

Washburn City Commission
Official Meeting Minutes
Monday, June 12, 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.

Docker motioned to approve the agenda. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter had correction on meeting minutes to include "Thomas motioned." Dockter motioned to approve May 8, 2023 commission meeting minutes with the correction. Hapip Jr. seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve May 23, 2023 special commission meeting minutes. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip Jr motioned to accept May financials. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt read the resolution setting auditor bond limit. Thomas motioned to accept the resolution. Simon seconded. Upon roll call, all members present voted aye. Motion carried.

Clayton Verke, Fire Chief, was present to discuss setting off the sirens when warranted. Discussion was held. It was determined that when the City of Washburn goes into a tornado warning the sirens will go off.

Planning and zoning recommended the approval of Barnhardt Addition. Docker motioned to approve the Barnhardt Addition. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Washburn Park Board accepted the city's proposal for state aid at their April meeting. Brandt stated the amount was updated to include May's payment so the city would be paying them \$96,366.97. The state aid payment will be paid monthly from here on out. Dockter motioned to accept the paying of state aid. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt informed the commission she has received the figure for the updated equipment added to Park Board insurance. The commission has previously approved to pay for the premiums for the first year, so they were included in June's bills.

Adam provided a quote from Tecta America who came to look at the damage to the roof on city hall as well as the shop/fire department, and water treatment plant. Thomas motioned to go with the repairs for \$6,723.00. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Adam presented the abridged results from the 3 water tower inspections and the reservoir. The old tower is not up to code and could look at getting rid of with just replacing some pressure releasing valves. The North Tower will need a wet coat in the next couple of years. The reservoir will need new ladder rungs within the next couple of years. Look at budgeting for the next year.

The turbidimeters at the water treatment plant need to be upgraded as well as the controller unit. These need to be done to efficiently run the plant. Thomas motioned to go with the analyzer and controller units with the installation price if needed for \$33,237. Simon seconded. Upon roll call, all members present voted aye. Motion carried. This will be paid out of the water fund.

Dockter mentioned that our current tractor is 50 years old so looking at options to upgrade. John Deere has good incentive programs for municipalities. Will have more information for next meeting.

The city is looking at reinstalling the electrical outlets behind Chase Drug for future use.

Dockter motioned to approve Erica Meadows being moved to full time. Hapip Jr seconded. Upon roll call, all members present voted aye.

Brandt read the Resolution of Governing Body of Applicant for Lead Service Lines Inventory Assistance. Simon motioned to approve the filing of resolution. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2023 Street Improvement Project:

Asphalt reclaim, grading, and re-compaction has been completed. They are currently installing class 5 gravel and mixing with reclaimed asphalt. Storm sewers are being installed this week and subgrade preparation has begun. Loan Request #2 will be submitted next month.

Portfolios:

Dockter – reminder that Washburn has a leash law policy. Will publish in the paper for 2 weeks. Met with Mark and Rashel on the dog park expansion. Provided them with setbacks and what they can do.

Weber – will send over the guidelines that were given to Mark and Rashel for the dog park. The tailor cabin sign needs repairs. Will look at ideas how to fix this.

Hapip – the library had some flooding with this last hard rain. The drainage will be fixed. Also fix the kids room from the restoration.

Simon – nothing

L. Thomas – waiting to hear when the meeting with the state water commission will be.

Brandt – Still need 2 more people to serve on the special assessment committee. Budget item requests need to be turned in. If there is ever a real concern or issue especially with water pressure to call the city.

A.Thomas – nothing

Dockter motioned to pay the bills.

General:

-99763	209 MIDCO	88.39
-99762	363 WEST RIVER TELEPHONE	640.72
-99761	65 CIRCLE SANITATION	8292.45
-99760	250 OTTERTAIL POWER	4944.55
-89500	Payroll	10343.52
-89494	FIT EFTPS	3406.30
-89493	Payroll	11132.78
-89485	FIT EFTPS	3634.38
-89484	DENTAL BCBS	5304.40
-89483	Payroll	11024.81
-89476	FIT EFTPS	3594.46
31976	323 US POSTAL OFFICE	193.06
31977	AD&D UNUM	48.68
31978	AFLAC ACCIDENT AFLAC	266.76
31979	RETIREMENT AMERICAN FUNDS	1555.36
31980	4 ADAM THOMAS	1771.29
31981	11 ARAMARK	542.95
31982	432 ARNTSON STEWART WEGNER PC	4077.95
31983	16 AT& T MOBILITY	102.86
31984	86 DAKOTA AGRONOMY PARTNERS	122.50
31985	117 ENERBASE COOPERATIVE	870.76
31986	405 FIRE EXTINGUISHING SYSTEMS INC	309.85
31987	144 GENERAL REPAIR SERVICE	2918.38
31988	157 HAWKINS	8202.23
31989	431 HOTSY EQUIPMENT COMPANY	186.00
31990	180 KLM ENGINEERING INC	13200.00
31991	191 LIBERTY BUSINESS SYSTEMS	127.00
31992	193 LINCOLN-OAKES NURSERY	855.00
31993	205 MCLEAN COUNTY SHERIFF DEPT	15371.34
31994	404 MIDWEST DOORS	571.43
31995	421 MUTUAL OF OMAHA	18.00
31996	213 MVTL	27.50
31997	217 ND DEPT HEALTH- MICROBIOLOGY	75.00
31998	29 NORDAK NORTH PUBLICATIONS	675.32
31999	244 NRG TECHNOLGY SERVICES	669.00
32000	248 ONE CALL CONCEPTS	28.05
32001	253 PETTY CASH	96.26

32002	265 RDO EQUIPMENT	98.64
32003	280 SANITATION PRODUCT	1181.38
32004	282 SCOTTS HARDWARE	594.22
32005	323 US POSTAL OFFICE	384.00
32006	381 VALLI INFORMATION SYSTEMS, INC	111.79
32007	337 WAGON WHEEL LUMBER	387.29
32008	348 WASHBURN PARK BOARD	99556.97
32009	360 WEBER ELECTRIC INC	896.27
32010	411 WESTERN LIGHTING TECHNOLOGY	249.75

Sales and Use Tax:

1020	338 WAIA	2355.74
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Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Next regular commission meeting is July 10th, 2023 at 6:30 PM.

Thomas adjourned the meeting at 7:36 p.m.

Chelsey Brandt, Auditor

City of Washburn

Larry Thomas, President

City of Washburn