

Washburn City Commission  
Official Meeting Minutes  
Monday, December 8, 2025  
6:00 PM., City Hall

Members Present: Jamie Weber, Keith Hapip, Mark Lelm

Absent: None

Lelm called the meeting to order at 6:00 pm.

The pledge of allegiance was recited.

No one was present for public comment.

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

The following items were presented under the consent agenda:

- November 10, 2025 meeting minutes
- November financials
- November bills

The following liquor license renewals were presented: The Riverboat Saloon, The Cabin Bar & Grill, Farmers Union Oil of Minot-DBA Enerbase, Brenarlo Enterprises, LLC, Washburn American Legion, and Parkland USA-DBA SuperPumper. Hapip motioned to approve all liquor license renewals. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to waive the fees for Washburn Life's Taste of Washburn Event held on April 11<sup>th</sup>. Weber seconded. Lelm abstained, all others voted aye.

Lelm motioned to donate \$30,000 to the Clint Hill Memorial from sales and use tax. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

When the PRV Project was done, it was discovered that a house was hooked onto the old system when they were previously on the new system causing them to have lower PSI than they are used too. Lelm motioned to have the city pay to hook them back onto the new system. Hapip seconded. Discussion on when to do this. Lelm motioned to amend his motion to include doing this work as soon as possible. Hapip seconded. Upon roll call, all members voted aye on the amended motion as well as the original motion.

Hapip motioned to approve the 2026 NRG contract. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the FLR sanders proposal for recoating at the Memorial Building. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

The sweeper is 13 years old and needs some repairs. Thomas presented a quote for all the repairs to the sweeper that would cost about \$6,587.69 with them doing the labor themselves. Hapip motioned to approve these repairs. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Thomas presented a quote from Titan Machinery for a new air compressor that would cost \$26,600. We have rented one similar. The compressor itself has 18 months of warranty. Hapip motioned to approve the purchase of a new air compressor out of the equipment fund with any excess coming out of sales and use tax fund. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to have Keith and Chelsey contact the league of cities and look into getting quotes from attorneys for the Washburn ordinance review. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

A clothing allowance policy was presented to help offset the cost for boots, raingear, etc that are an essential part of their job. Looking to approve a \$200 allowance for public works and \$75 for office. Lelm motioned to approve the clothing allowance policy. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the 2026 commission meeting dates as presented, beginning at 6 pm. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

The proposed wages for 2026 were presented. COLA is 2.8% based on Social Security for 2026. Merit is based on current wage and a percentage of their overall performance throughout the year. Lelm motioned to accept the wage increases. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve \$250 Washburn bucks for each full time employee. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Task Order #22 was presented to the commission. Much discussion on additional funding to help fund this project. Would like to get moving on this as soon as possible to bid in May. Hapip motioned to approve task order #22. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Task order #23 will be brought to the January meeting.

#### AE2S Update:

2025 PRV Improvement Project – Startup was completed.

2025 Street & Drainage Improvement Project – Task order #22 was approved.

Lead & Copper Rules – Category b funding was secured. On December 17<sup>th</sup> at 11 AM there will be a town hall meeting to go through what AE2S is doing in town. The goal is to eliminate all unknown lines on the private side, roughly 70-130 of these left. Task order #21 was denied as Washburn ranked low on the priority list. Most of the lead lines are on Main Ave and some on 4<sup>th</sup>. There are some on Main Ave going out to Highway 200 as well.

Special Assessment Policy – will bring two drafts to next meeting.

Riverside Park Improvement – discuss more with task order #23 next month.

#### Portfolios:

Weber – nothing. LeIm brought up chip sealing different areas in town. A new tarring method was used this summer, and they will be trying another new tactic next summer. Would like to see how this goes before looking at chip sealing.

Hapip – nothing

LeIm – nothing

Brandt – Special election was held December 2<sup>nd</sup>. Canvassing board will meet December 15<sup>th</sup>, results will become official then. New commissioners will take their oath of office in January. There is an option to subscribe to texts and emails via our city website. If you go to [www.washburnnd.com](http://www.washburnnd.com) and click on the red box at the top of the screen you can enter your email, phone number, or both. City Hall and Memorial Building will be closed on Christmas Eve, Christmas Day, and New Years Day.

Thomas – submitted his report. PRV work should be done tomorrow. Culvert Repair has been done on 4<sup>th</sup> Avenue.

Next meeting will be January 12<sup>th</sup> at 6 pm.

Meeting adjourned at 7:43 pm.

#### General:

-99504	363 WEST RIVER TELEPHONE	721.92
-99503	65 CIRCLE SANITATION	10663.30
-99501	437 J.P. MORGAN	5483.43
	Payroll	13036.66
-88879	FIT EFTPS	3881.84
-88878	DENTAL BCBS	6095.80
-88877	COLONIAL ACCIDE COLONIAL LIFE	234.76
	Payroll	14369.51
-88870	FIT EFTPS	4508.39
33144	323 US POSTAL OFFICE	292.80

33145	AD&D	UNUM	118.31
33146	RETIREMENT	AMERICAN FUNDS	1492.22
33147	6	AE2S	26161.20
33148	16	AT& T MOBILITY	51.19
33149	470	BLACKSTRAP, INC	3175.05
33150	459	BLUE HAWK AUDIO & VIDEO	599.99
33151	480	BRIANNA SAYLER	208.00
33152	102	DIRTY DEEDS EXCAVATING	146116.00
33153	400	ERICA MEADOWS	99.78
33154	131	FIRESIDE OFFICE SOLUTIONS	16.40
33155	157	HAWKINS	6130.50
33156	482	LORI OLSON	208.00
33157	436	MARCO	175.32
33158	205	MCLEAN COUNTY SHERIFF DEPT	15678.76
33159	213	MVTL	30.00
33160	216	ND DEPT OF ENVIRONMENTAL QUALITY	1128.59
33161	217	ND DEPT OF HEALTH- MICROBIOLOGY	54.00
33162	29	NORDAK NORTH PUBLICATIONS	335.80
33163	382	NORTHERN IMPROVEMENT	152.50
33164	242	NORTHWEST TIRE INC	4809.00
33165	244	NRG TECHNOLOGY SERVICES	619.00
33166	248	ONE CALL CONCEPTS	22.50
33167	264	RDO	797.69
33168	280	SANITATION PRODUCT	519.40
33169	481	SHAUNE GOETZ	208.00
33170	479	SP&E INC	1890.00
33171	381	VALLI INFORMATION SYSTEMS, INC	113.98
33172	11	VESTIS	1281.24
33173	348	WASHBURN PARK BOARD	2449.78
33174	469	WESTERN DAKOTA ENERGY ASSOCIATION	301.08
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Chelsey Brandt, Auditor  
City of Washburn

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Mark LeIm, President  
City of Washburn