

Washburn City Commission
Official Meeting Minutes
Monday, October 13, 2025
Immediately following special assessment public hearing., City Hall

Members Present: Keith Hapip, Mark Lelm, Jamie Weber

Absent: None

Lelm called the meeting to order at 6:38 pm.

The pledge of allegiance was recited.

Hapip motioned to approve the agenda with adding consent agenda to item #23 and moving item #21 to #15, Ottertail Power Ordinance reading. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the September 8th meeting minutes. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the budget public hearing minutes. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve September financials. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the bills. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the appointment of Darren Lester to the planning and zoning committee board. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the plat approval submitted for Stockert Addition. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the waiver of fees for McLean Family Resource Center's SAAM Murder Mystery Event on March 28th. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve a waiver of fees for the Lions Club Breakfast on October 19th at the Memorial Building. Hapip seconded. Weber abstained. Upon roll call, all other members voted aye. Motion carried.

Hapip motioned to approve a waiver of fees and a local gaming permit for the Sabin benefit on November 1st at the Memorial Building. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Jeremy with Ottertail Power was present to discuss the new franchise agreement between Ottertail and the City of Washburn. It is essentially the same as the previous one with maybe a little bit of different verbiage in there. Concerns were addressed about old poles in town and cutting of trees around the electrical lines. Lelm motioned to approve the Ottertail Franchise Agreement. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to accept the quote from SP&E to adjust the pulleys for the basketball hoop at the Memorial Building. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented a spreadsheet for applicants for the special assessment assistance program. Hapip motioned to approve both applicants. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented a mowing bill to be special assessed to a property that is unpaid. Hapip motioned to approve the unpaid mowing bill to be special assessed to. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented a form for four unpaid utility bills. Lelm motioned to approve the special assessment for these bills. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt read the resolution confirming assessments and directing certification and levy for the Street Improvement District No. 2022-1. Lelm motioned to approve the resolution. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt presented a quote to purchase a new 12" actuator this year and two more after the start of 2026 for \$7,472.47 each. Lelm motioned to approve the purchase. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt read a change to the Ordinance 117A-2 to include the verbiage change of daily penalties of \$150 per day may be assessed if compliance is not accomplished within the specified time frame. Lelm motioned to approve the change. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt read a couple policy changes to the employee policy manual. Hapip motioned to approve the changes. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to start using the consent agenda philosophy for meetings with the office staff determining what gets placed on the consent agenda prior to the meeting. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm would like to switch commission portfolios to water/sewer and taken off buildings and grounds. Discussion on changing now when a special election is a couple of months away and changes will need to be made then. Lelm motioned to switch over to water/sewer portfolio. Hapip seconded. Discussion had on keeping buildings and grounds for now as well. Weber-aye, Hapip-nay, Lelm – aye. Hapip motioned to add buildings and grounds to Lelm and police/fire to himself. Hapip rescinded his motion to add Mark to buildings/grounds, Hapip to library, and Weber to police/fire. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

General:

-99519	363 WEST RIVER TELEPHONE	721.24
-99518	437 J.P. MORGAN	3649.78
-99517	65 CIRCLE SANITATION	8376.05
-99516	250 OTTERTAIL POWER	6236.89
-88925	52 Chelsey R Brandt	2808.04
-88924	66 Zachery Bredlow	2095.37
-88923	50 Benjamin Frederick	1715.00
-88922	73 Steven Gardner	1853.54
-88921	53 Erica A Meadows	1833.23
-88920	5 Adam L Thomas	2991.17
-88919	FIT EFTPS	3998.36
-88918	DENTAL BCBS	5467.48
-88917	COLONIAL ACCIDE COLONIAL LIFE	234.76
	Payroll	13409.78
-88910	FIT EFTPS	3988.62
	Payroll	13568.29
-88903	FIT EFTPS	4158.23
33087	AD&D UNUM	118.31
33088	RETIREMENT AMERICAN FUNDS	1492.22
33089	323 US POSTAL OFFICE	390.47
33090	6 AE2S	12854.25
33091	16 AT& T MOBILITY	51.15
33092	253 CASH	19.36
33093	64 CHELSEY BRANDT	151.80
33094	400 ERICA MEADOWS	37.00
33095	131 FIRESIDE OFFICE SOLUTIONS	140.84
33096	478 HAIDER GLASS SPECIALTIES	360.50
33097	157 HAWKINS	13157.16
33098	447 HOLIDAY OUTDOOR DECOR	717.24
33099	176 JOHN KUGLER	1850.00
33100	181 KNIFE RIVER	864.00
33101	436 MARCO	175.32

33102	205 MCLEAN COUNTY SHERIFF DEPT	15678.76
33103	213 MVTL	60.00
33104	217 ND DEPT OF HEALTH- MICROBIOLOGY	108.00
33105	223 ND LEAGUE OF CITIES	675.00
33106	228 ND SEWAGE PUMP AND LIFT STATION C	9520.00
33107	29 NORDAK NORTH PUBLICATIONS	5202.40
33108	244 NRG TECHNOLOGY SERVICES	1238.00
33109	248 ONE CALL CONCEPTS	27.85
33110	265 RDO EQUIPMENT	7.98
33111	279 SALHUS SEPTIC PUMPING	100.00
33112	295 STARION BOND SERVICES	39905.00
33113	381 VALLI INFORMATION SYSTEMS, INC	113.75
33114	11 VESTIS	1175.76
33115	348 WASHBURN PARK BOARD	1934.43
33116	364 WESTERN FRONTIER INSURANCE	22557.00

Sales & Use Tax:

10/25	WAIA	1776.10
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No AE2S Update:

Portfolios:

Weber – nothing

Hapip - nothing

Lelm – Fish cleaning station will be shutting down, boat docks removed, spiffy removed.

Brandt – Per city ordinance, all trailers, campers, boats, need to be removed from being parked on the street by the 16th. The fish cleaning station has been closed for the season. Open walk will begin tomorrow, the 14th at the Memorial Building. There is a jake break ordinance in place, please be respectful of it. The special election will be held December 2nd at the City Hall. I am looking for 3 more workers if you are interested. No roosters in town. City hall will be closed on Friday the 17th.

John Schulz would like to be on the agenda for next month if the city would like to make a donation.

Next meeting is November 10th.

Meeting adjourned at 7:33 pm.

Chelsey Brandt, Auditor
City of Washburn

Mark Lelm, President
City of Washburn

