

Washburn City Commission
Monday, March 20th, 2017
4:30 p.m., City Hall

Commission members present: Thomas, Jacobson, Boehm, Baumann Absent: Kroll

Commissioner Thomas called the meeting to order.

Motion to approve the minutes from the February 14, 2017 City Commission Meeting, Jacobson and seconded by Boehm. Discussion: none. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Motion to accept the financials, Jacobson and seconded by Boehm. Discussion: Thomas asked what the deposit from the State Water Commission was for? Zimmerman told it was a reimbursed expense for work AE2S did on the new intake project. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Zimmerman requested to close checking account 54324 and transfer the remaining \$35.00 to the general fund. Discussion: Zimmerman explained the account had been used around 2006 for a Lewis & Clark Regional Development Grant in which the City was the financial source as a pass through for funds. The account has never been used for anything else to her knowledge. Motion to approve the closure of account 54324, Thomas and Boehm seconded. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Motion to transfer a combined total of \$335,401.81 from the project account to the general account for reimbursement of miscellaneous fees and interim loan costs for the 2014-2015 Street & Utility Project, Jacobson and seconded by Boehm. Discussion: Zimmerman explained that the city carried loan payments during the 2014-2015 project. This amount will pay the general account back as the project is finalized and has been special assessed. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Motion to approve the year end financials for 2016, Baumann and seconded by Boehm. Discussion: Thomas asked for an explanation on the "JE" on the report, Zimmerman informed it was Journal Entries, and Boehm asked about the Airport balance. Zimmerman stated it was a situation that had carried over for the past few years and it would be addressed at the April meeting. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Zimmerman presented a year in review for the City Commission. The report included information on building permits, Renaissance Zone projects, dog licenses and other year end totals for 2016.

Motion to approve the tax abatement for Dean & Sandy Swanson for benefits approved for a new business construction with the Washburn Renaissance Zone, but have not seen on the 2015 and 2016 property tax statements, Thomas and seconded by Jacobson. Roll call: Aye, Jacobson, Boehm, Baumann, and Thomas. Nay none. Absent: Kroll. Motion carried.

Zimmerman presented the final grant documentation and reimbursement for work done on Riverside Park Road with a Special Road Funds Grant with the ND Department of Transportation. The final project amounts were considerably lower than originally planned for with funds from Sales & Use Tax. She also asked if it would be possible to place removable speed bumps on the road to provide additional safety for children in the area. Thomas said it was a decision for the Park Board.

Eric Lothspeich, AE2S, gave an update on the 2016 Street & Utility Project. He is developing a punch list for the contractor and will be working on that in the coming weeks. He also confirmed that the City is still planning on a sidewalk project. The Commission directed him to move forward with Wagner Construction as was discussed last year.

Commissioners Thomas and Jacobson along with Bryan Rothmann and Adam Thomas will meet on Thursday for a brainstorming session on the feasibility of a water intake structure. The meeting will be at 4:30, March, 23rd.

Portfolios;

Jacobson: Asked if the owners of the ceramic building off Main can be contacted to clean up the area.

Boehm: Will be getting bids on painting the Old Courthouse and possibly additional work that needs to be done.

Thomas: Asked Zimmerman if load restrictions had been placed in the Leader News-she confirmed. He presented an amendment to the pet ordinance that will be discussed at next month's meeting. The proposed amendments include increased fees violations and authority for the Municipal Judge to declare an animal vicious. He requested the employee time off calendar include whether days taken are sick days or vacation instead of being listed as time off and directed Zimmerman to contact he game and fish about the turkey population.

Resident Gary Blatchford contacted Thomas about his water bill when coming from the winter. He was told by the Auditor that he could be charged for the month of March depending on when he comes home and when meters are read. If he comes in after the meters are read, any water used will be added to the April bill. If water is used prior to the meters being read, he will be responsible for the base rate for March as well. Zimmerman explained that it is not within her authority to adjust off water bills.

Referring to the computer purchased mid-month, Thomas reminded commissioners except for emergency situations or change orders, purchases should wait until the next meeting. Jacobson stated it was approved by both he and Commissioner Kroll. Thomas referred to previous minutes from 2015 stating; 'Purchasing limits of \$ 1,500 for change orders

and discretion spending in emergency situations under their portfolio. Baumann would like an amendment to the motion to include purchases be approved by the portfolio holder and the president of the commission, otherwise it should wait.' -Commissioner Thomas change

~~Thomas reminded Commissioners that approval for bills can only be made in conjunction with his approval unless it is an emergency situations or a change order. Jacobson stated if was approved by both he and Commissioner Kroll. He referred to previous minutes from 2015. This topic is in regards to a new computer that was purchased for the Auditor mid-month, but not approved by the entire Commission or Thomas.~~

Bills:

000010E	BANK OF NORTH DAKOTA	2/23/2017	\$11,728.70
000011E	BANK OF NORTH DAKOTA	2/23/2017	\$5,520.36
000012E	BANK OF NORTH DAKOTA	2/23/2017	\$27,963.34
021932E	INTERNAL REVENUE SERVICE	2/14/2017	\$2,832.72
021934E	CARDMEMBER SERVICES	2/14/2017	\$87.70
021935E	BANK OF NORTH DAKOTA	2/23/2017	\$25,929.94
021936E	CITY OF WASHBURN	2/24/2017	\$2,129.70
021939E	MIDCO	2/14/2017	\$75.00
021940E	CARDMEMBER SERVICES	2/16/2017	\$87.70
021941E	INTERNAL REVENUE SERVICE	2/28/2017	\$3,066.02
021942E	BLUE CROSS BLUE SHIELD	2/28/2017	\$6,139.85
021944E	CARDMEMBER SERVICES	3/13/2017	\$565.41
28447	AgPro-Napa	2/14/2017	\$7.11
28448	AMERICAN FUNDS	2/14/2017	\$941.46
28449	AMERIPRIDE	2/14/2017	\$280.02
28450	Ascendum Machinery Inc.	2/14/2017	\$918.00
28451	BHG LEADER NEWS, INC	2/14/2017	\$514.75
28452	BOBCAT OF MANDAN, INC	2/14/2017	\$517.48
28453	DAKOTA AWARDS, INC	2/14/2017	\$23.49
28454	Dakota Supply Group	2/14/2017	\$1,376.34
28455	DIRTY DEEDS EXCAVATING	2/14/2017	\$7,487.50
28456	ENERBASE COOPERATIVE RESOURCES	2/14/2017	\$1,376.31
28457	FISHBECK TECHNOLOGY CONSULTING	2/14/2017	\$130.00
28458	FLASH PRINTING	2/14/2017	\$217.75
28459	HAWKINS	2/14/2017	\$1,208.07
28460	HELPER GUY	2/14/2017	\$191.25
28461	HENDRIKSON, SHARON	2/14/2017	\$93.96
28462	INDIGO SIGNWORKS, INC	2/14/2017	\$994.62
28463	JOHN HANCOCK ANNUITIES SERVICE	2/14/2017	\$307.63
28464	KRAUSES SUPERVALU LIBERTY BUSINESS SYSTEMS	2/14/2017	\$74.35
28465	SYSTEMS	2/14/2017	\$53.95
28466	MAHLUM GOODHARDT PC MCLEAN COUNTY SHERIFFS DEPT	2/14/2017	\$13,975.00
28467	DEPT	2/14/2017	\$12,295.77
28468	MCLEAN ELECTRIC	2/14/2017	\$105.50
28469	MDU	2/14/2017	\$1,471.08
28470	MVTL LAB	2/14/2017	\$25.00

28471	ND DEPT OF HEALTH LAB SERVICES	2/14/2017	\$32.00
28472	ND WATER & POLLUTION	2/14/2017	\$50.00
28473	OFFICE OF STATE AUDITOR	2/14/2017	\$165.00
28474	ONE CALL CONCEPTS	2/14/2017	\$14.65
28475	OTTERTAIL POWER	2/14/2017	\$5,358.49
28476	RDO EQUIPMENT	2/14/2017	\$187.40
28477	SCOTTS HARDWARE	2/14/2017	\$23.95
28478	THOMAS, ADAM	2/14/2017	\$119.90
28479	VENTURE MARKETING	2/14/2017	\$100.00
28480	WEBER ELECTRIC INC.	2/14/2017	\$248.77
28481	WEST RIVER TELEPHONE	2/14/2017	\$678.39
28483	Fuchs, Nancy L	2/27/2017	\$57.57
28484	Germundson, Julie L	2/27/2017	\$357.10
28485	Hendrikson, Sharon	2/27/2017	\$1,076.91
28486	Hillerud, Nancy J	2/27/2017	\$271.51
28487	Rothmann, Bryan L	2/27/2017	\$1,975.20
28488	Thomas, Adam L	2/27/2017	\$1,651.81
28489	Zimmerman, Joan R	2/27/2017	\$1,442.82
28490	Zimmerman, Kim G	2/27/2017	\$1,471.31
28491	US POSTAL OFFICE	2/27/2017	\$164.15
28492	CIRCLE SANITATION	2/27/2017	\$14,481.00
28493	MCLEAN CO TREASURE	2/27/2017	\$733.13
28494	OTTERTAIL POWER	2/27/2017	\$5,235.32
28495	Fuchs, Nancy L	3/13/2017	\$67.87
28496	Germundson, Julie L	3/13/2017	\$557.95
28497	Hendrikson, Sharon	3/13/2017	\$991.98
28498	Hillerud, Nancy J	3/13/2017	\$58.18
28499	Rothmann, Bryan L	3/13/2017	\$1,776.18
28500	Thomas, Adam L	3/13/2017	\$1,540.94
28501	Zimmerman, Joan R	3/13/2017	\$1,392.26
28502	Zimmerman, Kim G	3/13/2017	\$1,346.80
28503	AMERICAN FUNDS	3/13/2017	\$941.46
28504	JOHN HANCOCK ANNUITIES SERVICE	3/13/2017	\$307.63
28505	MCLEAN COUNTY SHERIFFS DEPT	3/13/2017	\$12,295.77

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

Meeting adjourned.

Joan Zimmerman, Auditor
City of Washburn