

Washburn City Commission  
Official Meeting Minutes  
Monday, January 13, 2025  
6:00 p.m., City Hall

Members Present: Keith Hapip, 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.

Dockter explained that if a decision needs a motion, it needs to be listed as an agenda item, not done in portfolios. If the public looks at the agenda and sees something they want to have input on they will have the opportunity to do so.

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

Dockter motioned to approve December 9, 2024 meeting minutes. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

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

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

General:

-99596	J.P. MORGAN	3275.11
-99595	WEST RIVER TELEPHONE	725.63
-99594	CIRCLE SANITATION	8236.95
-99593	MUTUAL OF OMAHA	40.50
-99590	OTTERTAIL POWER	2859.35
-99589	OTTERTAIL POWER	3623.83
-89115	FIT EFTPS	3688.47
-89114	Payroll	12446.14
-89108	AFLAC DAYCARE CHELSEY BRANDT	833.32
-89107	FIT EFTPS	4054.73
-89106	DENTAL BCBS	4051.98
-89105	AFLAC ACCIDENT AFLAC	389.62
-89104	Payroll	10719.24
-89098	FIT EFTPS	4404.40
32839	MARGARET RASMUSSEN	646.40
32840	PEGGY MORAN	14997.22
32841	WILLIAM KNOX	741.39
32842	AD&D UNUM	93.48
32843	RETIREMENT AMERICAN FUNDS	1422.10

32844	Timothy Dockter	1662.30
32845	Keith Hapip JR	1662.30
32846	Miranda Harvey	831.15
32847	Mark Lelm	1246.72
32848	Jamie R Weber	1662.30
32849	US POSTAL OFFICE	272.72
32850	AE2S	2748.00
32851	AT& T MOBILITY	51.13
32852	BLACK MOUNTAIN SOFTWARE	12577.60
32853	COLLIERS SECURITIES LLC	600.00
32854	DANA BRANDT - K&D SERVICES	1840.00
32855	FIRE EXTINGUISHING SYSTEMS INC	374.85
32856	FIRESIDE OFFICE SOLUTIONS	27.05
32857	HAWKINS	5654.97
32858	INDUSTRIAL LUBRICANT COMPANY	385.80
32859	INNOVATIVE OFFICE SOLUTIONS LLC	167.33
32860	KRAUSES SUPERVALU	19.38
32861	MARCO	160.87
32862	MCLEAN COUNTY SHERIFF DEPT	15678.76
32863	MCLEAN COUNTY TREASURER	25759.00
32864	ND DEPT OF ENVIRONMENTAL QUALITY	133.99
32865	ND DEPT OF HEALTH- MICROBIOLOGY	50.00
32866	ND LEAGUE OF CITIES	1525.00
32867	ND STATE AUDITOR	14000.00
32868	NORDAK NORTH PUBLICATIONS	209.28
32869	NRG TECHNOLOGY SERVICES	619.00
32870	ONE CALL CONCEPTS	5.35
32871	PLUNKETTS / VARMENT GUARD	145.00
32872	TITAN MACHINERY	3613.68
32873	VALLI INFORMATION SYSTEMS, INC	112.64
32874	VESTIS	1087.47
32875	WASHBURN PARK BOARD	1970.90
32876	WESTERN FRONTIER INSURANCE	2939.00

#### Sales & Use Tax:

1617	WAIA	1600.05
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Dockter motioned to approve a local raffle permit for McLean County Critters 4-H Club. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a local raffle permit for Ducks Unlimited. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to waive the fees for the Emergency Services banquet. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm recused himself from the discussion. Dockter motioned to waive the fees for Washburn Life's event, Taste of Washburn on April 5<sup>th</sup>. Hapip seconded. Upon roll call, all members present voted aye. Motion carried. Lelm abstained.

SuperPumper is requesting an increase in the availability of off-sale liquor and beer licenses. Discussion on the number of licenses. The commission would like to know if Enerbase is interested in this at all. Revisit in February.

Commission Hapip presented a lengthy document about the potential harm of treating water with fluoride. Jim Kershaw, WTP Superintendent of Bismark was also present to discuss the potential harm of not treating our water with fluoride. There was much discussion on this topic.

Dockter motioned to accept the bid from FLR Sanders for \$4,071 and scheduling to be done out of the auditor's office. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

President Lelm gave an update on the work being done at the Memorial Building. New concrete was laid in the furnace room and storage room. A company will also be coming in to replace the winch system for the basketball hoops. This will cause the hall to be closed January 21<sup>st</sup> through the 23<sup>rd</sup>.

The forestry board is accepting letters of interest to serve on the forestry board. Please submit a letter of interest to the auditor's office.

Hapip motioned to cancel our living local app subscription. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Adam received a quote from Hawkins Water Treatment Group for new feed tanks at the water treatment plant. He crossed off a couple that we don't need. Lelm motioned to approve the purchase for \$6,6674.47. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

#### AE2S Update:

Lead & Copper Rule – Category b assistance is slowly being pushed out. LCRI Webinar on January 23<sup>rd</sup>.

Sealcoat – Need to approve task order #17 to proceed. This task order includes design work and then bidding the job in April/May. There will be 58 square yards and approximately \$257,000 for construction. Task order will be on February agenda.

2025 PRV Project – updated estimate. The vault by the older tower will be replaced.

2025 Street & Drainage Improvements – a meeting will be set up with Jamie and Adam to discuss.

Portfolios:

Dockter – nothing

Weber – nothing

Lelm – painting of the stage at the Memorial Building will happen in the spring.

Harvey – replacing the door at the Library to become ADA complaint.

Hapip – will look into sales & use funding.

Brandt – open janitorial position. Special assessment committee will meet the 14<sup>th</sup> at 5:30 pm. City Hall is closed Jan 20<sup>th</sup>. Memorial Building is closed January 20<sup>th</sup> – 23<sup>rd</sup>. It is against city ordinance to push your snow across the street into the boulevard. Cars should also not be parked in the boulevard.

Next regular commission meeting is February 10<sup>th</sup> at 6 p.m.

Lelm adjourned the meeting at 7:52 p.m.

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Chelsey Brandt, Auditor

City of Washburn

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Mark Lelm, President

City of Washburn