

Washburn City Commission  
Official Meeting Minutes  
Monday, August 12, 2024  
6:00 p.m., City Hall

Members Present: Keith Hapip Jr, Miranda Harvey, Mark Lelm, Jamie Weber, Timothy Dockter  
Absent: None

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

Pledge of allegiance was recited.

Brandt stated there are two things that need to be added to the agenda, Washburn Life and the Pledge of Securities. Dockter motioned to approve the agenda with the two additions. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt had a correction on the minutes. Dockter motioned to approve the July 8<sup>th</sup> commission meeting minutes with the correction. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

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

Dockter motioned to waive the fees for Missouri Slope health fair at the memorial building on September 6<sup>th</sup>. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to waive the kitchen fees for the Washburn Public School for lunch. Weber seconded. Discussion on key fobs. Upon roll call, all members present voted aye. Motion carried.

Harvey motioned to approve a special event permit for Riverboat Saloon on September 14<sup>th</sup>. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Keith removed himself from the table as he submitted a letter of interest for the library board appointment. There were two letters of interest submitted. Tabled until next meeting.

Mark Kreig submitted a form for tax exemption on a new residential home. Lelm motioned to approve the exemption. Discussion on what box to check if its builder or first owner after builder. Lelm withdrew his motion to get clarification on what it should be. Tabled until next meeting.

The American Legion is having a feed on October 8<sup>th</sup> and invited all the commissioners. They have a few projects at the Memorial Building they would like to see done and discussed those with the commissioners.

Hapip read an extensive letter of all his findings for the 2023 Street Project Dirt Hauling Issue. All these documents are available at City Hall. Darrell Sauvageau & Dan Leingang both expressed their opinions of what that waste material could have been used for around town. Eric, the city engineer, explained that milling a street vs milling a highway is different.

Hapip presented an agenda request form to be filled out when requesting to be on the agenda. This would provide a documentation trail for city staff to add information to the agenda or pass it along to the respective commissioner. If it was not added to the agenda, it would be stated why

on there. Hapip motioned to implement this agenda request form for all agenda items. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm would like to add an open forum to the agenda but put a time limit of two minutes per person, so no one is just rambling. Much discussion on what exactly an open forum is. The agenda request form was just implemented so would like to see if that works before proceeding to an open forum.

Hapip presented a reconciliation document for The City of Washburn and The Park Board due to things being brought up and no one is sure if they are a problem or not. Hapip would like permission to attend the Park Board meeting to address three things: Riverside park ownership & responsibility, lack of funding, and fish cleaning station. Hapip motioned to present this reconciliation to the park board at their meeting on Wednesday night. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt explained that she had added the grinder to our insurance policy and a commissioner stopped the addition. He said it needed to be a commission approval first. Dockter said that is within the auditor's role and part of their responsibilities. It was agreed that the purchase or the sale of equipment is enough to allow the auditor to add/remove items to insurance.

Curb & gutter replacement needs to be done this fall. Adam received bids from two companies and would like to go with S&R Concrete and Construction for \$18,005.50 to replace curb on 14<sup>th</sup> st, city shop bay, new valley gutter on 3<sup>rd</sup> St & Main Ave, replace valley gutter on Main Ave & 9<sup>th</sup> St, as well as a section of sidewalk on Main Ave. Weber motioned to approve this estimate not to exceed the estimate price of \$18,005.50 without written approval from the commission. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

The commission would like to proceed with being more cautious with engineering fees being spent. Moved to the September meeting when Eric can be present to discuss some of these things.

Mark excused himself for this discussion. Rashel and Donna with Washburn Life were present to discuss the directional signs around Washburn. Discussion had. Dockter motioned to allow the VP permission to assign two members from the city to a sign committee with Washburn Life representatives. Hapip seconded. Upon roll call, all members present voted aye.

Rashel mentioned that there would be a movie night down at riverside park with watermelon, lemonade, popcorn, and the movie Migration. Hapip motioned to close the road from 6 pm to 11 pm. Dockter seconded. Upon roll call all members present voted aye. Motion carried.

Rashel also reminded everyone of the Washburn Life golf tournament being held on August 28<sup>th</sup> out at Painted Woods.

Brandt read the pledge of securities from TruCommunity Bank. Dockter motioned to approve the pledge of securities. Hapip Jr seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update: brief update. Eric will have more at the next meeting.

Portfolios:

Dockter – working on setting up another meeting Mayor Mahoney on the RRVWSP.

Weber – talked to Tony about short term CDS. Something the city can pursue. Clarification on moving a road if it is on someone’s property.

Lelm – Fishing pier should be placed by Wednesday. Receiving weekly updates from Seeds of Eden.

Harvey - nothing

Hapip Jr. – looking to see what grants are available to the city.

Employee Personal:

Brandt – Office closed August 26<sup>th</sup>. Reminder that building permits do need to be filed with the city. Fall Clean up has been set for September 9<sup>th</sup>-September 13<sup>th</sup> with curbside on the 14<sup>th</sup>.

There is elected officials training when League of Cities as their annual conference. Any commissioner can attend.

Bredlow – nothing

Dockter motioned to pay the bills with the correction to Mercer Tree Service from \$300 to \$3,000.

General:

-99641	MUTUAL OF OMAHA	40.50
-99637	WEST RIVER TELEPHONE	756.34
-99636	CIRCLE SANITATION	8191.00
-99635	J.P. MORGAN	3038.16
-99634	OTTERTAIL POWER	6395.29
-89221	FIT EFTPS	391.95
	Payroll	10981.94
-89213	AFLAC DAYCARE CHELSEY BRANDT	416.66
-89212	AFLAC-FLEX CHELSEY BRANDT	230.76
-89211	DENTAL BCBS	4051.98
-89210	FIT EFTPS	3327.46
-89209	Unempl. Insur. JOB SERVICE NORTH DAKOTA	899.55
-89208	SIT ND DEPT OF REVENUE	555.01
-89207	AFLAC ACCIDENT AFLAC	389.62
	Payroll	11824.09
-89199	FIT EFTPS	3629.09
32675	AD&D UNUM	58.94
32676	RETIREMENT AMERICAN FUNDS	1422.10
32677	US POSTAL OFFICE	278.32
32678	ADVANCED MICROBIAL SOLUTIONS LLC	1500.00
32679	AE2S	3006.00
32680	AT& T MOBILITY	102.18
32681	BENEFICIAL RECYCLING LLC	18000.00
32682	BLUE HAWK AUDIO & VIDEO	5864.98
32683	DACOTAH PAPER COMPANY	48.45
32684	DAKOTA AGRONOMY PARTNERS	125.00
32685	ENERBASE COOPERATIVE	56.58

32686	FIRESIDE OFFICE SOLUTIONS	506.60
32687	HAWKINS	5700.36
32688	INDUSTRIAL LUBRICANT COMPANY	211.20
32689	KLM ENGINEERING INC	85862.00
32690	MARCO	164.43
32691	MCLEAN COUNTY SHERIFF DEPT	15371.34
32692	MERCER TREE SERVICE	3000.00
32693	MINNESOTA PUMP WORKS	33307.13
32694	MVTL	171.50
32695	ND DEPT OF ENVIRONMENTAL QUALITY	539.68
32696	ND DEPT OF HEALTH- MICROBIOLOGY	50.00
32697	ND RURAL WATER SYSTEMS ASSOCIATIO	25.00
32698	ND STATE AUDITOR	20835.00
32699	NEWMAN SIGNS INC	1191.98
32700	NORDAK NORTH PUBLICATIONS	452.48
32701	NRG TECHNOLGY SERVICES	617.40
32702	ONE CALL CONCEPTS	15.00
32703	PRAIRIE VIEW LANDSCAPING & NURSER	5282.38
32704	RDO EQUIPMENT	1317.76
32705	SALHUS SEPTIC PUMPING	1280.00
32706	VALLI INFORMATION SYSTEMS, INC	112.27
32707	VESTIS	1215.09
32708	WASHBURN AUTO BODY	3911.45
32709	WASHBURN PARK BOARD	1697.73
32710	WEBER ELECTRIC INC	1393.81
32711	WESTERN FRONTIER INSURANCE	8839.00

**Sales & Use Tax:**

8/24      1609 WAIA                      1289.85

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

Next regular commission meeting is September 9th at 6 p.m.

Lelm adjourned the meeting at 9:02 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Mark Lelm, President

City of Washburn