Washburn City Commission

Official Meeting Minutes

Monday, December 11, 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.

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

Dockter motioned to approve November 13th, 2023, commission meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve November 29th special meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

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

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

Thomas motioned to approve a local permit submitted from Washburn Lion’s Club. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Kollin Syverson with Hawkins Water Treatment Group was present to discuss building up Industrial Drive and adding in a couple culverts. He is willing to pay half the cost with the City. Trzpuc said he should be able to do it under $40,000. Dockter moved to pay half of the repairs to Industrial Drive on a 50/50 cost share with Hawkins, not to exceed $40,000. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Gary Blatchord with the Washburn Senior Center was present to discuss their sales & use tax request. Dockter motioned to make a 5-year commitment in a lump sum of $10,000 out of the community economic development fund to the Senior Center. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Clayton Verke with the Washburn Fire Department was present to discuss his sales & use tax funding request. There was $10,000 put into the budget for the last three years to help cover the cost of a new truck when it was time. Thomas motioned to commit the three years from that fund and $30,000 from sales & use tax. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the liquor licenses from: American Legion Post #12, Brenarlo Enterprises LLC, Captains Cabin FF LLC, Enerbase, The Riverboat Saloon, SuperPumper, and Dakota Farms. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to sign the joint election agreement with McLean County. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt explained the Court Service Contact. It was just received Friday before the meeting. Would like to get more info on it.

Dockter motioned to waive the second reading of Ordinance 179 and accept as written. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to accept the 2024 NRG contract for $673/month. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Commission meetings are set for the 2nd Monday of everything month with the exception of November 12th being a Tuesday. Meetings will begin at 6 p.m. Thomas motioned to accept the 2024 Commission Meeting dates at 6 p.m. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Every month HR meets with Adam and Chelsey to go over how things are going. All employees will receive the same COLA raise. Merit raises were based on performance and the grading of employee evaluations. Dockter motioned to approve raises as presented. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2023 Street Improvement Project is substantially complete. Seeding and restoration will be finished in the spring. All warranty work, final inspections, and final payment will be completed next year.

Final tech memo on the lagoon updates is expected for January’s meeting. Want to dredge to the bottom of the lagoon. The current aerator would work but looking at options for a water moving one.

PRV Replacement cost estimate should be done for January.

Lead & Copper technical assistance has been granted to the City of Washburn and AE2S was signed to our city. Once a work order is submitted for that we can move forward on category A. More to come on that.

Portfolios:

Dockter – Klay with Ottertail replaced or repaired 8 lights. If you do see a light that needs fixing you can call City Hall or call the 1-800 number for Ottertail. A group of business men are talking about getting together to bounce ideas off one another and help mentor new business’s.

Weber – Floor guys back this week to finish trim work.

Hapip Jr. – nothing

L. Thomas – nothing

Brandt – Cat and dog licenses expire at the end of December. Bring a current copy of rabies in and they are $5 each. Washburn Life is planning on hosting their Dog Park Event in January. The plan is to open the Memorial Building back up January 2nd for open walk and renting. The planning and zoning board has two vacancies open, and the library board has one. In our HR meeting we discussed getting coats or sweatshirts for employees as a Christmas gift this year.

Dockter motioned to pay the bills.

General Fund:

|  |  |  |
| --- | --- | --- |
| Check # | Vendor/Employee/Payee Number/Name | Check Amount |
| -99712 | 209 MIDCO | 113.39 |
| -99710 | 250 OTTERTAIL POWER | 4241.67 |
| -99709 | 65 CIRCLE SANITATION | 8209.70 |
| -99707 | 363 WEST RIVER TELEPHONE | 653.08 |
| -99706 | 437 J.P. MORGAN | 4815.24 |
| -99705 | 207 MDU | 618.74 |
| -99703 | 208 MEC | 176.50 |
| -99702 | 363 WEST RIVER TELEPHONE | 642.21 |
| -99701 | 209 MIDCO | 113.39 |
| -99700 | 207 MDU | 1160.82 |
| 89369 - 89364 | Payroll | 10175.62 |
| -89363 | DENTAL BCBS | 5176.48 |
| -89362 | FIT EFTPS | 3385.13 |
| 89361 - 89356 | Payroll | 10187.67 |
| -89355 | FIT EFTPS | 3391.33 |
| 32164 | AD&D UNUM | 48.68 |
| 32165 | AFLAC ACCIDENT AFLAC | 282.48 |
| 32166 | RETIREMENT AMERICAN FUNDS | 1616.68 |
| 32167 | 323 US POSTAL OFFICE | 272.04 |
| 32168 | 11 ARAMARK | 439.86 |
| 32169 | 15 ASCENDUM MACHINERY | 1211.36 |
| 32170 | 16 AT& T MOBILITY | 102.18 |
| 32171 | 65 CIRCLE SANITATION | 275.00 |
| 32172 | 445 HAPPY'S GIFTS & APPAREL | 89.00 |
| 32173 | 157 HAWKINS | 3889.32 |
| 32174 | 164 HR COLLABORATIVE | 50.00 |
| 32175 | 182 KRAUSES SUPERVALU | 51.25 |
| 32176 | 194 LINDELL LAW OFFICE | 175.00 |
| 32177 | 444 LOCATORS AND SUPPLIES INC | 175.35 |
| 32178 | 436 MARCO | 153.53 |
| 32179 | 204 MCLEAN COUNTY IMPLEMENT LLC | 277.12 |
| 32180 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32181 | 216 ND DEPT OF ENVIRONMENTAL QUALITY | 447.53 |
| 32182 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 50.00 |
| 32183 | 228 ND SEWAGE PUMP AND LIFT STATION C | 913.78 |
| 32184 | 29 NORDAK NORTH PUBLICATIONS | 323.30 |
| 32185 | 244 NRG TECHNOLGY SERVICES | 1338.00 |
| 32186 | 248 ONE CALL CONCEPTS | 3.90 |
| 32187 | 265 RDO EQUIPMENT | 514.03 |
| 32188 | 271 RIVER AG | 2470.86 |
| 32189 | 282 SCOTTS HARDWARE | 57.15 |
| 32190 | 302 TECTA AMERICA DAKOTAS | 6723.00 |
| 32191 | 381 VALLI INFORMATION SYSTEMS, INC | 136.90 |
| 32192 | 337 WAGON WHEEL LUMBER | 101.49 |
| 32193 | 345 WASHBURN FIRE DEPARTMENT | 12300.00 |
| 32194 | 348 WASHBURN PARK BOARD | 2664.37 |
| 32195 | 410 ZACH BREDLOW | 200.00 |

Sales & Use Tax:

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| --- | --- | --- | --- |
| 1027 | 338 | WAIA | 1937.32 |

Weber 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 7:30 p.m.

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Chelsey Brandt, Auditor Larry Thomas, President

City of Washburn City of Washburn