

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

Pledge of Allegiance was recited.

Dockter motioned to approve September 12, 2022 commission meeting minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve September 26, 2022 special commission meeting minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried

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

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

Wayne Ruzicka was present to discuss some data from the SunFlo that was placed in the lagoon south of town. He went through what he saw from his reports and how well it was working. The commissioners expressed some concern that no reports were given to the city as promised. Also raised some concerns that it was stuck against the shore for multiple months. Dockter motioned to extend the free trial period of the aerator until July 1st, 2023 with no obligation and should we choose to keep it we will buy it or not. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Five people submitted a letter of interest to serve on the library board. All five were asked multiple questions by the commissioners. Dockter motioned to appoint Jonathan Lussenden to the library board. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Rhonda was present with Washburn Life. She asked if the city would block off main street for the candy caravan. Thomas motioned to block off main street from 6th St to 9th St from 3-5 pm on October 31st. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to waive the fees for the Vendor Show at the Memorial Building on Saturday, November 26th, from 10AM to 3 PM. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to waive the fees for Santa Days at the Memorial Building on Saturday December 3rd from 10:30 AM to 2 PM. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Rhonda also asked about the community Christmas tree and where the tree could be placed. She asked about placing it at the City Hall or if it could be located at the same spot. Thomas was concerned about possible construction at original location. Will see how it goes.

Mark Lelm with the park board was present to discuss the options of moving the community garden to their land in Heritage Heights. He said the park board would pay for all construction and a 2'' inch line to get water for the garden but was wondering if the city would waive the \$750 hookup fee. Thomas motioned to waive the \$750 hookup fee to tie into city water. Simon seconded. Upon roll call, all members present voted aye. Motion carried. There was some clarification that meter would be above ground and removed for the winter.

Mark also mentioned that the park board is working on realigning job duties. He asked why the Park Board has not received any money from the city for mowing or maintenance. Thomas stated the city has never paid the park board for mowing. Discussion was had on where the park board is mowing city property and why. Dockter mentioned that this is the reason he would like to sit down and work through the properties to determine who has what and how they can work together. Dockter recommended that by a vote, the park board appoints two people to sit down and do the leg work then they go back to their board for approval. Thomas motioned that Jamie and Tim are the committee to meet with the park board committee to hash out the details on the properties. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to approve the special assessment assistance program applications totaling \$3,606.68. Dockter seconded the motion. Upon roll call, all members present voted aye. Motion carried.

Brandt presented some information on the Renaissance zone program. Washburn's zone is set to expire March 1, 2023. Dockter recommended to look into this more and see what it all entails. Put on hold until then.

Brandt provided pricing for slack. It is the cities communication for team messaging and all things work related into one program instead of searching text messages, emails, etc. Simon motioned to pay the slack subscription for 5 employees. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

RRVWSP – the larger project helps pay for catastrophes. The final tech memo is still waiting to be seen.

Intake Project – state water commission meeting is October 13th where the city is requesting 75-25% cost share. FEMA grant runs out in March of 2023, so a decision needs to be made which direction the city is going to go.

Street Improvement Project – Master Task Order Agreement needs to be updated because the date on there was 2018. An amendment would need to be done to update the master agreement through December 31st, 2023. Dockter motioned to amend the agreement. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Task Order #16 outlines the final design, bidding services, and construction phase services so it includes all the scopes of service for the work rendered during the street project. Docker motioned to accept Task Order #16. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Portfolios:

Dockter – 12” actuator that failed at the WTP – that is the main line coming in from the river. Dockter motioned to purchase the actuator for \$3,845. Thomas seconded. Upon roll call, all members present voted aye. Motion carried. Asked about publishing the parking ordinance that no trailers, campers, etc be parked on the street after October 15th and that no snow can be dumped onto the streets or boulevards.

Weber – asked about the coffee pot at the memorial building and why it was torn apart. Wanted to know if the contract says anything about lighting the pilot lights if the kitchen is rented or if that could be added in there.

Hapip – Library board will meet in November and the monthly HR meeting will be Monday October 17th

Simon – asked how the sewage grinder was working and if there has been any issues with it since fixing

L. Thomas – nothing

Brandt – asked about spending limit for candy caravan and allowed to spend the same amount as last year. Informed the commission about issues with dumping of items that are not allowed in the tree pile and kindly asked citizens to stop doing it. Asked if the city hall could close 15 minutes early on Friday the 14th.

Docker motioned to pay the bills.

-99829	250 OTTERTAIL POWER	6047.78
-99828	363 WEST RIVER TELEPHONE	639.93
-99827	Check not processed in this period	0.00
-99826	65 CIRCLE SANITATION	8398.20
-89649	Payroll	8915.88
-89643	FIT EFTPS	3126.20
-89642	AFLAC DAYCARE CHELSEY LAZIER	384.62
-89641	AFLAC-FLEX CHELSEY LAZIER	115.38
-89640	Check not processed in this period	0.00
-89639	Payroll	9174.96
-89633	FIT EFTPS	2910.75
1011	338 WAIA	2011.05
31691	11 Lauren L Hunze	925.52
31692	AD&D UNUM	48.68
31693	AFLAC ACCIDENT AFLAC	266.76
31694	RETIREMENT AMERICAN FUNDS	1312.44
31695	323 US POSTAL OFFICE	314.19
31697	10 AMERICAN FUNDS	243.12
31698	11 ARAMARK	499.21
31699	16 AT& T MOBILITY	102.54
31700	54 CARDMEMBER SERVICES	515.01

31701	78 CORE & MAIN LP	2363.94
31702	102 DIRTY DEEDS EXCAVATING	3683.50
31703	117 ENERBASE COOPERATIVE	950.60
31704	392 ESRI INC.	500.00
31705	128 FERGUSON WATERWORKS	740.00
31706	157 HAWKINS	5588.07
31707	181 KNIFE RIVER	543.00
31708	182 KRAUSES SUPERVALU	17.98
31709	403 MATTHEW RICHARD	62.68
31710	204 MCLEAN COUNTY IMPLEMENT LLC	343.02
31711	205 MCLEAN COUNTY SHERIFF DEPT	14501.26
31712	213 MVTL	27.15
31713	216 ND DEPT OF ENVIRONMENTAL QUALITY	161.53
31714	228 ND SEWAGE PUMP AND LIFT STATION C	16370.00
31715	29 NORDAK NORTH PUBLICATIONS	357.72
31716	244 NRG TECHNOLOGY SERVICES	659.34
31717	248 ONE CALL CONCEPTS	13.00
31718	265 RDO EQUIPMENT	434.76
31719	282 SCOTTS HARDWARE	259.77
31720	295 STARION BOND SERVICES	53247.50
31721	307 THOMAS, LARRY	53.75
31722	323 US POSTAL OFFICE	275.00
31723	381 VALLI INFORMATION SYSTEMS, INC	100.34
31724	410 ZACH BREDLOW	69.78
31725	350 WASHBURN PUBLIC LIBRARY	1300.00
31726	4 ADAM THOMAS	838.96

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

Next regular commission meeting is November 14, 2022.

Thomas adjourned the meeting at 8:20 p.m.

Chelsey Brandt, Auditor
City of Washburn

Larry Thomas, President
City of Washburn