

Washburn City Commission
Official Meeting Minutes
Monday, July 8, 2024
6:00 p.m., City Hall

Members Present: Keith Hapip Jr, Miranda Harvey, Mark Lelm, Jamie Weber, Timothy Dockter
Absent: None

President Lelm called the regular commission meeting to order at 6:00 P.M.

Pledge of allegiance was recited.

Oaths of office were read by Dockter, Harvey, and Lelm.

Lelm stated our current appointments:

Auditor - Chelsey Brandt
Attorney - David Lindell
Assessor - Ryan Oberg
City Engineer - Eric with AE2S
Fire Chief - Clayton Verke

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

Lelm nominated Weber as Vice-President. Dockter nominated Hapip Jr as vice-president. Harvey, Hapip Jr, Dockter, and Weber all voted for Hapip. Lelm voted for Weber. Hapip Jr is the new vice-president.

Dockter motioned to appoint Weber as the street commissioner. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to appoint Dockter as water & sewer commissioner. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to appoint Lelm as buildings & grounds commissioner. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to appoint Harvey as the police & fire commissioner. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to appoint Hapip as financial commissioner. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to appoint Weber as airport commissioner. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to appoint Don Simon to remain on as the county planning & zoning representative. Lelm seconded. Would like to have notes provided to the city after each meeting. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to appoint Dockter as forestry commissioner. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to appoint Harvey as library commissioner. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas submitted a letter to remain on as the city planning & zoning representative. Dockter would like to see Thomas remain on this with his wealth of knowledge he brings. Dockter motioned to appoint to Thomas to remain on as the city representative. Motion died with no second. Weber motioned to appoint Lelm as planning and zoning commissioner. Lelm seconded. Harvey-aye, Hapip-nay, Dockter-nay, Weber-aye, Lelm-aye. Motion carried.

Lelm motioned to appoint Harvey as human resources commissioner. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to appoint Hapip Jr as human resources commissioner. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm stated the American Legion would not be attending this meeting and would like to be on the next agenda. Discussion had on an open forum. Hapip motioned to approve the agenda. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the June 10th commission meeting minutes. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

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

Brandt read the auditor's bond resolution. Dockter motioned to accept the resolution as read. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt stated that currently the authorized signatures on the bank accounts are the president, vp, and the auditor. Lelm motioned to keep it that way. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

No questions on the updated dog ordinance. Dockter motioned to forego the second reading. Lelm seconded. Discussion had on cop dogs and where they fall into the order. Upon roll call, all members present voted aye. Motion carried.

Brandt stated that there was an update to the commissioner guidelines. The spending limits were added under the budgeting section. There was an update to the time, where it should be 6:30 pm and not 6 pm.

Lelm motioned to approve the waiver of fees for the Washburn Life Vendor Show. Question if this is a conflict of interest as he is a member of Washburn Life. Hapip Jr motioned to approve the waiver of fees. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Our current handbook states that holidays are counted as hours worked. This is not how it has been done in the past. Lelm motioned to backpay for those holiday weeks from 2023 to current. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt asked how the city wanted to handle future audits, if we wanted to stay on a 2-year audit or switch back to an every year audit. We are currently going through our audit. Will see how this audit comes back and decide after that.

Brandt presented a very preliminary 2025 budget. Will have to hold a special meeting but wanted to get it out there for commissioners to see and ask questions.

Eric with AE2S recommends approval of change order #3 for \$63,587.41 that mainly had to do with curb & gutter increases. Dockter motioned to approve this change order. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Eric recommended approval of contractor pay application #6, final payment, in the amount of \$104,641.04 to Bechtold Paving. Lelm motioned to approve this pay application. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

The current master agreement between the City of Washburn and AE2S expired the of 2023. The new current agreement is the same verbiage, only changing the date to extend through December 2026. Hapip Jr motioned to approve the updated master agreement. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Eric recommends approval of loan draw #7 to the Bank of North Dakota. Dockter motioned to approve. Weber questioned the warranty. Dockter withdrew his motion. Clarification that substantial completion was done last fall and a year from that date is when the warranty will expire. Dockter motioned to approve the BND loan draw. Hapip seconded. Upon roll, all members present voted aye. Motion carried.

AE2S Update:

Lead & Copper Revision Rule – close meeting scheduled for July 22nd.

Lagoon Project – dredging was completed.

2024 PRV Replacement Project – condition assessment of valves & vaults

Boat Ramp Road Slide Area – there doesn't need to be action now but continue to monitor the slide area.

2025 Street & Drainage Improvements – improve the drainage and street repairs where spring runoff affects Custer Road.

Heritage Heights Development – cost estimate provided to develop Sibley Way, Sulley Drive, and Demores Ave.

Portfolios:

Dockter - nothing

Weber – nothing

Lelm – questioned the status of the bathrooms at Riverside Park. Looking at a new location for the fishing pier.

Harvey - nothing

Hapip Jr. – nothing

Employee Personal:

Brandt – public hearing for special assessment is July 9th. A vacancy for the library board remains open.

Thomas – new streaming system was put in place. KLM will be here next week for maintenance to the towers.

Dockter motioned to pay the bills.

-99647	148 GLOBAL PAYMENTS	7.66
-99646	122 TRUCOMMUNITY BANK	30.00
-99645	363 WEST RIVER TELEPHONE	754.97
-99644	65 CIRCLE SANITATION	8292.45
-99643	437 J.P. MORGAN	2027.11
	Payroll	10635.88
-89237	FIT EFTPS	3674.31
-89236	53 Erica A Meadows	0.00
-89235	DENTAL BCBS	3910.48
-89234	AFLAC DAYCARE CHELSEY BRANDT	400.64
	Payroll	11704.64
-89226	FIT EFTPS	3949.18
-89225	52 Chelsey R Brandt	148.22
-89224	66 Zachery Bredlow	518.50
-89223	56 Matthew Richard	322.49
-89222	5 Adam L Thomas	815.63
32638	RETIREMENT AMERICAN FUNDS	1616.68
32640	11 Lauren L Hunze	933.06
32641	RETIREMENT AMERICAN FUNDS	1422.10
32642	323 US POSTAL OFFICE	564.35
32643	AD&D UNUM	155.00
32644	AFLAC ACCIDENT AFLAC	375.60
32645	62 Donald T Simon	831.15
32646	64 Larry A Thomas	1246.72
32647	6 AE2S	1126.75
32648	16 AT& T MOBILITY	51.06
32649	25 BECHTOLD PAVING, INC	104641.04
32650	65 CIRCLE SANITATION	313.00
32651	86 DAKOTA AGRONOMY PARTNERS	425.00
32652	102 DIRTY DEEDS EXCAVATING	1104.00
32653	117 ENERBASE COOPERATIVE	267.69
32654	416 GENERAL EQUIPMENT & SUPPLIES INC	425.00
32655	157 HAWKINS	10257.17
32656	434 IMMENSE IMPACT, LLC	665.00
32657	455 JOE SHELDON	1221.57
32658	454 JON SHELDON	281.82
32659	194 LINDELL LAW OFFICE	3000.00
32660	436 MARCO	153.53
32661	204 MCLEAN COUNTY IMPLEMENT LLC	199.99
32662	205 MCLEAN COUNTY SHERIFF DEPT	15371.34
32663	217 ND DEPT OF HEALTH- MICROBIOLOGY	75.00

32664	29 NORDAK NORTH PUBLICATIONS	5195.47
32665	382 NORTHERN IMPROVEMENT	580.00
32666	453 NORTHERN PLAINS PLUMBING, HEATING	4954.00
32667	244 NRG TECHNOLOGY SERVICES	937.40
32668	248 ONE CALL CONCEPTS	27.00
32669	265 RDO EQUIPMENT	621.10
32670	280 SANITATION PRODUCT	2280.46
32671	381 VALLI INFORMATION SYSTEMS, INC	100.32
32672	337 WAGON WHEEL LUMBER	204.69
32673	348 WASHBURN PARK BOARD	2122.82
32674	350 WASHBURN PUBLIC LIBRARY	1001.29

Sales & Use Tax:

1608 WAIA

1221.76

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

Next regular commission meeting is August 12th at 6 p.m.

Lelm adjourned the meeting at 7:48 p.m.

Chelsey Brandt, Auditor

City of Washburn

Mark Lelm, President

City of Washburn