

Washburn City Commission
Official Meeting Minutes
Monday, September 8, 2025
6:00 pm., City Hall

Members Present: Keith Hapip, Mark Lelm, Jamie Weber

Absent: None

Lelm called the meeting to order at 6 pm.

The pledge of allegiance was recited.

Need to add Task Order No. 20 for lead & copper inventory update to the agenda, item #24.

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

Hapip motioned to approve the August 11th meeting minutes. Weber seconded. Upon roll call, all members, present voted aye. Motion carried.

Hapip motioned to approve August 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.

Lelm motioned to approve a local event permit for St. Edwin's Catholic Church. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for McLean County Resource Center's Halloween Event on October 25th. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for Santa Days on December 6th. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for Halloween movie night. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Donna with Washburn Life was present to ask for \$2500 from the Lodging Tax Fund to purchase some banners to place on the billboards along Highway 83 along with some solar lighting to light them up. Much discussion on the quality of the photos, helping pay for a local photographer, ND DOT restrictions with lights. Weber motioned to approve the \$2500 to

Washburn Life to go forward with the signs and asks that they are as visual as you can make them. Motion died for a lack of a second.

Lelm motioned to approve the site authorization to Dakota Leathernecks with the raffle included this time. Weber seconded. Hapip-nay, Weber-aye, Lelm-aye. Motion carried.

Dean Bergstedt and John Schulz were present to discuss the Clint Hill Memorial at the Veteran's Park and what their plans were for the statue.

Bill Knox was present to discuss a tree that was approved by the forestry board to be cut down. He found the deed that stated the alley had been vacated and it turns out the tree is on private property, not the cities property. Lelm motioned to have Cody, Forestry Board President, notify John Kugler that he doesn't need to cut the tree down because its not on city property. Weber seconded. Discussion on damage to power lines and who is responsible. Upon roll call, all members present voted aye. Motion carried.

A quote from SP&E was presented to repair a pulley on one of the basketball hoops at the Memorial Building. The hoop does not go up high enough to be out of the way of the projector. Lelm motioned to have the city send a letter to have them fix the error and if there is anything above and beyond we will request a quote afterwards. Hapip seconded. Weber suggested asking them to warranty it. Lelm rescinds his motion. Hapip motioned to have Mark call this gentleman and have a discussion or invite him to a meeting. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

The access road to the boat dock needs some repairs or road closure. Weber presented three different options on how to fix this. The city could apply for a grant to fix that road, it would be a 60-40 grant which would be the long term option. Weber had a rough estimate of \$4500 in gravel to be hauled in and have the guys work it. Lelm motioned to purchase the rock and enough gravel to cover the road to get done before winter, if not close the road for the winter. Hapip seconded. Hapip amended the motion to ask Chris to get it done before winter. Lelm seconded. Upon roll call, all members present voted aye on the amended motion and original motion.

Brandt read the pledge of security. Hapip motioned to accept the pledge of security. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Weber had some changes to the streets portion of the general fund that were discussed during the budget public hearing. Lelm motioned to approve the 2026 budget with the changes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Weber presented two possible tiers to work on future developments in and around Washburn. The first would be to meet and greet/determine if there is an opportunity for expanding in Washburn and that would consist of Weber, Chelsey and Lynn Oberg, The second tier would be to add more people as needed to. Hapip motioned to dissolve the previous committee for any

kind of development. Lelm seconded. Upon roll call, all members present voted aye. Motion carried. Hapip motioned to allow Jamie to go gather more information on this topic along with Chelsey and Lynn if he chooses. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Adam presented a quote from Midstates Equipment & Supply for a mastic tar rental and the materials for 2026 tarring season. He did not get a quote on regular tar rental machine so would need to include that as well. Hapip motioned to approve these quotes and also the crack seal machine, not to exceed \$12,000. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

City of Washburn received a grant for \$214,800 to improve Riverside Park Board. It is a 60-40 matching grant. Eric split up the improvements into two different categories. Weber could like to cut out some of the drainage cost. Discussion on how to fix this and where the water goes. Weber would like to go and look at the drainage improvements one more time.

General:

-99528	363 WEST RIVER TELEPHONE	718.32
-99527	Check not processed in this period	0.00
-99526	250 OTTERTAIL POWER	5744.74
-99525	65 CIRCLE SANITATION	8376.05
-99524	20 BANK OF NORTH DAKOTA	464725.00
-99523	437 J.P. MORGAN	3009.72
88944 to 88939	Payroll	12708.85
-88938	FIT EFTPS	3767.70
-88937	DENTAL BCBS	4756.44
-88936	73 Steven Gardner	0.00
-88935	GROUP HEALTH BCBS	1422.06
-88933	Medicare EFTPS	367.20
88932 to 88927	Payroll	13033.82
-88926	FIT EFTPS	3908.92
33058	65 Timothy Dockter	1108.20
33059	75 Miranda Harvey	1108.20
33060	AD&D UNUM	118.31
33061	RETIREMENT AMERICAN FUNDS	1492.22
33062	323 US POSTAL OFFICE	234.47
33063	6 AE2S	6626.00
33064	16 AT& T MOBILITY	51.15
33065	140 BENJAMIN FREDERICK	23.00
33066	64 CHELSEY BRANDT	75.00
33067	102 DIRTY DEEDS EXCAVATING	8622.70
33068	400 ERICA MEADOWS	75.00
33069	131 FIRESIDE OFFICE SOLUTIONS	102.39
33070	157 HAWKINS	4741.25
33071	436 MARCO	72.00
33072	205 MCLEAN COUNTY SHERIFF DEPT	15678.76

33073	213 MVTL	30.00
33074	239 NEWMAN SIGNS INC	67.00
33075	244 NRG TECHNOLOGY SERVICES	619.00
33076	248 ONE CALL CONCEPTS	43.50
33077	279 SALHUS SEPTIC PUMPING	400.00
33078	390 SANTANDER BANK, N.A.	35177.77
33079	475 STEVEN GARDNER	23.00
33080	307 THOMAS, LARRY	200.00
33081	381 VALLI INFORMATION SYSTEMS, INC	113.72
33082	11 VESTIS	987.24
33083	345 WASHBURN FIRE DEPARTMENT	6250.00
33084	348 WASHBURN PARK BOARD	2463.82
33085	364 WESTERN FRONTIER INSURANCE	8154.00
33086	410 ZACH BREDLOW	150.00

Sales & Use Tax:

1626 WAIA

1477.11

AE2S Update:

2025 Seal Coat Project - will begin next Tuesday. Want the temps around 70.

2025 PRV Improvements - waiting on the precast vault supplier - expected end of Sept. all other materials should be ready to go and work can still be constructed.

2025 Street & Drainage Improvements - working with Lynn and Shannon on this. Application is due in December. Copy of flex fund application. It is just for streets. Hoping to get DWR funding for water/sewer.

Lead & Copper - Inventory is due November 17th. Category B funding should be available. 66% loan forgiveness through SRF. Task Order #20.

Weber motioned to accept task order #20 from AE2S. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Portfolios:

Hapip - nothing

Weber - coming from Bismarck through Washburn - look at changing the speed limit to slow down before the access to Main Ave coming into Washburn.

Lelm - Basketball Hoop issue at the Memorial Building.

Brandt - Boats, trucks, trailers - can't be parked in streets even if its a dead end.

Roosters are not allowed in town.

Special election - December 2nd. Petitions turned in Sept 30th by 4 pm

Sealcoat project is starting next Tuesday. I will post a map on facebook and the website where this is all happening. The cones will also be put back out

Special assessment public hearing is scheduled for Sept 22 at 6:30 pm. Will be published in the paper the next 2 weeks and will be uploaded to the website this week as well.
Clean Up week is Sept 22-26 with curbside the 27

Superintendent's Report - Lelm questioned Adam on the maintenance of the emergency trail.

Meeting adjourned at 8:15 pm.

Chelsey Brandt, Auditor
City of Washburn

Mark Lelm, President
City of Washburn