

Washburn City Commission  
Official Meeting Minutes  
Monday, September 9, 2024  
6:00 p.m., City Hall

Members Present: Keith Hapip, Miranda Harvey, Jamie Weber, Timothy Dockter

Absent: Mark Lelm

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

Pledge of allegiance was recited.

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

Dockter motioned to approve the bills. Brandt asked to add on approval of \$1,940 to S & R Concrete upon completion to the bills. Discussion amount warranty work. Dockter rescinded his motion. Weber motioned to pay \$8114.50 and then \$2900 upon completion to S & R Concrete with Adam's approval to pay remaining. Hapip seconded. Hapip amended the motion to pay all over bills as well. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

-99630	CIRCLE SANITATION	8286.00
-99629	OTTERTAIL POWER	6851.99
-99628	J.P. MORGAN	2538.93
-99623	BANK OF NORTH DAKOTA	464550.00
-99622	J.P. MORGAN	68.64
	Payroll	11818.11
-89191	FIT EFTPS	3649.94
-89190	DENTAL BCBS	4051.98
-89189	Payroll	11586.56
1610	SANTANDER BANK, N.A.	35177.77
1611	WAIA	2076.53
32712	S & R CONCRETE & CONSTRUCTION	9002.75
32713	AD&D UNUM	58.94
32714	RETIREMENT AMERICAN FUNDS	1422.10
32715	US POSTAL OFFICE	276.64
32716	AARON HUMMERT	4257.00
32717	AE2S	3011.50
32718	CHELSEY BRANDT	75.00
32719	DACOTAH PAPER COMPANY	121.83
32720	DAKOTA AGRONOMY PARTNERS	250.00
32721	ERICA MEADOWS	75.00
32722	ESRI INC.	700.00
32723	FIRE EXTINGUISHING SYSTEMS INC	334.85
32724	HAUGENS DRAIN SERVICE	480.00
32725	HAWKINS	10289.25
32726	INNOVATIVE OFFICE SOLUTIONS	66.70
32727	KRAUSES SUPERVALU	4.99

32728	MARCO	321.74
32729	MCLEAN CO AUDITOR	663.00
32730	MCLEAN COUNTY SHERIFF DEPT	15371.34
32731	MVTL	28.75
32732	ND DEPT OF HEALTH- MICROBIOLOGY	50.00
32733	NORDAK NORTH PUBLICATIONS	345.22
32734	NRG TECHNOLGY SERVICES	591.00
32735	ONE CALL CONCEPTS	16.50
32736	S & R CONCRETE & CONSTRUCTION	8114.50
32737	SALHUS SEPTIC PUMPING	775.00
32738	VALLI INFORMATION SYSTEMS, INC	100.00
32739	WAGON WHEEL LUMBER	12.98
32740	WASHBURN FIRE DEPARTMENT	6150.00
32741	WASHBURN PARK BOARD	2723.09
32742	ZACH BREDLOW	150.00
32743	S & R CONCRETE & CONSTRUCTION	640.00

Dockter motioned to approve August 8, 2024 special meeting minutes. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve August 12, 2024 meeting minutes. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve a raffle permit for St. Edwin's Catholic Church. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a waiver for fees for McLean County Health Fair. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the tax exemption request for Mark Kreig. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Jon Lussenden was present to discuss an on-going issue about members residing on the library board who are not city residents. After much discussion, investigation, conversations with the city attorney, it was determined that the city would need to create an ordinance to allow members outside city limits to serve on advisory boards. Harvey motioned to remove Jon Lussenden from the library due to these findings. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip appointed Dockter to run the meeting and excused himself from the meeting.

Kari Goos, Jeramie Tolbert, and Keith Hapip submitted a letter of interest to fulfill the vacant position on the library board. They now have two spots to fill. Each interested party answered questions from the commission. Weber motioned to appoint Keith Hapip to fulfill the rest of Jon's term. Dockter seconded. Weber-aye, Harvey-nay, Dockter-aye. Motion carried.

Harvey motioned to appoint Kari Good to the 3-year term. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Keith returned to the meeting and took control of the meeting.

The Park Board has no issues with what the city is doing but a committee would be a great idea to make sure each respective party is mowing what they are supposed to, etc. Dockter motioned to appoint Hapip and Adam Thomas to the committee. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip presented a comparison of our current CD's with their interest rate to what they could be making if we took the penalty and redid them with a higher interest rate. There was discussion on what these are used for and if we could combine them into one CD instead of three. Hapip motioned to re-invest these CDS at least 4.4% in a single CD if able, if not, three separate at same terms if not better. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt informed the commission that ambulance service went and got their own policy back in 2013, but the city has continued to insure two ambulances. The coverage was deleted when this was found out and verified, they do have their own policy and are fully covered. Due to this and making things easier, it was suggested that the City have one agent for all their policies instead of keeping them with two agents. The commission decided to make no changes at this time.

Dockter motioned to approve Boat Ramp Road Addition plat. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter just wanted to inform everyone that sending or receiving text messages during a public meeting may or may not be an open record.

Hapip asked if the city had heard any negativity on summer hours, and there has not been any. Hapip motioned to implement summer hours going forward. Dockter seconded. There was a question about what the summer hours were. Hapip amended his motion to include summer hours from Memorial Day to Labor Day Monday-Thursday 7 AM – 4:30 PM and Friday 8 AM to noon. Docker seconded. Upon roll call, all members present voted aye. Motion carried. Upon roll call, all members present voted aye. Motion carried.

Hapip read new language for overtime policy. It was suggested to remove the hours of work now that summer hours were implemented. Hapip motioned to accept the new overtime policy with amended time to regular work schedule. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm wanted the commissioners to know that Dan Beutler's land behind City Hall is for sale. Dockter got a rough quote for tearing down the building would be approximately \$10,000. There was not any other information given. Beutler can approach the commission.

Dockter gave the commission an update about the RRVWSP. He and Larry Thomas had attended a meeting last week with the Mayor of Fargo and a few others about the terms and conditions for Washburn tying into their intake. He asked that Thomas be an un-paid consultant and remain working on this project with him because of his wealth of knowledge with this already. Dockter motioned to appoint

Thomas as an un-paid consultant to continue these meetings. Harvey seconded. He would have no decision making, just his knowledge. Upon roll call, all members present voted aye. Motion carried.

Eric, the city engineer, explained that the general engineering fees were a little higher due to help with special assessments and financial work. The scope of the project didn't include those from the beginning. There was a lot of discussion about reducing fees. Hapip motioned to have Eric attend every other month. Weber seconded. If there aren't important issues to be discussed. Dockter-nay, Weber-nay, Harvey-nay, Hapip-nay. Motion failed. Dockter motioned to have Eric attend meetings on a needed basis. Harvey seconded. Contact would come from the Auditor. Upon roll call, all members present voted aye. Motion carried.

#### AE2S Update:

2023 Street Project - Eric is sending off warranty items to contractor.

Lead & Copper Revision Rule – Category A findings and documentation has been shared with Chelsey and Adam. All lead & unknown service line notifications have to be mailed by November 15<sup>th</sup>. We will get the map up on the city website as well.

2024 PRV Replacement Project – recommend replacing the prv at 4<sup>th</sup> Ave as it is 35 years old. This is something the city employees could possibly do themselves. The PRV at 6<sup>th</sup> Ave might need replacement. The valves will get ordered but the work won't be completed until spring.

2025 Street & Drainage Improvements – working on scope and cost update.

#### Portfolios:

Dockter – nothing

Weber – asphalt should be at the end of the month. Concrete going well. Looking at different tar for next spring.

Harvey – State Librarian will be in town to do an orientation on 11-26-24 at 6:15. Public is invited to attend.

Hapip Jr. – nothing

#### Employee Personal:

Brandt – Fall Clean-up has begun. If you have a lot of construction/demo material, they probably won't pick it up. Office will be closed Wednesday the 18<sup>th</sup> at noon for the rest of the week to attend our annual conference. Setting up another meeting with the special assessment committee. Once we have that meeting, more information will be available. There will be no open walk at the hall until the school is done using it for lunch. Hope to have our two year audit back by October's meeting.

Brandt received a quote for the remaining four Christmas lights for Main Ave. She asked for approval to get them ordered. Dockter motioned to approve the purchase of lights for \$4,650. Harvey seconded.

Hapip questioned if we had enough money in the beautification fund for this. We do. Upon roll call, all members present voted aye. Motion carried.

Thomas – attached superintendent report. A water line service repair will need to be dug up on Main Ave in front of Hoffman's.

Next regular commission meeting is October 14th at 6 p.m.

Hapip adjourned the meeting at 8:25 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Mark Lelm, President

City of Washburn