

Washburn City Commission
Official Meeting Minutes
Monday, April 11, 2022
6:30 p.m., City Hall

Members Present: Larry Thomas, Don Simon, Mike Herdt, Timothy Dockter, Kollin Syverson
Absent: None

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

Dockter stated a correction to the March 14th meeting minutes. Added in “Dockter seconded” to a motion where it was missed. Dockter motioned to approve March 14, 2022, commission meeting minutes with correction. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Syverson motioned to approve March 17, 2022, special meeting minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve February financials. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve March financials. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Mark Lelm was present to ask for a waiver of fees from the Lions Carnival held in March. There were some questions why he didn't ask for waiver of fees prior to the event. Herdt motioned to waive the fees for renting the Memorial Hall. Simon seconded. Syverson-nay, Dockter-nay, Herdt-aye, Simon-aye, Thomas-nay. Motion failed.

Mark Lelm was also present to discuss the community garden and if there was any possibility of moving a couple plots to be able to plant this year. There is some concern about safety of the project and extra people around. Thomas motioned no community garden and very restricted use of the staging area due to ongoing construction until further notice. Simon seconded. Upon roll call, all members present voted aye. Motion carried. Any temporary use of this area will be to be approved by the city.

Mark Trottier with DMVW was present to ask the commission for permission to use Washburn as an unloading spot for flyash. It would be 2-4 trucks a day Monday through Friday during normal business hours. They are looking to begin in May. Dockter motioned to table this until a few questions can be answered and look at trying a year contract to begin. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Matt Richard was present to discuss purchasing a piece of land from the city. The property had to be surveyed so would include this piece and add it to the tax roll. Thomas motioned to sell this piece of land to Matt for \$50.00 with all expenses paid by him. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Aristotle Walters was present to ask for permission to purchase three lots up in Heritage Heights. There was some explanation to him that there are no utilities to those lots. A development

committee is being formed to look at developing this area and other areas in town. Will stay in contact with him on what is being decided.

Lakeside Electric (\$6,491.20) and Weber Electric (\$14,750.00) were present to discuss their bids regarding electric panel upgrades at the memorial hall. Simon motioned to table this for more time to compare the two bids and the differences. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Cory Chorne and Eric Lothspeich with AE2S and Ann Oberg with McLean Sheridan Rural Water District were present to go over the User Agreements for water supply to Midwest Ag Energy. The City will be responsible for using their grant money on the new intake and MAG will incur all other costs. The city will own and operate the intake as well as the new water treatment plant. If the supply capacity of the intake facility drops below 400 gallon/minute, the Capital City and the Capital District reserve the right to prioritize domestic consumption. Syverson motioned to accept the Water Supply Agreement between McLean-Sheridan Rural Water District and City of Washburn. Herdt seconded. Upon roll call, all members present voted aye. Motion carried. Syverson motioned to accept the Master Water Supply and Wastewater Disposal services agreement between McLean-Sheridan Rural Water District and City of Washburn and Midwest AgEnergy Group, LLC. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Intake project: Eric would like to advertise for bids in May. June 3rd – bid opening and start construction in July.

SWC Grant extension will be determined April 12th. Larry and Chelsey will call in for meeting. Service to Blue Flint – 30% design review meeting in May-June for new WTP. Temp water service to Blue Flint by October 2022.

Pipeline project bids opened last week – this does not affect the city. Will award project within next week if SWC funding is approved.

Simon would like to not have a definite living radius implemented for employees of the city. He would like to leave it up to the HR committee and look at applicants. It could be a case by case option so that a credible person applies if interested.

Residential Expansion committee – so far this committee will consist of Thomas, Dockter, and Donna Gunderson. Looking for at least another person to help come up with ideas for expansion within the city and more housing.

Simon motioned to pay Zach a cell phone allowance of \$50/month. Herdt seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to forego the 2nd reading of Ordinance No 156 with the changes that were made. Simon seconded. Upon roll call, all members present voted aye. Motion carried. Thomas motioned to approve the 2nd reading and final passage of Ordinance No 156. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to forego the 2nd reading of Ordinance No 158. Dockter seconded. Upon roll call, all members present voted aye. Motion carried. Thomas motioned to approve 2nd reading and final passage of Ordinance No 158. Syverson seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to forego the 2nd reading of Ordinance No 139 changing one word from February to January. Dockter seconded. Upon roll call, all members present voted aye. Motion carried. Thomas motioned to approve the 2nd reading and final passage of the change to

Ordinance No 139. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Board of Equalization Meeting will be held April 25th at 6 pm.

Portfolios:

Syverson – Major water main break on Sunday. 20’ of pipe was replaced. An airport board member has resigned so there is a position open. Will advertise for a couple weeks.

Dockter – Sheriff is working on setting up a meeting with all city auditors and commission to discuss police contract.

Herd – Western Lighting replaced some bulbs in Chelsey’s office. Herdt motioned to accept bid and just replace bulbs at City Hall for \$2250.74. Simon seconded. Discussion had on that bid and a bid Herdt had with him from Weber. Syverson-nay, Dockter-nay, Herdt-aye, Simon-aye, Thomas-nay. Motion failed. Commission wants more information.

Simon – Wind tower meeting on the 18th. Will start reviewing new applicants for the open position.

Thomas – Main routes will be kept open during snow storm

Brandt – Reminded citizens to remove any vehicles or trailers off street to help with snow removal. Looking at creating a procurement policy.

Dockter motioned to pay the bills.

-99873	250 OTTERTAIL POWER	43.10
-99872	250 OTTERTAIL POWER	5762.16
-99871	Check not processed in this period	0.00
-99870	65 CIRCLE SANITATION	8286.55
89764-	Payroll	9076.29
89759		
-89758	AFLAC DAYCARE CHELSEY LAZIER	384.62
-89757	AFLAC-FLEX CHELSEY LAZIER	115.38
-89756	FIT EFTPS	3183.91
89754-	Payroll	9165.59
89748		
-89747	FIT EFTPS	2894.03
31474	11 Lauren L Hunze	925.52
31475	AFLAC ACCIDENT AFLAC	212.52
31476	RETIREMENT AMERICAN FUNDS	826.20
31477	AD&D UNUM	93.65
31478	323 US POSTAL OFFICE	231.11
31479	6 AE2S	1449.60
31480	11 ARAMARK	533.10
31481	16 AT& T MOBILITY	76.64
31482	54 CARDMEMBER SERVICES	770.60
31483	64 CHELSEY BRANDT	93.60
31484	102 DIRTY DEEDS EXCAVATING	2029.73
31485	105 DOCS SHOP, INC	393.90
31486	117 ENERBASE COOPERATIVE	532.08
31487	144 GENERAL REPAIR SERVICE	2770.10
31488	157 HAWKINS	5807.88
31489	168 INNOVATIVE OFFICE SOLUTIONS	63.31
31490	182 KRAUSES SUPERVALU	51.12

31491	191 LIBERTY BUSINESS SYSTEMS	100.00
31492	403 MATTHEW RICHARD	49.14
31493	204 MCLEAN COUNTY IMPLEMENT LLC	491.63
31494	205 MCLEAN COUNTY SHERIFF DEPT	14501.26
31495	213 MVTL LAB	25.00
31496	217 ND DEPT HEALTH LAB SERVICES/MICRO	57.00
31497	216 ND DEPT OF ENVIRONMENTAL QUALITY	227.74
31498	223 ND LEAGUE OF CITIES	200.00
31499	29 NORDAK NORTH PUBLICATIONS	469.69
31500	382 NOTHERN IMPROVEMENT	520.00
31501	248 ONE CALL CONCEPTS	5.20
31502	409 POST CONSTRUCTION INC	2692.50
31503	264 RDO	12685.00
31504	265 RDO EQUIPMENT	1856.84
31505	282 SCOTTS HARDWARE	98.45
31506	384 SMITHY'S LLC	155.25
31507	295 STARION BOND SERVICES	624365.08
31508	381 VALLI INFORMATION SYSTEMS, INC	111.38
31509	337 WAGON WHEEL LUMBER	182.98
31510	338 WAIA	1308.90
31511	343 WASHBURN AUTO BODY	156.89
31512	360 WEBER ELECTRIC INC	1138.61
31513	410 ZACH BREDLOW	147.42

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

Next Meeting April 25 for Board of Equalization, 2022.

Thomas adjourned the meeting at 9:19 p.m.

Chelsey Brandt, Auditor

City of Washburn

Larry Thomas, President

City of Washburn