

Washburn City Commission  
Official Meeting Minutes  
Monday, December 9, 2024  
6:00 p.m., City Hall

Members Present: Keith Hapip, Mark Lemm, Jamie Weber, Timothy Dockter

Absent: Miranda Harvey

President Lemm called the regular commission meeting to order at 6:00 P.M.

Pledge of allegiance was recited.

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

Dockter motioned to approve November 12, 2024 meeting minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the November 12, 2024 special assessment public hearing meeting minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

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

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

General:

-99605	363 WEST RIVER TELEPHONE	725.63
-99604	65 CIRCLE SANITATION	9126.25
-99602	437 J.P. MORGAN	2037.01
-99600	174 JOB SERVICE OF NORTH DAKOTA	411.21
-89133	FIT EFTPS	3622.78
-89132	Payroll	12728.88
-89125	DENTAL BCBS	4051.98
-89124	FIT EFTPS	4135.23
-89123	AFLAC ACCIDENT AFLAC	389.62
-89122	Payroll	11859.10
-89115	FIT EFTPS	3688.47
32804	323 US POSTAL OFFICE	273.28
32805	AD&D UNUM	128.02
32806	RETIREMENT AMERICAN FUNDS	1422.10
32807	4 ADAM THOMAS	206.00
32808	6 AE2S	163.50
32809	16 AT& T MOBILITY	51.13
32810	470 BLACKSTRAP, INC	3099.00

32811	64 CHELSEY BRANDT	75.00
32812	93 DAKOTA WEST CREDIT UNION	1500.00
32813	117 ENERBASE COOPERATIVE	1510.42
32814	400 ERICA MEADOWS	75.00
32815	131 FIRESIDE OFFICE SOLUTIONS	161.08
32816	135 FLEXIBLE PIPE TOOLS & EQUIPMENT	191698.00
32817	157 HAWKINS	5224.86
32818	167 INDUSTRIAL LUBRICANT COMPANY	1115.10
32819	168 INNOVATIVE OFFICE SOLUTIONS	56.60
32820	471 KARLA KLEIN	40.00
32821	181 KNIFE RIVER	620.00
32822	182 KRAUSES SUPERVALU	33.22
32823	436 MARCO	7.34
32824	205 MCLEAN COUNTY SHERIFF DEPT	15371.34
32825	213 MVTL	57.50
32826	216 ND DEPT OF ENVIRONMENTAL QUALITY	390.33
32827	217 ND DEPT OF HEALTH- MICROBIOLOGY	25.00
32828	223 ND LEAGUE OF CITIES	110.00
32829	29 NORDAK NORTH PUBLICATIONS	220.12
32830	244 NRG TECHNOLOGY SERVICES	591.00
32831	248 ONE CALL CONCEPTS	10.50
32832	253 CASH	75.54
32833	381 VALLI INFORMATION SYSTEMS, INC	112.96
32834	11 VESTIS	474.86
32835	337 WAGON WHEEL LUMBER	16.96
32836	345 WASHBURN FIRE DEPARTMENT	6150.00
32837	348 WASHBURN PARK BOARD	2487.10
32838	410 ZACH BREDLOW	150.00

**Sales & Use Tax:**

1616 WAIA

1881.31

Lelm motioned to approve the 50/50 raffle for TAG. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for the Lions Club Breakfast. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the Liquor License Renewal for The Riverboat Saloon, American Legion Post #12, Western ND Restaurants, The Cabin Bar & Grill, Farmers Union Oil of Minot Enerbase, Parkland USA, and Brenarlo Enterprises, LLC on the condition that real estate taxes are current. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Planning & Zoning recommended passing a variance request for Dylan Barnhardt. Dockter motioned to grant the two foot variance. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Brent Bogar was present to discuss signing the Memorandum of Commitment to proceed with the Red River Valley Water Supply Project. Signing the memo has no financial obligation to the city. It provides us with the opportunity to be present to discuss what our financial stake would be going forward. There is an assurance policy that has been put in place to allow the city to back out of project if they determine that they have no benefit in the project going forward. Dockter motioned to approve signing the memorandum of commitment. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the 2025 NRG Contract. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt went through the changes that FEMA was requesting to Ordinance #142A. Dockter motioned to approve the 1<sup>st</sup> reading of the updated flood ordinance, #142B. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

The regional library is looking to be relocated to a new city. Washburn would have some advantages to having it in our town. Will wait and see what happens if and when new information becomes available.

Hapip motioned to give the American Legion permission to look into renovating two rooms in the basement at the Memorial Building. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the proposal from FLR Sanders for the gymnasium floor coating at the Memorial Building. Lelm seconded. Discussion on oil based vs water based. Dockter withdrew his motion. Will get more information for the next meeting.

Dockter motioned to approve the 2025 Commission meeting dates. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to give all employees \$250 of Washburn Bucks for Christmas. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip gave an explanation of how merit and cola increases were determined. Hapip motioned for the merit and cola increases as presented with the additional increase for Steven and Ben. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to open up the janitorial position at \$18-20/hour, DOE. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

#### AE2S Update:

Lead & Copper Rule – category a assistance if finished. Category b funding is starting to be distributed. A 10 year replacement plan has to be set in place from 2027 to 2037.

2025 Seal Coat Project – Over 40,000 square yards to seal coat. Will look at additional funding for this as BND funding is an option.

PRV Improvements – Recommend a new prv on 4<sup>th</sup> Ave. The vault by the old tower could be replaced as well as all piping. A decision will be made in January.

Special Road Fund Grant – up to \$300,000 can be awarded. If selected, the city could decide how they want to proceed with Riverside Park.

Portfolios:

Hapip-park board agreement is on their agenda. Will report back next meeting.

Docker-sewer jetter has arrived. Will look at selling the old one.

Weber- nothing

Lelm-looking for bleachers that are moveable for over at the memorial building. A quote was received for the new winch system but still in the works.

Thomas – repaired old tower pump for approximately \$1300. Recommends to bring down the other bearings to be fixed.

Brandt –audit should be back soon. Closed December 24<sup>th</sup> & 25<sup>th</sup> for Christmas as well as the memorial building.

Next regular commission meeting is January 13th at 6 p.m.

Lelm adjourned the meeting at 7:47 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Mark Lelm, President

City of Washburn