Washburn City Commission

Official Meeting Minutes

Monday, November 13th, 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.

Thomas had four items to add to the agenda regarding the 2023 Street Project.

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

Correction to meeting minutes. Dockter motioned to approve October 10th, 2023, amended commission meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

October financials were missing.

Dockter motioned to accept a waiver of fees for the Lion’s Carnival. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Katrina with the Homeschool Co-op Community was present to ask for a waiver of fees. Dockter motioned to reject the request for a waiver of fees but to keep the fees consistent with other groups at $10/time. Weber seconded. Dockter-aye, Weber-aye, Hapip Jr-abstain, Simon-aye, Thomas-aye. Motion carried.

Hapip Jr motioned to approve a local permit from Ducks Unlimited. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to accept a local permit from Little Hooligans Childcare. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Brock Treybig and Mark Lelm were present representing the Washburn Park Board to discuss the joint powers of agreement between the two entities regarding state aid funding. The city attorney previously advised the city not to sign it. Discussion had. Dockter motioned to not sign the joint powers of agreement. Simon seconded. Dockter-aye, Weber-nay, Hapip Jr-nay, Simon-aye, Thomas-aye. Motion carried.

Ladd Erickson, representing the Painted Woods Golf Course, was present to discuss the future of the golf course. January 2024 is the last $35,000 payment from sales & use tax they will receive from a previous 5-year agreement. He is looking for another 5-year commitment to buy down the debt at the golf course. Ladd will provide numbers such as their remaining debt and other financial information to the commission in the near future.

Ottertail Power Cooperative prepared an agreement between them and the city to purchase the 26 light fixtures that the city currently owns on Main Ave, 7th Street, and along Highway 83. They would assume ownership and be responsible for all maintenance. Weber challenged the sale. Discussion had on the new charge per month, steel standards, etc. Dockter motioned to have street commissioners look into this more and get more information to bring back for comparison. Hapip Jr seconded. Dockter-aye, Weber-aye, Hapip Jr-aye, Simon-nay, Thomas-aye. Motion carried.

The water salesman needs a new credit card security measure in place to prevent fraud of the credit cards. This will increase the yearly bill by about $2,000. Dockter motioned to increase the water salesman rate from $0.02 to $0.025 to offset this cost. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr read the 1st reading of Ordinance 179 – Garbage and Refuse. Thomas motioned to accept the 1st reading. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Substantial completion for the 2023 street project has been met except for seeding which is planned for next spring. Dockter motioned to accept the substantial completion document. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Bechtold Construction submitted a change order request for the new manhole they had to replace on Linden Lane. Simon motioned to accept change order #2. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Bechtold Construction submitted pay application #5 that covers street subbase, prep, gravel base, asphalt pavement, and curb/gutter. Simon motioned to pay Bechtold Construction in the amount of $230,803.04. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to submit BND Loan Requisition for Payment #6 in the amount of $258,146.75 to cover Bechtold Construction and engineering expenses. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

The Street project has reached completion, except for seeding. There is a one-year warranty period so if anyone sees any defects, please let us know.

Tech memo was sent out for aerator options at the lagoon. More discussion to be had on this before a final tech memo is presented.

Still working on numbers for pressure reducing valves to take the old tower out of service.

Portfolios:

Dockter – Quick deed process is in the works for the land between the city and park board.

Weber – Floor at Memorial Building is going well. Airport secured a grant to keep the entire property they purchased.

Hapip Jr. – nothing

Simon – nothing

L. Thomas – RRVWSP updated was emailed to everyone to read over. Concerns about the fishing dock and moving it for the winter.

Brandt – Snow letter policy will be mailed by the end of the week. Gave a general overview of ArchiveSocial again. The Planning and zoning commission currently has one vacancy and will have another come the end of the year if anyone is interested. An employee will be out for 4 weeks for medical reasons.

Simon motioned to pay the bills, adding Bechtold Pavement in there.

General Fund:

|  |  |  |
| --- | --- | --- |
| -99719 | 209 MIDCO | 113.39 |
| -99718 | 65 CIRCLE SANITATION | 8309.00 |
| -99717 | 437 J.P. MORGAN | 1584.68 |
| -99716 | 363 WEST RIVER TELEPHONE | 646.10 |
| -99715 | Check not processed in this period | 0.00 |
| -99714 | 250 OTTERTAIL POWER | 4650.98 |
| 89398- 89392 | Payroll | 11298.27 |
| -89391 | FIT EFTPS | 5500.04 |
| -89390 | Unempl. Insur. JOB SERVICE NORTH DAKOTA | 1669.76 |
| -89389 | SIT ND DEPT OF REVENUE | 975.37 |
| -89388 | AFLAC DAYCARE CHELSEY BRANDT | 769.24 |
| -89387 | AFLAC-FLEX CHELSEY BRANDT | 230.76 |
| 89386 - 89380 | Payroll | 11769.80 |
| -89379 | FIT EFTPS | 3806.06 |
| 89377 - 89371 | Payroll | 10793.72 |
| -89370 | FIT EFTPS | 3482.14 |
| 32133 | AFLAC ACCIDENT AFLAC | 282.48 |
| 32134 | AD&D UNUM | 48.68 |
| 32135 | RETIREMENT AMERICAN FUNDS | 1616.68 |
| 32136 | 323 US POSTAL OFFICE | 602.44 |
| 32137 | 6 AE2S | 19824.00 |
| 32138 | 11 ARAMARK | 616.62 |
| 32139 | 432 ARNTSON STEWART WEGNER PC | 383.30 |
| 32140 | 16 AT& T MOBILITY | 104.02 |
| 32141 | 25 BECHTOLD PAVING, INC | 230803.04 |
| 32142 | 149 CATALIS LLC | 349.80 |
| 32143 | 65 CIRCLE SANITATION | 347.00 |
| 32144 | 78 CORE & MAIN LP | 523.81 |
| 32145 | 92 DAKOTA SUPPLY GROUP | 721.36 |
| 32146 | 102 DIRTY DEEDS EXCAVATING | 2460.00 |
| 32147 | 117 ENERBASE COOPERATIVE | 358.01 |
| 32148 | 157 HAWKINS | 3825.82 |
| 32149 | 181 KNIFE RIVER | 1010.00 |
| 32150 | 436 MARCO | 153.53 |
| 32151 | 205 MCLEAN COUNTY SHERIFF DEPT | 15371.34 |
| 32152 | 213 MVTL | 55.00 |
| 32153 | 216 ND DEPT OF ENVIRONMENTAL QUALITY | 195.96 |
| 32154 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 75.00 |
| 32155 | 29 NORDAK NORTH PUBLICATIONS | 375.22 |
| 32156 | 382 NORTHERN IMPROVEMENT | 206.25 |
| 32157 | 244 NRG TECHNOLGY SERVICES | 1589.23 |
| 32158 | 248 ONE CALL CONCEPTS | 19.50 |
| 32159 | 279 SALHUS SEPTIC PUMPING | 180.00 |
| 32160 | 282 SCOTTS HARDWARE | 39.15 |
| 32161 | 283 SECURITY METRICS | 2929.96 |
| 32162 | 381 VALLI INFORMATION SYSTEMS, INC | 200.36 |
| 32163 | 348 WASHBURN PARK BOARD | 2043.11 |

Sales & Use Tax:

|  |  |  |  |
| --- | --- | --- | --- |
| 1026 |  | 338 WAIA | 1552.48 |
|  |  |  |  |

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

Next regular commission meeting is December 11th, 2023, at 6:30 PM.

Thomas adjourned the meeting at 8:07 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chelsey Brandt, Auditor Larry Thomas, President

City of Washburn City of Washburn