

Washburn City Commission
Official Meeting Minutes
Monday, January 8, 2024
6:00 p.m., City Hall

Members Present: Larry Thomas, Don Simon, Keith Hapip Jr, Jamie Weber, Timothy Dockter
Absent: None

President Thomas called the regular commission meeting to order at 6:00 P.M.

Pledge of Allegiance was recited.

Hapip Jr motioned to approve the agenda. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

There was a correction to the December 11th meeting minutes. Dockter motioned to approve December 11th, commission meeting minutes with correction. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the December financials. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve a waiver of fees for the EMS Banquet on February 10th. Dockter seconded. Dockter-aye, Weber-aye, Hapip Jr-abstained, Simon-aye, Thomas-aye. Motion carried.

Dockter motioned to approve a waiver of fees for the Taste of Washburn held on April 6th from 4-7 p.m. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Judy Beaudry with the Park Board was present to discuss land swap. The Legion had approached her about acquiring the land on Main Avenue from the City that is being utilized for the Veteran's Memorial Park. In a discussion about this it was asked if they could swap land. The city would receive all the land from Boat Ramp Road going west under the bridge to the boat ramp area, then north all the way to Lewis and Clark Trail. The city would then be able to improve the area and the road. If approved, the city would pay all costs to quit claim deed the property. Dockter moved to approve this land swap between the City of Washburn and the Park Board. Simon seconded. Upon roll call, all members present voted aye. The Park Board will vote on this at their next meeting.

Simon motioned to appoint Katrina Winterberg to the library board. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve and sign the Court Services Contract. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented the quote received from WRT for three security cameras to be installed. Simon motioned to accept the quote of \$2625.00. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt informed the commission that the phones the city currently has are going to be obsolete, so a quote was sent over with the cameras for a new phone system. Discussion had where phones are all needed. Dockter motioned to accept the quote for \$1853.50 for all 5 phones if one can be used at the WTP. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented a new Aramark contract. Dockter explained some issues with the contract and how it's very one-sided. Thomas motioned not to accept the new contract. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter and Dr. Penny from the school have been talking about a joint committee to address the legislature about required publication having to be published in the paper. Dockter said he would like to volunteer since he has spearheaded this idea. Dockter motioned to request permission for him and Hapip Jr to be the members of this committee with Thomas being the alternate. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas gave an update on the RRVWSP intake south of town. We are at a spot now were applying for a BRIG grant is a substantial piece of the funding. Applying for this grant is not binding for the city. Dockter motioned to move forward with applying for this grant. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Applying for the BRIC grant, a letter of support is needed to go with it stating that the city knows they are responsible for a local cost share. Thomas read the letter of support. Simon motioned to proceed with the letter of support. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Wastewater Lagoon Updates: final tech memo will be ready on Thursday.

2024 Street & Drainage Improvements: flex fund grant was submitted. This is a grant for street repair to look at repairing Custer Drive and Roughrider Road. The drainage improvements would be a local share of the city.

PRV Replacement: working on concept design and cost estimate.

Lead & Copper Revision Rule: Kickoff meeting Thursday morning.

ND Century Code Reporting: capital expenses over \$200,000 regardless of if it is new or used it needs to be put out on bids.

Portfolios:

Dockter – HR has been discussing cell phone reimbursement. More on that next meeting.

Weber – nothing

Hapip Jr. – nothing

L. Thomas – road sliding down by Riverside Park is getting worse.

Brandt – The city app can be downloaded for push notifications and also subscribing to emails/alerts on the city website. Going to focus on these two for notifications about the city.

Planning and Zoning still has two vacancies open.

Simon motioned to pay the bills.

General Fund:

-99699	E	437 J.P. MORGAN	17786.98
-99698	E	250 OTTERTAIL POWER	4590.48
-99697	E	65 CIRCLE SANITATION	8214.75
32205	MC	323 US POSTAL OFFICE	204.42
32207	SC	6 AE2S	12799.96
32208	SC	16 AT& T MOBILITY	85.43
32209	SC	30 BLACK MOUNTAIN SOFTWARE	11230.00
32210	SC	92 DAKOTA SUPPLY GROUP	285.48
32211	SC	123 FARMERS UNION INSURANCE	313.00
32212	SC	377 FRONTIER PRECISION, INC	1650.00
32213	SC	416 GENERAL EQUIPMENT & SUPPLIES INC	754.75
32214	SC	157 HAWKINS	4946.33
32215	SC	167 INDUSTRIAL LUBRICANT COMPANY	1003.90
32216	SC	379 LEVEY'S PLUMBING, HEATING, & AIR	744.00
32217	SC	446 LINDE GAS & EQUIPMENT INC	1573.21
32218	SC	436 MARCO	153.53
32219	SC	205 MCLEAN COUNTY SHERIFF DEPT	15371.34
32220	SC	201 MCLEAN COUNTY TREASURER	23911.42
32221	SC	213 MVTL	55.00
32222	SC	216 ND DEPT OF ENVIRONMENTAL QUALITY	121.82
32223	SC	223 ND LEAGUE OF CITIES	1451.00
32224	SC	29 NORDAK NORTH PUBLICATIONS	23.14
32225	SC	423 OLIVER COUNTY TREASURER	1.46
32226	SC	248 ONE CALL CONCEPTS	27.50
32227	SC	265 RDO EQUIPMENT	91.57
32228	SC	282 SCOTTS HARDWARE	104.91
32229	SC	345 WASHBURN FIRE DEPARTMENT	30000.00
32230	SC	348 WASHBURN PARK BOARD	2256.18
32231	SC	364 WESTERN FRONTIER INSURANCE	57.00
89354 to 89349	P	Payroll	9920.31
-89348	P	FIT EFTPS	3245.31
-89347	P	FIT EFTPS	2035.73
-89346	P	DENTAL BCBS	5176.48
-89345	P	AFLAC DAYCARE CHELSEY BRANDT	769.24
-89344	P	AFLAC-FLEX CHELSEY BRANDT	230.76
89343 to 89338	P	Payroll	10302.37
32196	P	67 Keith Hapip JR	1654.00
32197	P	11 Lauren L Hunze	933.06
32198	P	62 Donald T Simon	1583.67
32200	P	68 Jamie R Weber	1654.00
32201	P	65 Timothy Dockter	1654.00
32202	P	AD&D UNUM	48.68
32203	P	AFLAC ACCIDENT AFLAC	282.48
32204	P	RETIREMENT AMERICAN FUNDS	1616.68
32206	P	64 Larry A Thomas	2493.45

Sales & Use Tax:

1028	LEWIS & CLARK SENIOR CENTER	10000.00
1029	WAIA	1525.11
1030	WASHBURN FIRE DEPARTMENT	30000.00

Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Next regular commission meeting is January 8th, 2023, at 6:00 PM.

Thomas adjourned the meeting at 6:54 p.m.

Chelsey Brandt, Auditor

City of Washburn

Larry Thomas, President

City of Washburn