

Washburn City Commission
Official Meeting Minutes
Monday, January 12, 2026
6:00 PM., City Hall

Members Present: Brandon Lazier, Jamie Weber, Keith Hapip, Sharla Kosloski, Mark Lelm
Absent: None

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

The pledge of allegiance was recited.

Oath of office was read by Kosloski and Lazier.

Leingang thanked the two new commissioners.

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:

- December 8, 2025 Commission meeting minutes
- December 15, 2025 special meeting minutes
- December financials
- January bills
- Local Event Permit – Ducks Unlimited
- Local Event Permit – McLean County 4-H Club
- Local Event Permit – Sonya Koble

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

An explanation was given of the different portfolios. Portfolio assignments are as follows:

- A) Street Commissioner – Lelm motioned to appoint Weber. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.
- B) Water & Sewer Commissioner – Weber motioned to appoint Lelm. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.
- C) Buildings & Grounds – Lelm motioned to appoint Lazier. Weber seconded. Upon roll call, all members present voted aye. Motion carried.
- D) Police & Fire – Weber motioned to appoint Lazier. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.
- E) Financial – Weber motioned to appoint Hapip. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.
- F) Airport – Weber motioned to appoint Lelm. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

- G) Forestry – Lelm motioned to appoint Weber. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.
- H) Library – Lelm motioned to appoint Kosloski. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.
- I) Planning & Zoning – Lelm motioned to keep Don Simon on County planning & zoning. Hapip seconded. Upon roll call, all members present voted aye. Lelm motioned to appoint Kosloski to city planning & zoning. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.
- J) Human Resources – Weber motioned to appoint Hapip & Kosloski. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the waiver of fees for the EMS Banquet. Kosloski seconded. Hapip-abstained, Weber-aye, Lelm-abstained, Lazier-aye, Kosloski-aye. Motion carried.

Jarod Obering was present to discuss vacating 2nd Ave between his and Dissell's property. Discussion on the sewer line that runs through there and how much of an easement would be needed. Lelm motioned to table it and revisit it at the next meeting. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the Game and Fish Contract for 2026. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

Lazier motioned to accept the joint powers agreement between the City and McLean County for the City General Election and Primary Election. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt explained the increases for premiums on a few buildings based on NDIRF findings with recent pictures that were submitted. The total adjustment annual premium would be approximately \$2,667 to get our buildings to where they need to be insured at the 90%. Much discussion. Will come back to this.

Spending limits – in depth discussion but will take to the next HR meeting.

Two different assessment policies were presented to the commission. There was much discussion on this and what kind of letter should be sent to the residents as notification. Hapip motioned to include definitions in policy. Lazier seconded. Upon roll call, all members present voted aye. Motion carried. Hapip motioned to include the portion about protesting. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

Recommendation to pay the contractor pay application 1 for the seal coat project for \$153,401.96. Kosloski motioned to pay that. Lelm seconded. Brandt explained that motions should state what they are paying and the amount. Hapip motioned to pay the \$153,401.96 out of sales and use from street infrastructure payable no later than 45 days. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

Task Order #19 was approved by the commission and submitted to the state water commission for the pre-construction application to receive funding for the street and drainage project. At that time, the city cost share was not mentioned. Hapip motioned to reaffirm task order 19 for \$52,280 as the city's responsibility. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2025 Street & Drainage Improvements: lots of moving parts to secure multiple sources of funding for this project. A tentative funding schedule was included.

Lead & Copper Rules: Category b is 100% funded by the state and staff will begin going door to door next month. They put a maximum on how much funding each community could receive which opened up funding for Washburn. A resolution will be discussed at the next meeting to apply for the 66% grant funding.

Riverside Park Improvements: working on task order #23 yet for the final scope of the project.

Hapip motioned to approve the rate change in the entirety of this letter by our insurance agent. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried,

Portfolios:

Lazier – nothing

Weber – question about the forestry board

Hapip – nothing

Kosloski – questions on boards she was appointed too

Lelm – property owner contacted him about a private sewer line. He will contact AE2S to see what their options are.

Brandt - It is election year. There are two city commissioner positions available and 3 4-year term park board positions. If you are interested in running for one of these seats, you will need to fill out the proper documentation. It is posted online and I can print it for you too. City commissioners need 29 signatures. Park Board members need 7. They are due Monday, April 6th, at 4 pm. We are closed next Monday - January 19th. Looking at board terms to see if there are any terms expiring.

Any questions on the superintendent report can be directed to Adam.

Barricades are kicked to the side by the boat dock. Lelm questioned the cost of the repair to that street or if Chris was going to work on it.

Next meeting will be February 9th, 2026 at 6 pm.

Meeting adjourned at 8:52 pm.

General:

-99498	363 WEST RIVER TELEPHONE	723.19
-99497	65 CIRCLE SANITATION	9083.30
-99496	437 J.P. MORGAN	5871.82
-99495	250 OTTERTAIL POWER	5960.43
-99494	421 MUTUAL OF OMAHA	36.00
-99491	122 TRUCOMMUNITY BANK	20.00
	Payroll	13322.50
-88863	FIT EFTPS	4034.28
-88862	DENTAL BCBS	6095.80
-88861	COLONIAL ACCIDE COLONIAL LIFE	234.76
-88860	FIT EFTPS	1046.40
-88859	Payroll	13072.47
-88853	FIT EFTPS	3799.79
33175	93 DAKOTA WEST CREDIT UNION	1500.00
33176	AD&D UNUM	118.31
33177	RETIREMENT AMERICAN FUNDS	1492.22
33178	67 Keith Hapip JR	1662.30
33179	74 Mark Lelm	2410.95
33180	68 Jamie R Weber	1662.30
33181	323 US POSTAL OFFICE	287.31
33182	199 MCLEAN CO AUDITOR	2866.93
33183	4 ADAM THOMAS	400.00
33184	6 AE2S	13135.43
33185	16 AT& T MOBILITY	51.81
33186	140 BENJAMIN FREDERICK	37.00
33187	30 BLACK MOUNTAIN SOFTWARE	14086.92
33188	64 CHELSEY BRANDT	75.00
33189	73 COAL CONVERSION COUNTIES	537.00
33190	370 COLLIERS SECURITIES LLC	500.00
33191	78 CORE & MAIN LP	6372.90
33192	483 CUSTOM DESIGN PLUMBING	2330.00
33193	400 ERICA MEADOWS	75.00
33194	405 FIRE EXTINGUISHING SYSTEMS INC	393.85
33195	131 FIRESIDE OFFICE SOLUTIONS	108.48
33196	416 GENERAL EQUIPMENT & SUPPLIES INC	484.46
33197	157 HAWKINS	4375.02
33198	182 KRAUSES SUPERVALU	5.99
33199	436 MARCO	187.32
33200	205 MCLEAN COUNTY SHERIFF DEPT	15992.34
33201	201 MCLEAN COUNTY TREASURER	22786.14
33202	213 MVTL	30.00
33203	216 ND DEPT OF ENVIRONMENTAL QUALITY	93.21

33204	217 ND DEPT OF HEALTH- MICROBIOLOGY	54.00
33205	223 ND LEAGUE OF CITIES	1517.00
33206	239 NEWMAN SIGNS INC	84.50
33207	244 NRG TECHNOLOGY SERVICES	619.00
33208	423 OLIVER COUNTY TREASURER	1.66
33209	248 ONE CALL CONCEPTS	19.50
33210	468 PLUNKETTS / VARMENT GUARD	290.00
33211	279 SALHUS SEPTIC PUMPING	200.00
33212	475 STEVEN GARDNER	37.00
33213	381 VALLI INFORMATION SYSTEMS, INC	100.00
33214	345 WASHBURN FIRE DEPARTMENT	6250.00
33215	348 WASHBURN PARK BOARD	1765.12
33216	360 WEBER ELECTRIC INC	262.00
33217	410 ZACH BREDLOW	598.39

Sales & Use Tax:

1630	VICTOR B. WALLIN/ AMERICAN LEGION	30000.00
1631	WAIA	1400.96

Chelsey Brandt, Auditor
City of Washburn

Mark Lelm, President
City of Washburn