

Washburn City Commission
Official Meeting Minutes
Monday, June 10, 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.

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

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

Simon motion to approve the June 3rd special commission meeting minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve the planning & zoning recommendation for a deck variance for Wes & Camey Johnson. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Roger Neslon was present to discuss purchasing eight lots in Heritage Heights. His main concern was how the city was looking to finish the block up there. The infrastructure would be the responsibility of the developer and then recouping costs for the specials when they sold the lots. Eric will look at getting an updated figure for the cost including all curb, gutter, asphalt, etc for services to those eight lots.

Seeds of Eden was present to give an update on a recent event that occurred. They provided their housing policy and procedures and went through some of that. There was some concern of how they handled certain individuals and who was allowed to be in their facility. The public is looking for more transparency and meaningful answers. Seeds of Eden is trying to be more impactful in the community and working within the community.

Hapip Jr read all changes to Ordinance 149A – Pet Ordinance. These changes occurred in Section 11, Section 12 - The first violation will be a \$500 fine and the second violation will result in the animal being removed and humanly euthanized, Section 14, Section 18, and Section 27. Thomas motioned to accept the first reading. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr presented a policy for commissioners. This is a guideline to all incoming or existing commissioners that is meant to be helpful and keep effective commissioners. Items that need to be voted must be place on the agenda. Dockter motioned to accept these guidelines for current and future commissioners. If things needed to be added they should be brought before the

commission to take official action. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Adam provided a list of roughly 8100 square feet of asphalt to be repaired around town. The timeline for this would be in August. Simon motioned to approve the estimate from Quality Asphalt Repair, Inc for \$67,864.00. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Lagoon Project- should be done this weekend, June 14th and 15th.

PRV Agreement – more on this next meeting

Riverside Park Road Slide Area – The 5K for the Geotech study is included in the cost. Is this something the commissioners would like to pursue? There is a special road fund program that is available to help pay for some of the work.

2025 Street & Design Improvements – Eric will get a cost estimate for next meeting along with an updated map.

Lead & Copper Revision Rule- submission date was pushed back to August 1st. A closeout meeting will be had with the city.

2023 Street Improvement Project- Final pay application and balancing changes will be done and the final pay application will be submitted for July.

Portfolios:

Dockter – thank you John Klein for watering the trees that the forestry board planted.

Weber – The memorial building is currently still the shelter in place for the Asbury Camp.

Hapip Jr. – nothing

Simon – nothing

L. Thomas – millings down to the boat ramp have been laid out. Will be rolled and opened back up.

Employee Personal:

Brandt – Library board is seeking a new appointment. The 2022 & 2023 audit is underway.

Summer hours have gone into effect, so office hours are M-F 7 AM to 4:30 PM and Friday 8 AM to 12 PM. Water salesman was overcharging around May 15-18. If you were overcharged, please call the City Hall. Election Day is tomorrow.

A Thomas – superintendent report was provided.

Dockter motioned to pay the bills.

-99657	437 J.P. MORGAN	4695.32
-99656	Check not processed in this period	0.00
-99655	Check not processed in this period	0.00
-99654	65 CIRCLE SANITATION	8292.45
-99653	421 MUTUAL OF OMAHA	27.00
-99652	250 OTTERTAIL POWER	5483.55
	Payroll	12838.11
-89255	FIT EFTPS	4150.65
-89254	DENTAL BCBS	3910.48
-89253	AFLAC DAYCARE CHELSEY BRANDT	769.24

-89252	AFLAC-FLEX	CHELSEY BRANDT	230.76
	Payroll		11778.45
-89244	FIT	EFTPS	3639.67
32603	AD&D	UNUM	42.93
32604	AFLAC ACCIDENT	AFLAC	239.04
32606	RETIREMENT	AMERICAN FUNDS	1422.10
32607	323 US POSTAL OFFICE		263.94
32608	16 AT& T MOBILITY		128.62
32609	64 CHELSEY BRANDT		75.00
32610	86 DAKOTA AGRONOMY PARTNERS		174.00
32611	117 ENERBASE COOPERATIVE		536.10
32612	400 ERICA MEADOWS		75.00
32613	137 FLR SANDERS		4071.00
32614	416 GENERAL EQUIPMENT & SUPPLIES INC		803.09
32615	157 HAWKINS		6844.46
32616	182 KRAUSES SUPERVALU		10.05
32617	193 LINCOLN-OAKES NURSERY		1040.00
32618	436 MARCO		153.53
32619	196 MASTER FIRE & SAFETY		220.00
32620	205 MCLEAN COUNTY SHERIFF DEPT		15371.34
32621	213 MVTL		28.75
32622	216 ND DEPT OF ENVIRONMENTAL QUALITY		222.45
32623	217 ND DEPT OF HEALTH- MICROBIOLOGY		75.00
32624	29 NORDAK NORTH PUBLICATIONS		568.28
32625	244 NRG TECHNOLOGY SERVICES		617.40
32626	246 ODAY EQUIPMENT		1437.29
32627	248 ONE CALL CONCEPTS		64.50
32628	279 SALHUS SEPTIC PUMPING		200.00
32630	417 SUMMIT FIRE PROTECTION		563.00
32631	323 US POSTAL OFFICE		390.00
32632	381 VALLI INFORMATION SYSTEMS, INC		112.29
32633	11 VESTIS		875.85
32634	345 WASHBURN FIRE DEPARTMENT		6150.00
32635	348 WASHBURN PARK BOARD		2529.93
32636	360 WEBER ELECTRIC INC		125.00
32637	410 ZACH BREDLOW		150.00
32639	452 SIGNS BY JAN		105.00

Sales & Use Tax:

1606 WAIA

1795.69

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

Next regular commission meeting is July 8th at 6 p.m.

Thomas adjourned the meeting at 7:25 p.m.

Chelsey Brandt, Auditor

City of Washburn

Larry Thomas, President

City of Washburn