

Washburn City Commission
Official Meeting Minutes
Monday, January 9, 2023
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 the December 12th commission meeting minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve December 19th special commission meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve a special event permit for Captain's Cabin. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a local event permit for Ducks Unlimited. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a local event permit for Lion's Club. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to waive the fees at the Memorial Building for the Lions breakfast. Hapip seconded. Upon roll call, all members present voted aye.

Simon motioned to waive the fees at the Memorial Building for the Lions carnival. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to waive the fees at the Memorial Building for the Sexual Assault Seminar put on by the McLean County Resource Center. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to waive the fees at the Memorial Building for the Taste of Washburn. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Washburn Life was present to provide an update on the group. Rashel Crowell, the new president, provided a handout to explain the mission of the group and some new things they want to achieve. Everyone is welcome to become a member.

Ashleigh Bennett and Morgan Hapip were present to answer some questions from the commission on why they would like to be appointed to the library board. There were three that had submitted a letter on interest that were not present. Hapip motioned to table it until next meeting to give the remaining three a chance to speak. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Washburn Park Board members, Mark Lelm and Brock Treybig, were present to discuss the access road to the community garden since it is an undeveloped road. The barricade will remain but the road closed sign will come down. Dockter also clarified that his intention was to rollover all the park board policies onto their own, not just liability insurance. Brandt will notify Mike Nelson that the city and park board were in agreement of that.

Renaissance zone renewal is due by March 1st. Tabled to the next meeting to see if it is something Washburn Life would like to take over and renew or if they can.

Start advertising for summer help. Thomas motioned to allow HR committee to communicate with staff and come up with a wage for summer help. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Working on 90% design plan for street improvement project.

Portfolios:

Dockter – changed the wording for the proposal of trading lots between the city and park board from Tim Dockter to the City Commission. This will be presented at the park board meeting.

Committee meeting between the appointed park board members and commission members might not be the best way because of logistics and opening meeting laws.

Weber – mold at library. The city will cover the costs as it is a city building. Up to the library board if they want to remain open right now as the spores are dormant. Thomas suggested a notice on the library door to make patrons aware.

Hapip – nothing

Simon – report on county wind towers.

L. Thomas – parking ordinance is constantly being violated by a repeat offender in town. Police have been notified.

Brandt – City Hall is closed Monday the 16th; Memorial Building is closed for open walk when City Hall is closed. There is a janitorial position currently open. Reminder that all agenda items are due by Friday noon preceding the Monday of a commission meeting.

A.Thomas – nothing

Docker motioned to pay the bills.

General:

| | | |
|--------|----------------------------------|----------|
| -99800 | 363 WEST RIVER TELEPHONE | 634.63 |
| -99799 | 250 OTTERTAIL POWER | 5349.95 |
| -99798 | 65 CIRCLE SANITATION | 8282.35 |
| -89590 | Payroll | 10512.27 |
| -89585 | FIT EFTPS | 5142.25 |
| -89584 | AFLAC DAYCARE CHELSEY LAZIER | 384.62 |
| -89583 | AFLAC-FLEX CHELSEY LAZIER | 115.38 |
| -89582 | DENTAL BCBS | 5304.40 |
| -89581 | Payroll | 9994.64 |
| 31803 | 93 DAKOTA WEST CREDIT UNION | 500.00 |
| 31804 | 65 Timothy Dockter | 1654.00 |
| 31805 | 67 Keith Hapip JR | 831.15 |
| 31806 | 11 Lauren L Hunze | 925.52 |
| 31807 | 62 Donald T Simon | 1576.17 |
| 31808 | 64 Larry A Thomas | 2469.50 |
| 31809 | 68 Jamie R Weber | 831.15 |
| 31810 | AD&D UNUM | 48.68 |
| 31811 | AFLAC ACCIDENT AFLAC | 266.76 |
| 31812 | RETIREMENT AMERICAN FUNDS | 1312.44 |
| 31813 | 323 US POSTAL OFFICE | 191.20 |
| 31814 | 11 ARAMARK | 499.21 |
| 31815 | 16 AT& T MOBILITY | 101.30 |
| 31816 | 30 BLACK MOUNTAIN SOFTWARE | 10025.00 |
| 31817 | 31 BLACKTRAIL ENVIRONMENTAL | 1173.31 |
| 31818 | 54 CARDMEMBER SERVICES | 199.34 |
| 31819 | 370 COLLIERS SECURITIES LLC | 600.00 |
| 31820 | 78 CORE & MAIN LP | 503.84 |
| 31821 | 83 DACOTAH PAPER COMPANY | 160.47 |
| 31822 | 117 ENERBASE COOPERATIVE | 4468.91 |
| 31823 | 157 HAWKINS | 6546.13 |
| 31824 | 167 INDUSTRIAL LUBRICANT COMPANY | 1535.14 |
| 31825 | 422 KANDI SHAPE | 42.71 |
| 31826 | 191 LIBERTY BUSINESS SYSTEMS | 100.00 |
| 31827 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 31828 | 201 MCLEAN COUNTY TREASURER | 30361.06 |
| 31829 | 223 ND LEAGUE OF CITIES | 1396.00 |
| 31830 | 229 ND STATE AUDITOR | 4450.00 |
| 31831 | 29 NORDAK NORTH PUBLICATIONS | 448.46 |
| 31832 | 244 NRG TECHNOLOGY SERVICES | 2641.02 |
| 31833 | 423 OLIVER COUNTY TREASURER | 1.21 |
| 31834 | 282 SCOTTS HARDWARE | 445.69 |

Sales & Use Tax:

| | | |
|------|---------------------------|----------|
| 1014 | NELSON AUTO CENTER | 45373.40 |
| 1015 | PAINTED WOODS GOLF COURSE | 35000.00 |
| 1016 | WAIA | 1938.92 |

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

Next regular commission meeting is February 13, 2023.

Thomas adjourned the meeting at 7:37 p.m.

Chelsey Brandt, Auditor

City of Washburn

Larry Thomas, President

City of Washburn