

Washburn City Commission
Official Meeting Minutes
Monday, March 10, 2025
6:00 p.m., City Hall

Members Present: Keith Hapip, Miranda Harvey, Mark Lelm, Jamie Weber

Absent: Timothy Dockter

President Lelm called the regular commission meeting to order at 6:00 P.M.

Pledge of allegiance was recited.

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

Harvey motioned to approve the February 10, 2025 meeting minutes. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

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

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

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| -99577 | 363 WEST RIVER TELEPHONE | 718.91 |
| -99576 | 65 CIRCLE SANITATION | 8252.10 |
| -99575 | 437 J.P. MORGAN | 2034.90 |
| -99574 | 20 BANK OF NORTH DAKOTA | 34725.00 |
| -89077 | Payroll | 12526.53 |
| -89070 | AFLAC DAYCARE CHELSEY BRANDT | 416.66 |
| -89069 | AFLAC-FLEX CHELSEY BRANDT | 125.01 |
| -89068 | FIT EFTPS | 4021.85 |
| -89067 | AFLAC ACCIDENT AFLAC | 389.62 |
| -89066 | DENTAL BCBS | 4051.98 |
| -89065 | Payroll | 12961.29 |
| -89058 | FIT EFTPS | 3985.25 |
| 32899 | AD&D UNUM | 146.85 |
| 32900 | RETIREMENT AMERICAN FUNDS | 1492.22 |
| 32901 | 323 US POSTAL OFFICE | 272.72 |
| 32902 | 4 ADAM THOMAS | 268.61 |
| 32903 | 6 AE2S | 2490.25 |
| 32904 | 16 AT& T MOBILITY | 51.16 |
| 32905 | 64 CHELSEY BRANDT | 75.00 |
| 32906 | 400 ERICA MEADOWS | 75.00 |
| 32907 | 416 GENERAL EQUIPMENT & SUPPLIES INC | 663.37 |
| 32908 | 157 HAWKINS | 7486.00 |
| 32909 | 436 MARCO | 321.74 |
| 32910 | 204 MCLEAN COUNTY IMPLEMENT LLC | 129.03 |
| 32911 | 205 MCLEAN COUNTY SHERIFF DEPT | 15678.76 |

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| 32912 | 213 MVTL | 30.00 |
| 32913 | 216 ND DEPT OF ENVIRONMENTAL QUALITY | 337.90 |
| 32914 | 217 ND DEPT OF HEALTH- MICROBIOLOGY | 54.00 |
| 32915 | 235 ND WORKFORCE SAFETY | 1445.53 |
| 32916 | 29 NORDAK NORTH PUBLICATIONS | 376.49 |
| 32917 | 244 NRG TECHNOLOGY SERVICES | 1238.00 |
| 32918 | 248 ONE CALL CONCEPTS | 3.00 |
| 32919 | 468 PLUNKETTS / VARMENT GUARD | 145.00 |
| 32920 | 279 SALHUS SEPTIC PUMPING | 200.00 |
| 32921 | 295 STARION BOND SERVICES | 408797.50 |
| 32922 | 381 VALLI INFORMATION SYSTEMS, INC | 125.77 |
| 32923 | 11 VESTIS | 989.09 |
| 32924 | 345 WASHBURN FIRE DEPARTMENT | 6250.00 |
| 32925 | 348 WASHBURN PARK BOARD | 2427.39 |
| 32926 | 410 ZACH BREDLOW | 173.00 |

Brandt read the first reading for Ordinance #139 Section III, with the change of increasing the Class III Off-sale liquor and beer issued from one to three. Hapip motioned to accept the first reading. Harvey seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt explained adding a non-refundable cleaning fee deposit to anyone who rents the Memorial Building. Lelm motioned to approve a \$50 cleaning fee. Harvey seconded. There was a lot of discussion on the price. Lelm rescinded his motion. Hapip motioned to initiate a non-waivable cleaning fee in the amount of \$20 for everything except city hall conference room, the lower level community room, sporting activities, and an additional \$20 for the entire weekend with kitchen rental, kitchen rental, full day upper level auditorium, full day lower level kitchen and dining room. Harvey seconded. Discussion on tiers. Hapip amended his motion to make it tier 1 at \$40 non-refundable cleaning deposit and tier 2 a \$20 non-refundable cleaning deposit with having HR make the decision what is in each tier. Lelm seconded the amendment. Upon roll call, all members present voted aye on the amendment and the original motion.

R & S Concrete and Construction gave the American Legion a quote to repair the wall in the old boy scout room. Lelm motioned to approve the legion to go ahead and have this work done at the memorial building. Hapip seconded. Upon roll call, all members present voted aye.

The theme for this year's summer reading program is "color our world." Kandi would like to paint a mural on the back of the library wall but would like the city to paint the initial base coat or two of white paint. Harvey motioned to have the city do the base paint at the library. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Brandt would like to hire two temporary guys to help with tarring again this spring that will last approximately two weeks at \$20/hour. Lelm motioned to approve the temporary help for two people. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

There was discussion on changing the agenda deadline. Different ideas were discussed. Lelm would like to table this idea until we have a full commission.

Eric, with AE2S, presented Task Order No. 18 – which would allow him to finish the design for the PRV project. The commission can decide at a special meeting or the next regular meeting if they want to put it out to bid or not. Lelm motioned to approve task order no.18 for the PRV system. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

2025 Sealcoat Project – 90% done. The commission can review and let Eric know if anything needs to be added or taken out of the plans so that it can be stamped at 100% in April. Then it will go out to bid.

Drainage Improvements Project – provided an updated cost estimate for just the drainage project.

Would like to see what kind of grants are out there and see if McLean County would be a co-sponsor on the project.

Lead & Copper Revision Rule – no category 2 funding yet.

Special Road Fund Grant – no updates yet.

Portfolios:

Weber – Airport met and voted to bid the continuance of the apron out there.

Harvey – provided update on library finances and all the great things Kandi is doing at the library.

Regional library will be staying in Riverdale.

Hapip – working on updating our ordinances into a nice compiled way.

Lelm – painting on the stage at the Memorial Building has been completed. Looking to have some deadfall trees removed.

Thomas – Boat dock area is open. Docks will not go in until all ice is off the river. Sweeping is being done. New sewer jetter has been out and works great. 70-80 houses left for lead line inventory. The tar we are using requires temperatures above 50 degrees.

Brandt – Erica and Chelsey will be attending spring conference March 19th March 20th but someone will be in the office. Special Assessment public hearing will be held April 29th at 7 pm in the basement of the Memorial Building. Reminder to submit pictures of your lead lines if you said you would. If you are interested in serving on the special assessment committee or the forestry board, please submit a letter of interest.

Next commission meeting is April 14th at 6 pm.

Lelm adjourned the meeting at 7:34 p.m.

Chelsey Brandt, Auditor

City of Washburn

Mark Lelm, President

City of Washburn

