Washburn City Commission

Official Meeting Minutes

Monday, August 14th, 2023

6:30 p.m., City Hall

Members Present: Larry Thomas, Keith Hapip Jr, Jamie Weber, Timothy Dockter

Absent: Don Simon

President Thomas called the regular commission meeting to order at 6:30 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.

Dockter motioned to approve July 10, 2023, commission meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve July 24, 2023, special commission meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve August 7, 2023, special commission meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr read the Code of Conduct Policy. Dockter motioned to approve policy. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to accept the pledge of securities report from TruCommunity Bank. Dockter seconded. Upon roll call, all members present voted aye. Motion carried

Dockter motioned to approve the Class VI-B Alcohol License to Western North Dakota Restaurants. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried

Kayla Buckley with Journey Church was present to discuss an event they are holding down at Riverside Park on August 16th. They requested to have the road blocked off during the event. Dockter motioned to block the road off during the event. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried

Thomas motioned to approve a special event permit for the Riverboat Saloon for the annual September Street Dance. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to appoint both Dan Leingang and Daina Degenstein to the special assessment committee. Dockter seconded. Upon roll call, all members present voted aye. Motion carried. The terms will be figured out when all three parties meet.

The Planning and Zoning committee recommended the approval of the Smith Replat. Thomas motioned to approve the replat. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

The Planning and Zoning committee recommended the approval of the variance request for Dan & Carol Carlson. Thomas motioned to approve the variance. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

The Planning and Zoning committee recommended some changes to the Planning and Zoning Ordinance 117A-2. Thomas read the changes. Dockter motioned to approve the first reading of the changes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Rhonda Johnson with Washburn Life was present to discuss an event down at the dog park. The Commission would like more information about the event before any decisions are made.

Rhonda also asked if the city would block off Main Avenue for the candy caravan. Thomas motioned to block off Main Avenue from 6th St to Ambulance Bay from 3-5 pm on October 31st. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Commission was presented with the new 5-year contract from Circle Sanitation. Dockter motioned to renew the contract with Circle Sanitation. Hapip Jr seconded the motion. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2023 Street Improvement Project:

The contractor is working on subgrade preparation, installation of gravel base, geotextile fabric, and new curb and gutter.

Dockter motioned to accept the pay application #2 in the amount of $252,762.12. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve Loan Request #3 in the amount of $288,842.32. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Will get in contact with Dave Lindell to get a special assessment resolution.

Wastewater lagoon update AE2S team is looking at potential equipment.

Still working on a proposal for decommissioning the old water tower and replacing the pressure reducing valves.

Portfolios:

Dockter – nothing

Weber – asked about legion park Thomas explained that the project is on hold. Expressed concern about lights in city hall being retrofitted.

Hapip Jr. - nothing

L. Thomas – Thomas and Dockter met with Keith Jacobson with Washburn School about creating a safe way to cross the street from the parking lot to the elementary doors on 6th Avenue. Public works will set up barricades and no parking signs on the east side of 7th Street and the school will paint lines on road six feet from curb line as a temporary sidewalk. Spoke with Tim Mohoney with Lake Agassiz board they are still working on funding.

Meadows – nothing

A.Thomas – chickens are becoming more apparent and there is nothing in the Planning & Zoning ordinance that specifies building chicken coops. Dockter stated there is a Planning & Zoning meeting on August 21st and if could be added to the agenda. Turbidimeters are in and work very nicely.

Thomas motioned to pay the bills excluding Salhus Septic for the Porta Potty Rental.

General Fund:

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| 89454-89448 | Payroll | 11159.29 |
| -89447 | FIT EFTPS | 3578.56 |
| -89446 | SIT ND DEPT OF REVENUE | 1136.57 |
| -89445 | Unempl. Insur. JOB SERVICE NORTH DAKOTA | 3601.62 |
| 89444 -89438 | Payroll | 10982.36 |
| -89437 | FIT EFTPS | 3486.00 |
| 32042 | 25 BECHTOLD PAVING, INC | 372272.11 |
| 32043 | AD&D UNUM | 48.68 |
| 32044 | AFLAC ACCIDENT AFLAC | 266.76 |
| 32045 | RETIREMENT AMERICAN FUNDS | 1616.68 |
| 32046 | 323 US POSTAL OFFICE | 210.08 |
| 32047 | 6 AE2S | 46891.45 |
| 32048 | 11 ARAMARK | 1171.70 |
| 32049 | 16 AT& T MOBILITY | 100.08 |
| 32050 | 25 BECHTOLD PAVING, INC | 252762.12 |
| 32051 | 73 COAL CONVERSION COUNTIES | 537.00 |
| 32052 | 435 CONCRETE MUDJACKING SERVICES | 2290.00 |
| 32053 | 117 ENERBASE COOPERATIVE | 242.88 |
| 32054 | 123 FARMERS UNION INSURANCE | 69.00 |
| 32055 | 391 HACH COMPANY | 15000.00 |
| 32056 | 157 HAWKINS | 6525.22 |
| 32057 | 434 IMMENSE IMPACT, LLC | 1004.00 |
| 32058 | 168 INNOVATIVE OFFICE SOLUTIONS | 53.39 |
| 32059 | 191 LIBERTY BUSINESS SYSTEMS | 1143.00 |
| 32060 | 436 MARCO | 242.88 |
| 32061 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32062 | 213 MVTL | 150.70 |
| 32063 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 75.00 |
| 32064 | 374 ND DEPT. OF ENVIRONMENTAL QUALITY | 182.72 |
| 32065 | 29 NORDAK NORTH PUBLICATIONS | 320.74 |
| 32066 | 244 NRG TECHNOLGY SERVICES | 1338.00 |
| 32067 | 248 ONE CALL CONCEPTS | 26.75 |
| 32068 | 265 RDO EQUIPMENT | 162.93 |
| 32069 | 279 SALHUS SEPTIC PUMPING | 360.00 |
| 32070 | 282 SCOTTS HARDWARE | 91.33 |
| 32071 | 433 SURVEILLANCE-VIDEO | 313.96 |
| 32072 | 381 VALLI INFORMATION SYSTEMS, INC | 100.38 |
| 32073 | 345 WASHBURN FIRE DEPARTMENT | 12300.00 |
| 32074 | 348 WASHBURN PARK BOARD | 2257.62 |
| 32075 | 410 ZACH BREDLOW | 150.00 |

Sales & Use Tax:

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| --- | --- | --- |
| 1021 | 338 WAIA | 1436.09 |

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

Budget hearing August 14th, 2023, at 6:00 PM. Next regular commission meeting is August 14th, 2023, at 6:30 PM.

Thomas adjourned the meeting at 7:34 p.m.

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Erica Meadows, Deputy Auditor Larry Thomas, President

City of Washburn City of Washburn