

Washburn City Commission  
Official Meeting Minutes  
Monday, February 12, 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.

Thomas added summer help to the agenda.

Dockter motioned to approve January 8<sup>th</sup>, commission meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve year end financials. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the January financials. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve a waiver of fees for the Masonic Hornor Banquet in April. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve a waiver of fees for the Riverboat Days Committee May 31<sup>st</sup>-June 2<sup>nd</sup>. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to approve a raffle permit for the Riverboat Days Committee. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Three out of five members on the forestry board have termed out. The possibility of one more opening but doing some checking on that. Dockter motioned to re-appoint Karla Klein and appoint Cody Meadows. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

The city received two quotes for re-keying the Memorial Building and making it more universal. Thomas motioned to approve the quote from Specialty Lock and Safe Service LLC for \$617.50. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

NRG provided an estimate to provide Wifi in the commission meeting room. There was some questions they needed answered before proceeding with this quote.

Thomas spoke with MEC about taking over the 4 lights along Highway 200 so the city would be completely out of the street light business. They would not remove the meter fee so the base fee would be \$46/month plus \$7.50 per light, only keeping two lights along Highway 200. The City would keep one light and pole. It will be put down at the lagoon. Thomas motioned to go with that. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter expressed some concern about the negativity from Washburn Life. Discussion had. Hapip Jr motioned to not join at this time. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to accept the Pledge of Securities from TruCommunity Bank for total public deposits in the amount of \$26,433,980.85 and total pledged securities were \$26,841,827.77. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

An employee went off the city cell phone plan and back onto his own. Dockter motioned to pay up to \$50 for public works employees for reimbursement for their own plans. Thoms seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr presented a very rough draft of a commission handbook. The intentions are to help transition new members into their commission role and help streamline information.

Dockter motioned to advertise for summer help with starting pay between \$18-\$20/hour. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Three different recommendations were presented to address issues at the lagoon. Dredging the entire lagoon needs to be done. Flushing of paper products is a huge factor in needing this done. Adam is working on getting the grinder fixed. A couple questions were asked about putting a y between the two lagoons to eliminate dredging. Eric will look into both options.

#### AE2S Update:

Street & Drainage Improvements - flex fund grant was submitted and expecting them to award this around March.

PRV Replacement – cost estimate will be available for March to take old water tower offline.

Lead & Copper Revision Rule – survey letters will be sent out the end of this week. Please respond. The more responses we get the better. No responses will have to go as unknown lines. 2023 Street Improvement Project – seeding & restoration will finish in the spring, followed by final payment.

Equipment Purchasing – nothing for used equipment unless a city has a procurement policy.

Slide Area at Riverside Park – have to bore to see. Will get quotes from Terracon.

#### Portfolios:

Dockter – Latitude to office for attending training instead of full commission approval. Will get quotes on a sewer machine.

Weber – nothing

Hapip Jr. – nothing

Simon – no wind tower update

L. Thomas – nothing

Brandt – Lead & Copper Letter – please respond.  
 Clean Up Week has been scheduled for May 20<sup>th</sup>-24<sup>th</sup> with curbside pickup on the 25<sup>th</sup>.  
 2024 Elections – positions available: President, 2 Commissioners, 2 Park Board Members, 2  
 Park Board Members, unexpired.  
 City Hall and Open Walk will be closed February 19<sup>th</sup>.  
 No Open Walk Thursday from 8AM to 12:30 PM.  
 Planning and Zoning still has two vacancies available.  
 A Thomas – trying a new thing by submitting a public works report.

Dockter motioned to pay the bills.

General Fund:

-99695	MUTUAL OF OMAHA	18.00
-99693	MIDCO	113.39
-99692	WEST RIVER TELEPHONE	812.36
-99691	J.P. MORGAN	2203.61
-99690	CIRCLE SANITATION	8193.15
-99689	OTTERTAIL POWER	6427.16
-99687	MIDCO	22.68
-89337	FIT EFTPS	3181.11
-89336	Unempl. Insur. JOB SERVICE NORTH DAKOTA	664.20
-89335	SIT ND DEPT OF REVENUE	1173.42
E89334-89330	Payroll	10827.85
-89329	FIT EFTPS	3577.88
-89328	DENTAL BCBS	5176.48
-89327	AFLAC DAYCARE CHELSEY BRANDT	384.62
-89326	AFLAC-FLEX CHELSEY BRANDT	115.38
E89325-89321	Payroll	10636.64
-89320	FIT EFTPS	3489.43
32400	AFLAC ACCIDENT AFLAC	282.48
32402	AD&D UNUM	48.68
32403	RETIREMENT AMERICAN FUNDS	1671.51
32404	US POSTAL OFFICE	341.44
32500	AE2S	5581.00
32501	ARAMARK	1089.87
32502	AT& T MOBILITY	34.35
32503	COLLIERS SECURITIES LLC	600.00
32504	DIRTY DEEDS EXCAVATING	12773.79
32505	HAWKINS	265.95
32506	KRAUSES SUPERVALU	3.50
32507	MARCO	243.71
32508	MCLEAN COUNTY IMPLEMENT LLC	74.67
32509	MCLEAN COUNTY SHERIFF DEPT	15371.34
32510	MIDWEST DOORS	376.60
32511	ND DEPT OF HEALTH- MICROBIOLOGY	100.00
32512	ND LEAGUE OF CITIES	80.00
32513	ND WORKFORCE SAFETY	2472.40

32514	NORDAK NORTH PUBLICATIONS	394.60
32515	NRG TECHNOLOGY SERVICES	1346.00
32516	ONE CALL CONCEPTS	3.35
32517	SANITATION PRODUCT	2425.09
32518	SCOTTS HARDWARE	10.07
32519	VALLI INFORMATION SYSTEMS, INC	200.72
32520	WASHBURN PARK BOARD	1795.53

**Sales & Use Tax:**

1600	PAINTED WOODS GOLF COURSE	35000.00
1601	WAIA	1689.46

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

Next regular commission meeting is March 11th, 2024, at 6:00 PM.

Thomas adjourned the meeting at 7:22 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Larry Thomas, President

City of Washburn