Washburn City Commission

Official Meeting Minutes

Monday, July 10, 2023

6:30 p.m., City Hall

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

Absent: None

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

Pledge of Allegiance was recited.

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

Dockter motioned to approve June 12, 2023 commission meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to accept June financials. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to waive the fees at the Memorial Building for McLean County Courthouse for the evening of October 25th and all day October 26th. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve a special event permit for the Captain’s Cabin. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Asked for input for the code of conduct manual. More at the next meeting.

Discussion had on a new website. Simon motioned to go with Municipal Impact for new website. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt explained what being on the special assessment committee consists of. Discussion on timing and if there would be enough time to special the new project this year yet. Thomas motioned to appoint Brandon Lazier 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 are appointed.

2024 Budget Discussion had. A special meeting has been called for July 24th at 8:30 AM to discuss the prelim budget.

Dockter recommends a title change for Zach to Public Works Supervisor and a $.50/hour increase in pay. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to accept Change Order #1 for a price of $1650.00 to alter the storm sewer structure on Jennifer Drive. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to accept the pay application #1 in the amount of $372,272.11. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve Loan Request #2 in the amount of $403,964.10. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Portfolios:

Dockter – nothing

Weber – nothing

Hapip Jr. - nothing

Simon – nothing

L. Thomas – Elected Officials training Sept 20th if anyone wants to attend.

Brandt – nothing

A.Thomas – work will be done on the boat ramp. Game and fish will help pay for half.

Dockter motioned to pay the bills. Brandt also included check to Western Frontier.

General Fund:

|  |  |  |
| --- | --- | --- |
| -99754 | 65 CIRCLE SANITATION | 8292.45 |
| -99753 | 363 WEST RIVER TELEPHONE | 640.79 |
| -99752 | 250 OTTERTAIL POWER | 6479.43 |
| -89474 | Medicare EFTPS | 33.10 |
| 89473-89467 | Payroll | 11487.89 |
| -89466 | AFLAC DAYCARE CHELSEY BRANDT | 769.24 |
| -89465 | AFLAC-FLEX CHELSEY BRANDT | 230.76 |
| -89464 | FIT EFTPS | 4036.85 |
| -89463 | DENTAL BCBS | 5304.40 |
| 89462-89456 | Payroll | 10984.10 |
| -89455 | FIT EFTPS | 3479.21 |
| 32011 | 11 Lauren L Hunze | 933.06 |
| 32012 | AD&D UNUM | 48.68 |
| 32013 | AFLAC ACCIDENT AFLAC | 266.76 |
| 32014 | RETIREMENT AMERICAN FUNDS | 1555.36 |
| 32015 | 323 US POSTAL OFFICE | 330.88 |
| 32016 | 6 AE2S | 21718.54 |
| 32017 | 16 AT& T MOBILITY | 101.02 |
| 32018 | 54 CARDMEMBER SERVICES | 331.97 |
| 32019 | 78 CORE & MAIN LP | 3132.80 |
| 32020 | 86 DAKOTA AGRONOMY PARTNERS | 595.00 |
| 32021 | 117 ENERBASE COOPERATIVE | 1346.78 |
| 32022 | 391 HACH COMPANY | 10105.93 |
| 32023 | 157 HAWKINS | 19705.90 |
| 32024 | 182 KRAUSES SUPERVALU | 43.77 |
| 32025 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32026 | 213 MVTL | 27.50 |
| 32027 | 216 ND DEPT OF ENVIRONMENTAL QUALITY | 630.26 |
| 32028 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 125.00 |
| 32029 | 29 NORDAK NORTH PUBLICATIONS | 431.68 |
| 32030 | 382 NORTHERN IMPROVEMENT | 550.00 |
| 32031 | 244 NRG TECHNOLGY SERVICES | 669.00 |
| 32032 | 246 ODAY EQUIPMENT | 534.00 |
| 32033 | 248 ONE CALL CONCEPTS | 35.10 |
| 32034 | 279 SALHUS SEPTIC PUMPING | 580.00 |
| 32035 | 282 SCOTTS HARDWARE | 736.25 |
| 32036 | 417 SUMMIT FIRE PROTECTION | 539.01 |
| 32037 | 381 VALLI INFORMATION SYSTEMS, INC | 100.36 |
| 32038 | 337 WAGON WHEEL LUMBER | 147.51 |
| 32039 | 343 WASHBURN AUTO BODY | 38.42 |
| 32040 | 348 WASHBURN PARK BOARD | 2304.78 |
| 32041 | 364 WESTERN FRONTIER INSURANCE | 7204.00 |
| 32042 | 25 BECHTOLD PAVING, INC | 372272.11 |

Sales & Use Tax:

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

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

Special Commission meeting July 24th at 8:30 AM. Next regular commission meeting is August 14th, 2023 at 6:30 PM.

Thomas adjourned the meeting at 7:06 p.m.

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Chelsey Brandt, Auditor Larry Thomas, President

City of Washburn City of Washburn