

Washburn City Commission
Official Meeting Minutes
Monday, November 10, 2025
6:00 PM., City Hall

Members Present: Jamie Weber, Keith Hapip, Mark Lelm

Absent: None

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

The pledge of allegiance was recited.

Lelm asked for any public input. Brandt explained the public comment policy again.

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

The following items were presented under the consent agenda:

- October 13, 2025 meeting minutes
- October financials
- October bills
- Lion's Club local permit
- TAG local permit

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

Lelm motioned to waive the fees for the Lion's Carnival on March 13th. Hapip seconded. Weber abstained from voting. Upon roll call, all voters voted aye. Motion passed.

Hapip motioned to waive the fees for the River Rider's golf event on February 21st. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

John Schultz was present to discuss the progress of the Clint Hill Memorial. They are at about \$16,000 so far in donations and would like to receive about \$100,000. Hapip would like to donate between \$30,000 and \$50,000. Brandt mentioned that if it's going to come out of sales and use tax to have them fill out the proper paperwork like everyone else has to do. Return for next meeting.

Jeremy with Otterail was present for the 2nd reading of the franchise agreement, Ordinance #180. He did let the commission know that 8 poles have been replaced and 7 more will be replaced next year. Hapip motioned to approve the 2nd reading of Ordinance #180. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the 2nd reading of Ordinance 117A-2 with the fee being changed. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the planning & zoning recommendation from Jarod Obering to approve the building of a house on his lot lines. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Weber motioned to approve the purchase of course rock salt by the truck load for approximately \$3400.00. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Upgrading the water meter base would be beneficial to catch leaks sooner and allows the reading of meters to be done right at the office. Lelm motioned to approve the purchase of upgrading to the water meter base station reader for \$36,559.22. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Our air compressor burned up back in April from a fuel line failure. There is one from United Rentals that is similar to the one we have rented from them for \$12,750 with about 2580 hours on it. The commission would like to keep looking over the winter and get a couple of quotes on a new one.

Hapip motioned to approve the purchase of new tires for the bobcat at \$1,119.80 and two tires for the grader at \$3,713.66. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the purchase of a new Unimog heater kit for \$1,995 plus shipping. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dave Peyer would like to turn Garden Dr over to the city instead of it being a privately owned road. There is some concern about the utilities being privately owned as well. Lelm motioned to have Adam, Jamie, and Eric do more on this. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

There was much discussion on the 2026 street maintenance. Crack sealing and mastic road maintenance has already been approved for next year. The priority would be repairing Heritage Heights and Custer Dr. After much discussion, Hapip motioned to continue with doing work for the drainage and road improvements across the highway. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Task Order #21 would allow Eric to do all the work that DEQ requires to secure funding through the SRF loan program that will help with the lead and copper improvement requirements. Hapip motioned to approve the task order for \$17,500. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2025 PRV Project – concrete valve has been installed and pipe/valves have been installed today. Start up in the coming weeks.

2025 Street & Drainage Improvements – working on funding application along with economic analysis. The flex fund grant has been submitted and should hear back on that by the end of this year.

Lead & Copper Rules – 2025 inventory was submitted. Letters are being sent out again.

Expecting category b funding this month that will help complete the service line inspection on the customer side.

Riverside Park Road Improvements – need to figure out what we are doing with this.

Hapip motioned to submit application to BND to secure funding for the next project. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Portfolios:

Weber – nothing

Hapip – nothing

Lelm – lagoon runover and waiting on insurance to hear back.

Brandt – Special election is December 2nd at City Hall. Need a couple more workers if you are interested, please let me know. City Hall is closed tomorrow for Veterans Day. Letter are going out for more Lead & Copper line information.

Thomas – submitted his report. If there are any questions, please let him know.

General:

-99513	WEST RIVER TELEPHONE	724.32
-99512	J.P. MORGAN	4690.18
-99511	CIRCLE SANITATION	8967.55
-99510	OTTERTAIL POWER	5676.48
-99509	MUTUAL OF OMAHA	54.00
-88902	SIT ND DEPT OF REVENUE	393.31
-88901	COLONIAL ACCIDE COLONIAL LIFE	234.76
	Payroll	13505.28
-88894	FIT EFTPS	4084.78
-88893	DENTAL BCBS	6095.80
	Payroll	13203.47
-88886	FIT EFTPS	3944.89
33117	AD&D UNUM	118.31
33118	RETIREMENT AMERICAN FUNDS	1492.22
33119	US POSTAL OFFICE	296.46
33120	ADAM THOMAS	942.25
33121	AT& T MOBILITY	51.15
33122	CORE & MAIN LP	3014.01

33123	FIRESIDE OFFICE SOLUTIONS	62.50
33124	GENERAL EQUIPMENT & SUPPLIES INC	3369.68
33125	GOOD GUYS	394.00
33126	HAWKINS	3473.78
33127	KRAUSES SUPERVALU	4.90
33128	MARCO	175.32
33129	MASTER FIRE & SAFETY	347.50
33130	MCLEAN COUNTY SHERIFF DEPT	15678.76
33131	ND DEPT OF HEALTH- MICROBIOLOGY	54.00
33132	NORDAK NORTH PUBLICATIONS	315.80
33133	ONE CALL CONCEPTS	37.50
33134	PLUNKETTS / VARMENT GUARD	145.44
33135	QUALITY ASPHALT	48942.50
33136	RDO EQUIPMENT	37568.72
33137	SALHUS SEPTIC PUMPING	200.00
33138	SECURITY METRICS	3808.98
33139	ST. PAUL STAMP WORKS	102.60
33140	VALLI INFORMATION SYSTEMS, INC	113.98
33141	WAGON WHEEL LUMBER	4.87
33142	WASHBURN PARK BOARD	2531.66
33143	ZACH BREDLOW	113.00

Sales & Use:

1628 WAIA

1696.43

Next meeting is December 8th.

Meeting adjourned at 8:04 pm.

Chelsey Brandt, Auditor
City of Washburn

Mark Lelm, President
City of Washburn