

Washburn City Commission
Official Meeting Minutes
Monday, July 11, 2022
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. He also stated that there was an item added to the agenda. Item #9 discussing a building permit violation was added.

Oaths of office were read by the newly elected Commissioners' Hapip and Weber.

Thomas motioned to appoint Dockter to Vice President. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to add Tim Dockter as a signer to the bank account to be able to sign checks. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to remove Kollin Syverson from the bank account. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to keep all appointments as follows:

Auditor – Chelsey Brandt
Attorney – Lindell Law Office
Fire Chief – Clayton Verke
Assessor – McLean County – Ryan Oberg
Engineer – AE2S

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

Thomas met with all commissioners and assigned the following portfolio assignments:

Streets	Thomas/Hapip
Water/Sewer	Dockter/Simon
Police/Fire	Hapip/Weber
Buildings/Grounds	Weber/Dockter
Finance	Simon/Thomas
Human Resources	Dockter/Hapip
Library	Hapip
Airport	Weber
Planning/Zoning	Thomas/Dockter
Forestry	Dockter
County Planning/Zoning	Simon

Dockter motioned to accept these assignments. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt read a correction to the June 13th, 2022 commission meeting minutes. Dockter motioned to accept the corrected minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dean Bergstedt and Terry Dworshak, with the American Legion, were present to discuss the plans for the Veteran's Memorial Park. They would like the cities help when needed during the building phase. They can go through Larry with their requests.

David Jeffrey came to the commission to inform them of his plans to bring in a Dairy Queen. The current 1.7 acres where he wants to build is in city limits. The remaining acres he would like to annex into the city right away for possible future expansion. There are still a few things that need to be worked out but wanted the city to know what was going on.

President Thomas brought the new commissioners up to speed on a building permit that was contingent upon another property being cleaned up. The issue at hand being discussed was that that construction began on the building without paying and picking up the building permit. Much discussion on how to proceed. Dockter motioned to fine Richard Perkerewicz \$200/ week until the building permit is secured and no work to be done until then. Thomas seconded. Dockter-aye, Weber-nay, Hapip-aye, Simon-aye, Thomas-aye. Motion carried.

Brandt discussed the demo she did with ArchiveSocial and what its intended use is for. Hapip made some comments regarding open meeting records that social media was not included per the states attorney generals office and NDCC. Dockter motioned to table this and get more information for August meeting. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Living Local is an app that the city now has. It is available but the calendar is still being worked on. The information will only be as good as the information the city receives to put into the app. It will link to the school calendar as well. Any information a business has and wants to be included can get ahold of the city.

The slide area at Riverside Park was dug up and found wet sandy soil. A caution sign will be placed there to warn of the slide area. Will keep an eye on it.

2023 prelim budget is due August 10th to the county. Will look at possibility of increasing water rates due to chemical prices increasing. President Thomas called a special meeting to go over the budget on Monday, July 25th, at 6:00 pm.

AE2S Update:

Eric provided an update to the new commissioners what was going with Washburn's intake and where the grant funding is at. Also, the possibility of still connecting to RRVWSP. The state water commission has a pre-meeting in July and their actual meeting in August. The City of Washburn will be discussed.

Some cost estimates were provided for possible street repair projects on different locations and also the drainage ditch improvement.

Portfolios:

Dockter – warning sirens were having programming issues but should be resolved soon. The housing development committee met and found 23 potential buildable lots.

Weber – nothing

Hapip – inquired about monthly duties or how to handle things

Simon – nothing

L. Thomas – letter to state water commission was sent

Brandt – asked where the line is drawn for town residents and dumping of trees. Thomas said that if they do not pay the city garbage fee and/or are outside the city limits, they are not allowed to use the city tree site since the garbage fee is what pays for the roll off dumpsters.

A.Thomas – the courtesy dock needs repairs and no spare parts can be found. The game and fish will be switching it out with a straight dock. The lagoon pump is being looked over. The aerator came back and will be installed shortly.

Docker motion to pay the bills.

-99850	250 OTTERTAIL POWER	4467.14
-99849	363 WEST RIVER TELEPHONE	637.77
-99848	65 CIRCLE SANITATION	8344.90
89704-	Payroll	8643.01
89699		
-89698	FIT EFTPS	2660.16
-89697	AFLAC DAYCARE CHELSEY LAZIER	384.62
-89696	AFLAC-FLEX CHELSEY LAZIER	115.38
-89695	FIT EFTPS	296.82
89693-	Payroll	9514.64
89688		
-89687	FIT EFTPS	3383.46
31585	AD&D UNUM	37.59
31586	AFLAC ACCIDENT AFLAC	212.52
31587	RETIREMENT AMERICAN FUNDS	1069.32
31588	323 US POSTAL OFFICE	290.20
31589	11 Lauren L Hunze	925.52
31590	61 Michael J Herdt	831.15
31591	63 Kollin D Syverson	831.15
31592	6 AE2S	3098.50
31593	11 ARAMARK	493.53
31594	16 AT& T MOBILITY	101.74
31595	54 CARDMEMBER SERVICES	266.06
31596	78 CORE & MAIN LP	91.80
31597	83 DACOTAH PAPER COMPANY	396.62
31598	86 DAKOTA AGRONOMY PARTNERS	360.00
31599	102 DIRTY DEEDS EXCAVATING	925.00
31600	416 GENERAL EQUIPMENT & SUPPLIES INC	2770.10
31601	157 HAWKINS	12224.95
31602	181 KNIFE RIVER	55.50
31603	182 KRAUSES SUPERVALU	36.23
31604	418 LAKESIDE ELECTRIC INC	175.43
31605	191 LIBERTY BUSINESS SYSTEMS	100.00
31606	193 LINCOLN-OAKES NURSERY	515.00

31607	199 MCLEAN CO AUDITOR	502.50
31608	205 MCLEAN COUNTY SHERIFF DEPT	14501.26
31609	404 MIDWEST DOORS	1163.05
31610	213 MVTL	25.00
31611	217 ND DEPT HEALTH LAB SERVICES/MICRO	114.00
31612	216 ND DEPT OF ENVIRONMENTAL QUALITY	1373.75
31613	29 NORDAK NORTH PUBLICATIONS	920.39
31614	382 NORTHERN IMPROVEMENT	520.00
31615	246 ODAY EQUIPMENT	259.00
31616	248 ONE CALL CONCEPTS	65.00
31617	265 RDO EQUIPMENT	276.52
31618	279 SALHUS SEPTIC PUMPING	180.00
31619	282 SCOTTS HARDWARE	267.92
31620	381 VALLI INFORMATION SYSTEMS, INC	100.00
31621	337 WAGON WHEEL LUMBER	50.95
31622	345 WASHBURN FIRE DEPARTMENT	5650.00
31623	364 WESTERN FRONTIER INSURANCE	6444.00
31624	411 WESTERN LIGHTING TECHNOLOGY	119.99

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

Next Meeting July 25, 2022 that is a special meeting. Next regular commission meeting is August 8th, 2022.

Thomas adjourned the meeting at 8:44 p.m.

Chelsey Brandt, Auditor
City of Washburn

Larry Thomas, President
City of Washburn