

Washburn City Commission  
Official Meeting Minutes  
Monday, May 13, 2024  
6:00 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 6:03 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.

Bills were missing from the minutes when sent out. Dockter motioned to approve the April 8<sup>th</sup> commission meeting minutes as corrected. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve April 26<sup>th</sup> special meeting minutes. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to approve a local permit from the Washburn Riverboat Days Committee for a 50/50 raffle. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve a special event permit from Riverboat Saloon. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion Carried.

Simon motioned to approve a special event permit for The Cabin Bar and Grill for Friday night. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve a special event permit for The Cabin Bar and Grill for Saturday night. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve The American Legion gaming site authorization for the Captain's Cabin. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve The American Legion gaming site authorization for the Memorial Hall. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Simon motioned to approve The American Legion gaming site authorization for the Riverboat Saloon. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter read the Arbor Day Proclamation. Dockter motioned to approve the reading with corrections. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

There will be a dedication on June 14<sup>th</sup> out at Painted Woods Creek by Game and Fish. Lynn Oberg asked if he could borrow some chairs from the Memorial Building. Dockter motioned to allow them usage of the chairs for this event. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

The city was asked if they would be able to participate in the touch a truck event during Riverboat Days this year. Discussion held. Dockter motioned to decline the invitation. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Two quotes were discussed for new audio in the commission meeting room. Hapip Jr motioned to approve the quote from Blue Hawk Audio for \$5864.98. Dockter seconded. Dockter-aye, Weber-aye, Hapip Jr-aye, Simon-nay, Thomas-aye. Motion carried.

The 2025 police contract was discussed. The commission is happy with the Sheriff department but would like to see more enforcement on parking issues. Dogs have also been an issue lately. Simon motioned to approve the 2025 police contract for \$188,145.12. Hapip Jr. seconded. Upon roll call, all members present voted aye. Motion carried.

There are many alleys in town that need gravel and areas around town that are in need of street repair. Gravel is roughly \$8/ton. Discussion had. Will figure out how much gravel we need and get quotes to haul it in. Will also get a quote for patching.

There will be a road project on Highway 83 so a contractor asked if the City was interested in any millings, at \$250 for a belly dump. Thomas stated that he would like to put these down by the boat ramp. Discussion had on if these could be used for alleys around town as well. Will get more information.

Dockter motioned to go back to one commissioner on each portfolio instead of two, effective July 1<sup>st</sup>. Weber seconded. Discussion had. Upon roll call, all members present voted aye. Motion carried.

Per Diem rates were presented for meals. Per diem rates follow the state that is set by the legislature. We already follow the mileage rates so just to keep things more universal. Dockter motioned to implement per diem rates for meals. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas motioned to renew the current Blue Cross Blue Shield rates for the next year. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

In order to take the old tower, on 6<sup>th</sup> Ave, offline, the city will need to install two prvs. One would be located by the old tower and one on East 4<sup>th</sup> Ave. The cost is approximately \$285,000. Thomas motioned to move forward with the plans for these prvs using ARPA funding and Prairie Dog Funding. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Lagoon Project- Contractor still plans to be here the end of May/beginning of June.

Riverside Park Slide Area- Braun Intertec submitted a proposal of \$50-70k but would like to do a cost visit for \$5k to get a more defined scope. Will get more information on what that 5k includes.

2024 Street & Drainage Improvements- the McLean County Water Board was willing to help with the drainage improvement costs. Would like to get their approval again and an updated cost on the project. Decide what direction we are going then. The inlet has been working since it was unplugged.

Lead & Copper Revision Rule- survey data has been reviewed. The service line inventory is due on June 1<sup>st</sup>. Any house that was not submitted will go in as unknown and eventually we will need to determine if they are copper or not.

2023 Street Improvement Project- seeding and restoration will be done soon.

Portfolios:

Dockter – Forestry Board received a grant for planting trees. They will be planted this spring. Forestry Board is still looking for one member. There has been some issues with dogs biting kids so will work on updating the dog ordinance to make it more forceful.

Weber – couple questions on the sewer jetter.

Hapip Jr. – June 1<sup>st</sup> is the deadline for the commissioner guideline changes. Check out all the activities that Kandi is doing this summer at the library.

Simon – potholes look nice around town that were filled in.

L. Thomas – had a meeting with RRVWSP on April 24<sup>th</sup>. Nothing is solid yet. Looking at different tar to purchase and a tar storage tank.

Employee Personal:

Brandt – Open walk closes May 16<sup>th</sup>. The floor is being resurfaced so NO ONE can walk on it Monday-Wednesday.

There has been a lot of activity throughout the town that require building permits. If you are unsure if you need one or not, please call the city.

The special assessment committee is closing on a decision, waiting on the final payment to be issued. Hope to have the numbers published by June.

Our 2-year audit has begun.

A Thomas –Final pass on road patching. Heritage Dr may need more work than just patching. Have been busy working on the plantings along the highway.

Dockter motioned to pay the bills.

General Fund:

-99666	65 CIRCLE SANITATION		8264.40
-99665	250 OTTERTAIL POWER		78.48
-99664	363 WEST RIVER TELEPHONE		792.11
-99663	437 J.P. MORGAN		2785.83
89285 -	Payroll		9025.62
89281			
-89280	FIT	EFTPS	3032.76
-89279	DENTAL	BCBS	5067.68
89278 -	Payroll		9728.71
89273			
-89272	FIT	EFTPS	3127.42

-89271	SIT	ND DEPT OF REVENUE	539.79
-89270	Unempl. Insur.	JOB SERVICE NORTH DAKOTA	679.43
89269 -	Payroll		10207.36
89264			
-89263	FIT	EFTPS	3308.67
32577	AFLAC ACCIDENT	AFLAC	260.76
32578	RETIREMENT	AMERICAN FUNDS	1574.22
32579	AD&D	UNUM	25.02
32580	323 US POSTAL OFFICE		250.69
32581	6 AE2S		2159.50
32582	11 ARAMARK		411.51
32583	16 AT& T MOBILITY		51.06
32584	78 CORE & MAIN LP		25401.17
32585	451 ELECTRIC SYSTEMS		790.00
32586	157 HAWKINS		5818.30
32587	182 KRAUSES SUPERVALU		64.78
32588	436 MARCO		153.53
32589	205 MCLEAN COUNTY SHERIFF DEPT		15371.34
32590	213 MVTL		28.75
32591	216 ND DEPT OF ENVIRONMENTAL QUALITY		286.00
32592	217 ND DEPT OF HEALTH- MICROBIOLOGY		75.00
32593	223 ND LEAGUE OF CITIES		40.00
32594	29 NORDAK NORTH PUBLICATIONS		304.68
32595	382 NORTHERN IMPROVEMENT		812.00
32596	244 NRG TECHNOLOGY SERVICES		617.40
32597	248 ONE CALL CONCEPTS		20.35
32598	253 PETTY CASH		43.30
32599	265 RDO EQUIPMENT		16.12
32600	381 VALLI INFORMATION SYSTEMS, INC		112.32
32601	348 WASHBURN PARK BOARD		1312.20
32602	368 ZENON ENVIRONMENTAL CORP		110.00

**Sales & Use Tax:**

1605            338 WAIA                            966.78

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

Next regular commission meeting is June 10<sup>th</sup> at 6 p.m.

Thomas adjourned the meeting at 8:12 p.m.

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Chelsey Brandt, Auditor  
City of Washburn

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Larry Thomas, President  
City of Washburn