree workshop, Jacobson and seconded by Boehm. Discussion: Thomas asked if the forestry board has money. Zimmerman said if they do, it will be taken from their account, if not, from miscellaneous. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Ottertail changed out one of the light by Captain's Cabin.

The City Office needs a new wireless router, one is about \$300.00. Thomas asked if we rent a router. Zimmerman stated the modem is from Midco, but the wireless router is something we pay for and have had for about 5 years.

Motion to purchase a new router not to exceed \$320.00, Jacobson and seconded by Boehm. Discussion: Thomas asked how much a new router is normally. Zimmerman advised that one you pay for shipping \$320.00 is the normal range. Roll call: Aye, Jacobson, Boehm, Kroll, and Thomas and Nay, none. Absent; Baumann. Motion carried.

Zimmerman advised that Hendrikson and Zimmerman will be attending the League of Cities in Fargo on September 28th and 29th, Julie Germundson will be answering calls and a presence in the office, but limited service. Public works will still be open.

Zimmerman informed of the Public Hearing for the special assessments is on September 19th at the Memorial Building at 6:30 pm.

Thomas why both Hendrikson and Zimmerman are going to the League of Cities. Zimmerman advised that this year they are very good meetings, we will be able to divide and attend more meetings and bring this information back to the City. Boehm agreed the agenda looked very interesting and good agenda.

Rothmann: Fish cleaning station is up and running. Aerator for the lagoon is still not done. Rothmann stated that ND Sewage Company advised that we keep an extra pump on hand. Jacobson advised that an extra pump will need to be on the agenda. Thomas asked if there is anything else that is needed. Rothmann advised he will think about it. Rothmann stated that when they change the membranes, we should also schedule GE to come out at the same time. Klein advised that having GE come out for a day would be a good idea.

Bills:

Paid Chk# 022026E	BANK OF NORTH DAKOTA	\$125,030.34
Paid Chk# 022027E	BANK OF NORTH DAKOTA	\$22,149.36

Paid Chk# 022028E	BANK OF NORTH DAKOTA	\$17,749.94
Paid Chk# 022029E	BANK OF NORTH DAKOTA	\$101,650.00
Paid Chk# 022030E	BANK OF NORTH DAKOTA	\$114,925.00
Paid Chk# 022039E	AMERIPRIDE	\$297.24
Paid Chk# 022040E	AMERICAN FUNDS	\$941.46
Paid Chk# 022041E	CITY OF WASHBURN	\$25,000.00
Paid Chk# 022042E	MCLEAN ELECTRIC	\$91.50
Paid Chk# 022043E	WEST RIVER TELEPHONE	\$666.80
Paid Chk# 028813	AMERICAN FUNDS	\$0.00
Paid Chk# 028865	Fuchs, Nancy L	\$87.27
Paid Chk# 028866	Germundson, Julie L	\$430.77
Paid Chk# 028867	Hendrikson, Sharon	\$1,001.85
Paid Chk# 028868	Hillierud, Nancy J	\$67.87
Paid Chk# 028869	Patterson, Elizabeth A	\$218.17
Paid Chk# 028870	Rothmann, Bryan L	\$1,842.53
Paid Chk# 028871	Thomas, Adam L	\$1,651.81
Paid Chk# 028872	Zimmerman, Joan R	\$1,428.03
Paid Chk# 028873	Zimmerman, Kim G	\$1,265.93
Paid Chk# 028874	AMERICAN FUNDS	\$941.46
Paid Chk# 028875	AMERIPRIDE	\$297.24
Paid Chk# 028876	BHG LEADER NEWS, INC	\$471.50
Paid Chk# 028877	DACOTAH PAPER CO	\$40.01
Paid Chk# 028878	FARMERS UNION INSURANCE	\$72.00
Paid Chk# 028879	HAWKINS	\$4,669.70
Paid Chk# 028880	HENDRIKSON, SHARON JOHN HANCOCK ANNUITIES SERVICE	\$255.14
Paid Chk# 028881	J-S SANITATION	\$307.63
Paid Chk# 028882	Matthew Bender & Co. Inc	\$100.00
Paid Chk# 028883	LIBERTY BUSINESS SYSTEMS	\$279.61
Paid Chk# 028884	LIBERTY BUSINESS SYSTEMS	\$59.35
Paid Chk# 028885	MCLEAN COUNTY SHERIFFS DEPT	\$12,295.77
Paid Chk# 028886	MVTL LAB ND DEPT OF HEALTH LAB SERVICES	\$105.00
Paid Chk# 028887	ND SEWAGE PUMP LIFT STATION SV	\$201.49
Paid Chk# 028888	ONE CALL CONCEPTS	\$1,309.00
Paid Chk# 028889	RDO EQUIPMENT	\$23.10
Paid Chk# 028890	THOMAS, ADAM	\$156.90
Paid Chk# 028891	THOMAS, ADAM	\$120.46
Paid Chk# 028892	WAGON WHEEL LUMBER	\$22.99
Paid Chk# 028893	WEBER ELECTRIC INC.	\$23.10

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

Meeting Adjourned

Joan Zimmerman, Auditor
City of Washburn

Larry Thomas, President
City of Washburn