

Washburn City Commission  
 Official Meeting Minutes  
 Tuesday, November 12, 2024  
 6:00 p.m., City Hall

Members Present: Keith Hapip, Miranda Harvey, Mark Lelm, Jamie Weber, Timothy Dockter

Absent: None

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

Pledge of allegiance was recited.

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

Dockter went over the guidelines that were approved back in 2023. He stated how the commission had success with it in the past and this way we can keep the trains on the rails with running efficient meetings.

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

**General Fund**

-99611	65 CIRCLE SANITATION	8336.25
-99610	437 J.P. MORGAN	1296.58
-99609	250 OTTERTAIL POWER	6513.95
-99608	148 GLOBAL PAYMENTS	221.53
	Payroll	12582.65
-89147	FIT EFTPS	3984.68
-89146	SIT ND DEPT OF REVENUE	282.40
-89145	Unempl. Insur. JOB SERVICE NORTH DAKOTA	248.55
-89144	AFLAC ACCIDENT AFLAC	389.62
-89143	AFLAC ACCIDENT AFLAC	389.62
-89142	AFLAC DAYCARE CHELSEY BRANDT	416.66
-89141	DENTAL BCBS	4051.98
	Payroll	11687.96
32747	463 S & R CONCRETE & CONSTRUCTION	1940.00
32781	323 US POSTAL OFFICE	274.96
32782	AD&D UNUM	93.48
32783	RETIREMENT AMERICAN FUNDS	1422.10
32784	4 ADAM THOMAS	1071.81
32785	16 AT& T MOBILITY	51.13
32786	51 CANADIAN PACIFIC RAILWAY	105.00
32787	102 DIRTY DEEDS EXCAVATING	4217.00
32788	428 DOCKTER, TIM	170.18
32789	157 HAWKINS	5675.42
32790	168 INNOVATIVE OFFICE SOLUTIONS	30.95
32791	196 MASTER FIRE & SAFETY	130.00

32792	205 MCLEAN COUNTY SHERIFF DEPT	15371.34
32793	213 MVTL	28.75
32794	216 ND DEPT OF ENVIRONMENTAL QUALITY	200.99
32795	217 ND DEPT OF HEALTH- MICROBIOLOGY	75.00
32796	29 NORDAK NORTH PUBLICATIONS	1528.38
32797	248 ONE CALL CONCEPTS	23.35
32798	468 PLUNKETTS / VARMENT GUARD	145.00
32799	261 QUALITY ASPHALT	72624.00
32800	279 SALHUS SEPTIC PUMPING	550.00
32801	381 VALLI INFORMATION SYSTEMS, INC	100.34
32802	348 WASHBURN PARK BOARD	2294.74
32803	469 WESTERN DAKOTA ENERGY ASSOCIATION	200.00

### **Sales & Use Tax**

1614	DIRTY DEEDS EXCAVATING	2200.00
1615	WAIA	1839.78

Dockter motioned to approve October 14, 2024 meeting minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve a waiver of fees for McLean Family Resource Center. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for the Washburn Lions Club Lions Carnival. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a local raffle permit for the Washburn Lions Club. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve a waiver of fees for Riverboat Days Committee. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a local raffle permit for Riverboat Days Committee. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Keith Jacobson received a quote for permanent bleachers over at the Memorial Building. Lelm will look into this further.

There are about 300 chairs that are in decent condition from the Memorial Building. Will see if any churches want them or any one local that might want them.

Dockter motioned to drop gatekeepers insurance policy. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to grant permission to the City Auditor and the Librarian to access the Washburn Public libraries financials at TruCommunity Bank. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to join the Western Dakota Energy Association since we are going into a legislative session. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip gave an update on the meeting minutes between the park board and the city when they had their joint committee meeting. Discussion on different properties around town. Lelm motioned to approve these guideline minutes. Dockter seconded. Hapip amended the motioned to add in that the city will provide water and electricity at Riverside Park. Discussion on ownership for riverside bathrooms and shelters. Dockter seconded amended upon. Upon roll call, all members present voted aye. Motion carried. Upon roll call, all members present voted aye on original motion. Motion carried.

Weber motioned to approve the purchase of a buying a truck load of solar salt for approximately \$3200. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Adam received a quote from Midstate Equipment and Supply about tar for the next season. Half a truck load of tar blocks would be between \$19,000-\$20,000. They could rent the machine for \$9,000 or purchase a new one for \$100,000. The truck rental is good for one month. Dockter motioned to approve the purchase of half a truck load of this product and the rental, not to exceed \$30,000. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve reimbursement request no.8 for \$1,348 to BND. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

No AE2S Update.

Portfolios:

Harvey-nothing

Hapip-employee evaluations will be coming up. CDS have all been signed and switched over with the fees waived and they held the 4.4 interest rate.

Dockter- met with reps concerning the water intake. They will be coming to the December meeting to present the memorandum of commitment.

Weber- last two projects didn't get chip sealed. Would like to get approval to get a quote from Eric on the cost to proceed with this. Hapip motioned to approve getting a cost estimate for chip sealing.

Dockter seconded. Upon roll call, all members present voted aye. Motion carried. Trouble lighting pilot lights at the memorial hall kitchen so the legion is looking at updating them to electric.

Lelm- questioned the damaged guard rail. Will talk to the Legion about painting at the Memorial Building and the bleachers.

Brandt – reminder that all campers, trailers, etc need to be moved off the streets. City Hall is closed November 28<sup>th</sup> and 29<sup>th</sup> for Thanksgiving. Audit should be back soon.

Thomas – gate valves are cut out. Will be finished within the next week.

Next regular commission meeting is December 9th at 6 p.m.

Lelm adjourned the meeting at 7:10 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Mark Lelm, President

City of Washburn