

Washburn City Commission
Official Meeting Minutes
Monday, May 12, 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 asked to add two things to the agenda: 1. Custer Dr update with drainage and 2. RDO quote for a lawn mower. He questioned why agenda item #12 was on there as it was a planning & zoning issue. Dockter motioned to approve the agenda with adding on those 2 agenda items and subtracting item #12. Hapip seconded. Discussion had. A planning & zoning meeting would be set up to discuss the zoning change. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the April 14th meeting minutes with corrections stated by Brandt. Hapip seconded. Upon roll call, all members, present voted aye. Motion carried.

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

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

General:

-99561	250 OTTERTAIL POWER	7005.49
-99560	437 J.P. MORGAN	2924.09
-99559	65 CIRCLE SANITATION	8205.50
-99558	421 MUTUAL OF OMAHA	40.50
-89030	SIT ND DEPT OF REVENUE	346.27
-89029	Payroll	13197.19
-89022	DENTAL BCBS	4051.98
-89021	AFLAC ACCIDENT AFLAC	389.62
-89020	AFLAC DAYCARE CHELSEY BRANDT	416.66
-89019	AFLAC-FLEX CHELSEY BRANDT	83.34
-89017	FIT EFTPS	4144.32
-89016	Payroll	12601.07
32956	AD&D UNUM	111.27
32957	RETIREMENT AMERICAN FUNDS	1492.22
32958	323 US POSTAL OFFICE	274.96
32959	4 ADAM THOMAS	915.38
32960	6 AE2S	14375.75
32961	16 AT& T MOBILITY	51.16
32962	428 DOCKTER, TIM	54.60
32963	131 FIRESIDE OFFICE SOLUTIONS	22.49

32964	377 FRONTIER PRECISION, INC	1750.00
32965	157 HAWKINS	5117.38
32966	168 INNOVATIVE OFFICE SOLUTIONS LLC	145.90
32967	193 LINCOLN-OAKES NURSERY	1070.00
32968	436 MARCO	166.87
32969	205 MCLEAN COUNTY SHERIFF DEPT	15678.76
32970	213 MVTL	60.00
32971	216 ND DEPT OF ENVIRONMENTAL QUALITY	326.25
32972	217 ND DEPT OF HEALTH- MICROBIOLOGY	79.00
32973	29 NORDAK NORTH PUBLICATIONS	5790.38
32974	244 NRG TECHNOLOGY SERVICES	619.00
32975	248 ONE CALL CONCEPTS	22.50
32976	468 PLUNKETTS / VARMENT GUARD	145.00
32977	417 SUMMIT FIRE PROTECTION	697.00
32978	476 USABLUEBOOK	494.18
32979	381 VALLI INFORMATION SYSTEMS, INC	113.04
32980	11 VESTIS	1037.08
32981	348 WASHBURN PARK BOARD	1728.73
32982	410 ZACH BREDLOW	51.00

Sales & Use Tax:

1622	WAIA	1217.31
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Suzy Jacobson was present to inform the commission that she would be selling fireworks with Memory Fireworks again this year. They will be in a storage unit on Border Lane selling fireworks between June 27-July 5th.

Riverboat days committee submitted a 50/50 raffle. Looking at the drawing location, it needs to be approved by the county.

Dockter motioned to approve a special event permit for Riverboat Saloon during Riverboat Days. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve a special event permit for The Cabin Bar & Grill during Riverboat Days. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Marcie with Beulah CVB was present to discuss the gaming site authorization they were applying for to change gaming at The Cabin Bar & Grill. They have a 60/40 program where 40% is given back to the community. There was a question on why they were being investigated for misuse of gambling funds but they are waiting for the AG's office to clear them. Lelm motioned to approve the gaming site authorization for Beulah CVB coming in for gaming. Motion died for no second. Will re-visit in June when the commission can get a little more information.

Hapip motioned to approve the police week proclamation. Dockter seconded. Upon roll call, all members present voted aye. Motion carried. Hapip read the proclamation.

Lieutenant Meadows was present to explain the differences in the beat zone hours that Lelm was questioning.

Dockter motioned to approve the 2026 police contract as written. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to apologize to the police department on behalf of the last 15 minutes of this meeting. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve the new BCBS rates. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

A representative with Rainbow Energy, the state water commission, Brent Bogar with AE2S, Tim Dockter, and Larry Thomas all met to discuss the future of the intake project now that the funding was pulled from the City of Washburn. Dockter motioned to approve sending a letter to stop all engineering fees at this time. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

There is a plc sensor that is malfunctioning causing the 6th St tower not to fill. That plc will be replaced. Dockter motioned to approve the quotation from Dirty Deeds Excavating to move forward with this prv project. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

The bid opening for the 2025 Sealcoat was last Thursday. Received two bids. Weber motioned to award the bid to Astech Corp for the 2025 seal coat project. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to fund this project out of sales and use tax. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Lynn Oberg was present to discuss some options for the drainage issues across the highway. They were discussing different options to divert the water that would make it possible to have expansion in that area as well. Hapip motioned to have Jamie go and talk to Gunderson's about the possibility of selling their land. Dockter seconded. Dockter motioned to amend the motion to have Jamie and Larry start the discussion about selling their land. Hapip seconded. Upon roll call, all members present voted aye. All members present voted aye on the original motion. Motion carried.

Adam received a quote from RDO to purchase a new tractor. Discussion had on how big, different styles, etc. Lelm motioned to purchase a new mower, 1580, and the mower deck. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

AE2S Update:

Sealcoat Project – notice to award. Looking at July timeframe.

PRV Project – approved quote to Dirty Deeds. Will review all materials and make sure it meets all specifications.

Street & Drainage – resupply that report to the city for drainage. Could look at SRF Funding as an option.

Lead & Copper – no updates

Riverside Park Improvements – Need to secure funding for the \$214,800 60-40% grant. Dockter motioned to move forward with Special Road Fund Project. Hapip seconded. Discussion had on what work would be the best but it's a start. Upon roll call, all members present voted aye. Motion carried.

Portfolios:

Harvey – nothing

Hapip - nothing

Dockter – Forestry Board tree giveaway is Saturday.

Weber – Jerry from Midstate was talking about a different kind of tar. Could look at using it every three years for the larger cracks.

Lelm – Adam and the guys are doing great. Working with the public on public concerns.

Thomas – crack sealing begins the end of this week. Scraping has started at the library but a lot of work needs to be done yet.

Brandt – Riverboat Days is June 6-8. Friday evening the roads will be blocked off from 7th St to 10th St from 4 pm until later. Saturday morning, Main Ave will be blocked off for the parade.

The special assessment committee certified their assessments. If you wish to appeal to the city commission, submit a written protest by 4:30 on June 5th. The public hearing will be held at 5:30 pm on June 9th at City Hall.

Clean up week starts this week.

There is an opening on the library board if anyone is interested. Please submit a letter of interest no later than July 10th if you are interested.

Next commission meeting is June 9th.

Lelm adjourned the meeting at 7:56p.m.

Chelsey Brandt, Auditor

City of Washburn

Mark Lelm, President

City of Washburn