

Washburn City Commission
Official Meeting Minutes
Monday, February 9, 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.

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

The following items were presented under the consent agenda:

- January 12, 2026 Commission Meeting Minutes
- January financials
- February bills

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

Lelm motioned to approve the waiver of fees for the lion's club on February 15th. Hapip seconded. Weber abstained from vote. Upon roll call, all voting members voted aye. Motion carried.

Lazier motioned to approve the waiver of fees for the honor banquet on April 27th. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Obering submitted a petition to vacate 2nd Ave. There is a sewer line that runs underneath that Avenue so there is some concern about vacating the street. Lelm motioned to deny the vacating street request. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Dave Peyer submitted a replat for Parkway Second Addition. This separates all the houses into individual lots to be sold separately. It also has a 33' ft easement turning Garden Dr over to the city. In the plat it specifically states that the city will not assume ownership of the water/sewer lines that run underneath the houses. Lelm motioned to approve the Parkway Second Addition offer of the street from Dave Peyer. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the purchase of a new jar tester for \$4,745. Lazier seconded. Upon roll call, all members present voted aye. Motion carried.

5 items were presented to be placed for public auction. Weber motioned to increase the initial price for the sewer jetter to \$3,000, \$2,800 for the street sweeper, \$250 for the Ford, \$500 for the John Deere tractor, and \$2,000 for the tar kettle. Kosloski seconded. Hapip amended the motion to add on for 30 days. Kosloski seconded. Upon roll call, all members voted aye on the amendment. Motion carried. Upon roll call, all members present voted aye for the increase starting bid of equipment. Motion carried.

A quote for \$4,281.38, before shipping, was presented for some water pump parts. Lelm motioned to approve the pump parts as needed. Lazier seconded. Upon roll call, all members present voted aye. Motion carried.

We are currently still working on our model ordinance update which takes our current ordinances and combines them into a model ordinance that coincides with the league of cities model ordinance they approved. Brandt reached out to an attorney who would be willing to look over the changes we've made to our ordinances that match the model ordinance. He would also be able to tell us how we have to enact it as well as providing guidance for all the fees that may be changed. He would like to know from the commission a set amount or hours so he knows how to write the engagement letter. Hapip motioned to have the scope of work be to review the changes as written, the legality of changing it, the procedure of enacting it, and how that would work with a maximum budget of \$6,000 or 12 hours. Whatever comes first. Lelm seconded. Much discussion. Hapip amended his motion that is the amount is not satisfactory, please inform us of a better plan of action to achieve these goals. Kosloski seconded. Upon roll call, all members present voted aye on the amendment. Hapip made a motion to amend his amendment to review the notes and legality. Lelm seconded. Upon roll call, all members present voted aye on the amendment. Hapip motioned to make another amendment to change the maximum dollar amount to \$8,000. Kosloski seconded. Upon roll call on all amendments and the initial motion, all members present voted aye. Motion carried.

Thomas had provided a water usage report to the commissioners for the year 2025.

Brandt provided an amendment that needed to be enacted for our flood ordinance. Hapip motioned to approve the amendment as written. Lazier seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt proposed new spending limits. There was a correction in the amounts for president and one commissioner. Kosloski motioned to approve the new proposed authorized spending limits. Lelm seconded. There was a lot of discussion on the proposed amounts. Kosloski amended her motion to add portfolio holder to the \$501-\$4000 tier. Hapip seconded. Lazier-nay, Weber-aye, Hapip-nay, Kosloski-aye, Lelm-aye. Motion carried. Hapip amended the third tier to \$6,500 and 4th tier of full commission approval to \$6,501. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried. Hapip motioned to have the city auditor, public works director, and a single commissioner (preferably the portfolio holder) be given the latitude to authorize spending in emergency situations. Lelm seconded. Lazier-nay, Weber-aye, Hapip-nay,

Kosloski-aye, Lelm-aye. Motion carried. Upon roll call, on the original motion, Lazier-nay, Weber-aye, Hapip-nay, Kosloski-aye, Lelm-aye. Motion carried.

Hapip motioned to approve the year end financials for 2025. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve the pledge of securities. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

Clayton Verke and Mike Dura were present to discuss the new fire hall proposal. There was a very lengthy discussion about the proposal and financing for the new building. Hapip motioned to complete a fire hall proposal to put out bids for two weeks and in the Bismark Tribune for four days. Kosloski seconded. Hapip motioned to amend his motion if any issues arise in seeking out these bids in the form of newspaper and century code then we will extend the advertising period up to four weeks. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried. Hapip motioned to build a new fire hall. Kosloski seconded. Lazier-nay, Weber-aye, Hapip-nay, Kosloski-nay, Lelm-aye. Motion failed.

There was a break.

Meeting back in order at 8:42 pm.

Lelm motioned to approve the resolution for the lead service line replacement project. Lazier seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motion to approve the Heritage Heights SRF loan. Kosloski seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2025 Street & Drainage Improvements – advertise end of April/beginning of May. Abby is finishing a draft assessment. Hopeful for DWR funding.

Lead & Copper Rule – There are still unknowns on the private side so continue to work on those. The more we can eliminate the unknown side the better.

Riverside Park Road Improvements – still working on this. Look to bid this spring.

Portfolios:

Kosloski – Library issue with the drain

Hapip – nothing

Weber – nothing

Lazier – went out with Zach and looked at the buildings and gave a list of improvements that need to be done. Spoke with Lt. Meadows as well.

Lelm – Would like to put Brandon on the committee with Adam to work with the Park Board instead of Keith. Would also like Brandon to work with the Park Board about parking for the Hidden Park. Also concerned about protesting in town.

Brandt – Petitions to run for city office or park board can be found on our city website or can be picked up at City Hall. They are due April 6th at 4:00 pm. City Hall will be closed on Monday the 16th. Seeking individuals to serve on the forestry board and special assessment committee.

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

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

General:

-99490	363 WEST RIVER TELEPHONE	722.22
-99487	421 MUTUAL OF OMAHA	18.00
-99486	65 CIRCLE SANITATION	8,441.50
-99485	250 OTTERTAIL POWER	6,775.71
-99484	437 J.P. MORGAN	3,842.30
-88852	SIT ND DEPT OF REVENUE	421.06
-88851	COLONIAL ACCIDE COLONIAL LIFE	234.76
	Payroll	13,833.02
-88844	FIT EFTPS	4,073.84
	Payroll	13,794.60
-88836	FIT EFTPS	4,093.92
-88835	COLONIAL ACCIDE COLONIAL LIFE	234.76
33218	AD&D UNUM	118.31
33219	RETIREMENT AMERICAN FUNDS	1,526.44
33220	323 US POSTAL OFFICE	601.14
33221	6 AE2S	59,714.25
33222	16 AT& T MOBILITY	51.85
33223	253 CASH	139.93
33224	117 ENERBASE COOPERATIVE	50.79
33225	131 FIRESIDE OFFICE SOLUTIONS	105.19
33226	157 HAWKINS	6,232.94
33227	436 MARCO	187.32
33228	205 MCLEAN COUNTY SHERIFF DEPT	15,992.34
33229	473 MIDSTATES EQUIPMENT & SUPPLY	17,814.00
33230	213 MVTL	30.00
33231	216 ND DEPT OF ENVIRONMENTAL QUALITY	369.97
33232	217 ND DEPT OF HEALTH- MICROBIOLOGY	54.00
33233	235 ND WORKFORCE SAFETY	2,929.26
33234	29 NORDAK NORTH PUBLICATIONS	356.00
33235	244 NRG TECHNOLOGY SERVICES	619.00
33236	248 ONE CALL CONCEPTS	1.50

33237	279 SALHUS SEPTIC PUMPING	1,176.18
33238	280 SANITATION PRODUCT	6,827.35
33239	485 SLETTEN EXCAVATING	17,120.00
33240	381 VALLI INFORMATION SYSTEMS, INC	127.25
33241	11 VESTIS	1,521.75
33242	348 WASHBURN PARK BOARD	2,433.25
33243	364 WESTERN FRONTIER INSURANCE	1,112.00

Sales & Use Tax:

1633	TITAN MACHINERY	26600.00
1634	WAIA	1690.11

Meeting adjourned at 9:01 pm.

Chelsey Brandt, Auditor
City of Washburn

Mark Lelm, President
City of Washburn