Washburn City Commission

Unofficial Meeting Minutes

Monday, September 11th, 2023

6:30 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 6:30 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 August 7th, 2023, special commission meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt had a couple corrections to the meeting minutes. Dockter motioned to approve August 14, 2023, commission meeting minutes with corrections. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve August 28, 2023, special commission meeting minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve the raffle permit from St. Edwins Catholic Church. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve the liquor license transfer for the Captain’s Cabin. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Mark Lelm was present to discuss the dog park event to be held on October 14th. They would like to get feedback from the public if anyone has an interest in the dog park expansion. Simon motioned to approve the dog event. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to approve the planning and zoning recommendation for Mike & Audra Kamrath. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas read the 2nd reading for the changes to the Planning & Zoning ordinance. Dockter motioned to approve the 2nd and final reading. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter removed himself from carpet cleaning discussion and abstained from voting.

Brandt presented two carpet cleaning quotes. One from Premier Carpet Care for $394 plus a handful of addons and one from Arrow Service Team for $385.55. Hapip Jr motioned to accept Premier Carpet Care proposal. Simon seconded. Upon roll call, all members present voted aye. Dockter abstained. Motion carried.

Dockter rejoined the meeting.

Thoms read some new office guidelines as to what the City Office can approve without going to a city commission meeting. Things that still need to be approved such as raffle permits, liquor licenses, special event permits, etc. Road closures, events on city property can be at the discretion of the office. Dockter motioned to accept these guidelines. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried. Guidelines take effect immediately.

Eric recommends paying contractor payment #4 to Bechtold Paving in the amount of $415,058.08. Dockter motioned to pay this request. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned for approval loan draw #4 from BND to pay contractor payment. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

**2023 Street Project Update**: behind schedule. New substantial completion date is September 29th which should include all curb and gutter and asphalt paving. Sealcoat within 2-3 years after completion.

**Special Assessment Committee Update**: have met twice with another meeting on Wednesday. Public hearing has not been scheduled yet. Brandt informed the commission that she is working on pushing our principal payment from 2024 to 2025 because there is not enough time to get this assessed onto this years taxes.

**Lagoon Updates**: looking at two options for grinder and three options for replacing the aerator.

Portfolios:

Dockter – working on proposed water rates for 24. The forestry is hosting a tree planting demo on the 14th at 10 AM down by the walking trail and dog park. Thomas motioned to accept the location of the tree planting. Dockter seconded. Upon roll call, all members present voted aye. Motion carried. Spoke with the state electrical inspector about what is acceptable to do yourself and what is not.

Weber – nothing

Hapip Jr. – Library update

L. Thomas – nothing

Brandt – no open walk as the demo will begin next week for new flooring in Memorial Building. Homecoming parade is September 22nd so 6th street and main avenue will be closed for roughly a half hour at 2:30 PM.

A.Thomas – patches have been cut for asphalting repair. 7th Street has a huge chuck so it will be closed when they have to repair that one. Fire hydrants have been inspected.

Dockter motioned to pay the bills.

General Fund:

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| --- | --- | --- |
| -89436 | Payroll | 11252.51 |
| -89429 | FIT EFTPS | 3623.36 |
| -89426 | DENTAL BCBS | 5067.68 |
| -89425 | AFLAC DAYCARE CHELSEY BRANDT | 769.24 |
| -89424 | AFLAC-FLEX CHELSEY BRANDT | 230.76 |
| -89423 | Payroll | 10787.17 |
| -89416 | FIT EFTPS | 3433.70 |
| 32047 | 6 AE2S | 46891.45 |
| 32048 | 11 ARAMARK | 1171.70 |
| 32049 | 16 AT& T MOBILITY | 100.08 |
| 32050 | 25 BECHTOLD PAVING, INC | 252762.12 |
| 32051 | 73 COAL CONVERSION COUNTIES | 537.00 |
| 32052 | 435 CONCRETE MUDJACKING SERVICES | 2290.00 |
| 32053 | 117 ENERBASE COOPERATIVE | 242.88 |
| 32054 | 123 FARMERS UNION INSURANCE | 69.00 |
| 32055 | 391 HACH COMPANY | 15000.00 |
| 32056 | 157 HAWKINS | 6525.22 |
| 32057 | 434 IMMENSE IMPACT, LLC | 1004.00 |
| 32058 | 168 INNOVATIVE OFFICE SOLUTIONS | 53.39 |
| 32059 | 191 LIBERTY BUSINESS SYSTEMS | 1143.00 |
| 32060 | 436 MARCO | 242.88 |
| 32061 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32062 | 213 MVTL | 150.70 |
| 32063 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 75.00 |
| 32064 | 374 ND DEPT. OF ENVIRONMENTAL QUALITY | 182.72 |
| 32065 | 29 NORDAK NORTH PUBLICATIONS | 320.74 |
| 32066 | 244 NRG TECHNOLGY SERVICES | 1338.00 |
| 32067 | 248 ONE CALL CONCEPTS | 26.75 |
| 32068 | 265 RDO EQUIPMENT | 162.93 |
| 32069 | 279 SALHUS SEPTIC PUMPING | 360.00 |
| 32070 | 282 SCOTTS HARDWARE | 91.33 |
| 32071 | 433 SURVEILLANCE-VIDEO | 313.96 |
| 32072 | 381 VALLI INFORMATION SYSTEMS, INC | 100.38 |
| 32073 | 345 WASHBURN FIRE DEPARTMENT | 12300.00 |
| 32074 | 348 WASHBURN PARK BOARD | 2257.62 |
| 32075 | 410 ZACH BREDLOW | 150.00 |
| 32076 | AD&D UNUM | 48.68 |
| 32077 | AFLAC ACCIDENT AFLAC | 282.48 |
| 32078 | RETIREMENT AMERICAN FUNDS | 1616.68 |
| 32079 | 323 US POSTAL OFFICE | 207.25 |
| 32080 | 438 AARON HUMMERT | 700.00 |
| 32081 | 6 AE2S | 35462.40 |
| 32082 | 11 ARAMARK | 1114.52 |
| 32083 | 16 AT& T MOBILITY | 100.98 |
| 32084 | 86 DAKOTA AGRONOMY PARTNERS | 260.00 |
| 32085 | 117 ENERBASE COOPERATIVE | 374.12 |
| 32086 | 392 ESRI INC. | 550.00 |
| 32087 | 157 HAWKINS | 14721.14 |
| 32088 | 434 IMMENSE IMPACT, LLC | 2082.00 |
| 32089 | 167 INDUSTRIAL LUBRICANT COMPANY | 186.20 |
| 32090 | 440 JME ELLSWORTH | 474.56 |
| 32091 | 436 MARCO | 242.88 |
| 32092 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32093 | 421 MUTUAL OF OMAHA | 54.00 |
| 32094 | 213 MVTL | 52.50 |
| 32095 | 216 ND DEPT OF ENVIRONMENTAL QUALITY | 288.65 |
| 32096 | 29 NORDAK NORTH PUBLICATIONS | 291.18 |
| 32097 | 244 NRG TECHNOLGY SERVICES | 669.00 |
| 32098 | 248 ONE CALL CONCEPTS | 24.70 |
| 32099 | 253 PETTY CASH | 16.26 |
| 32100 | 279 SALHUS SEPTIC PUMPING | 180.00 |
| 32101 | 350 WASHBURN PUBLIC LIBRARY | 908.92 |
| 32102 | 25 BECHTOLD PAVING, INC | 415058.08 |
| 32103 | 348 WASHBURN PARK BOARD | 2468.66 |

Sales & Use Tax:

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| --- | --- | --- | --- |
| 9/23 | 1022 | SANTANDER BANK, N.A. | 35177.77 |
| 9/23 | 1023 | WAIA | 3481.32 |
| 9/23 | 1023 | WAIA | 3481.32 |

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

Next regular commission meeting is October 9, 2023, at 6:30 PM.

Thomas adjourned the meeting at 7:11 p.m.

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Chelsey Brandt, Auditor Larry Thomas, President

City of Washburn City of Washburn