

Washburn City Commission  
Official Meeting Minutes  
Monday, August 11, 2025  
6:00 pm., City Hall

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

Lelm asked everyone to stand for a moment of silence for the tragedies in our town.

The pledge of allegiance was recited.

President Lelm called the meeting to order at 6:01 pm.

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

Dockter motioned to approve the July 14th meeting minutes. Weber seconded. Upon roll call, all members, present voted aye. Motion carried.

Hapip motioned to approve the August 4<sup>th</sup> public hearing minutes. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to approve July financials. Weber 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:**

-99535	421 MUTUAL OF OMAHA	18.00
-99534	65 CIRCLE SANITATION	8376.05
-99533	250 OTTERTAIL POWER	6499.87
-99532	437 J.P. MORGAN	3836.67
-88967	PAYROLL	12759.92
-88960	FIT EFTPS	3996.26
-88959	SIT ND DEPT OF REVENUE	277.79
-88958	PAYROLL	12284.68
-88957	66 Zachery Bredlow	2095.37
-88951	FIT EFTPS	3559.17
-88945	DENTAL BCBS	704.46
33038	AD&D UNUM	118.31
33039	RETIREMENT AMERICAN FUNDS	1492.22
33040	323 US POSTAL OFFICE	234.47
33041	6 AE2S	10565.00
33042	16 AT& T MOBILITY	51.15
33043	86 DAKOTA AGRONOMY PARTNERS	387.50
33044	157 HAWKINS	29380.65

33045	182 KRAUSES SUPERVALU	36.29
33046	436 MARCO	169.32
33047	196 MASTER FIRE & SAFETY	655.50
33048	205 MCLEAN COUNTY SHERIFF DEPT	15678.76
33049	217 ND DEPT OF HEALTH- MICROBIOLOGY	54.00
33050	239 NEWMAN SIGNS INC	1734.46
33051	29 NORDAK NORTH PUBLICATIONS	584.88
33052	248 ONE CALL CONCEPTS	21.85
33053	265 RDO EQUIPMENT	505.81
33054	279 SALHUS SEPTIC PUMPING	200.00
33055	381 VALLI INFORMATION SYSTEMS, INC	113.71
33056	337 WAGON WHEEL LUMBER	126.94
33057	348 WASHBURN PARK BOARD	2285.09

**Sales & Use Tax:**

1625 WAIA

1378.86

Dockter motioned to approve a special event permit for Riverboat Saloon on September 6<sup>th</sup>. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Lelm motioned to approve the waiver of fees for small business Saturday happening on November 29<sup>th</sup>. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip motioned to approve a waiver of fees for Washburn Youth Sports color run event on August 17<sup>th</sup>. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Sam Freidt is interested in purchasing a trapezoid of land behind his house that is currently unplatted. Dockter motioned to approve the sale of land for \$50 and he pays all costs associated with it including having it surveyed and recorded. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Paul Schulz was present to discuss the condition of Roughrider Road heading out of town. Dockter recommended turning this over to Jamie as he is the street commissioner to figure out the best option moving forward.

Dockter motioned to approve the Quality Asphalt Estimate for \$48, 942.50. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

There was discussion on keeping the local nexus requirements in the charitable gaming policy. Dockter motioned to approve the charitable gaming site authorization policy as written including the local nexus. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Effective August 1<sup>st</sup>, cities have to allow for public comment at their regular meetings. Brandt read the policy. There was some discussion on how that would work with our current agenda requirements. Dockter moved to adapt the public comment policy. Lelm seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip went through a financial health report of the city and where we are at with our current debt situation. Washburn is going really well financially.

Brandt presented the 2026 proposed budget. Lelm motioned to approve the preliminary 2026 budget. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip explained how a consent agenda approval would work to approve agenda items x through x all together if no corrections are needed. Dockter motioned to approve the consent agenda moving forward. Weber seconded. Upon roll call, all members present voted aye. Motion carried.

Hapip explained bringing our seasonal help on full time to be the janitor as well. Discussion on benefits and pay. Lelm motioned to approve hiring Ben full time. Dockter seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter motioned to accept Harvey's resignation. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter recused himself.

Lelm motioned to accept Dockter's resignation. Hapip seconded. Upon roll call, all members present voted aye. Motion carried.

Dockter rejoined the meeting.

Dockter recommends having a special election for the two vacant positions instead of appointing. Lelm stated he has been in contact with some upstanding citizens who would like to be on the commission. Discussion what would be best. Dockter motioned to approve having a special election to fill the vacant openings. Hapip seconded. Dockter-aye, Weber-aye, Hapip-aye, Lelm-nay. Motion carried.

Weber motioned to approve task order #19 to move forward with applying for a grant for the drainage improvements. Dockter seconded. Upon roll call, all members present voted Motion carried.

AE2S Update:

Seal Coat - Astech is behind due to rain. Current job must be done by September 15th. So hopefully after that they can be here. Must notify us at least 7 days in advance.

2025 PRV Improvements - still working on getting that vault.

Flex Fund Grant - applying for this again to get some help with that road

Lead & Copper Rule - waiting on state funding

Riverside Park Road - add some curb & gutter. This is a 60-40 grant match. The grant does not cover engineering costs. No other geographical work or other studies if we move forward with this. To move forward - come with a task order and bring out a surveyor. Can this be split with the curb & gutter left alone and have the storm sewer separate.

Boat Ramp Road – looking at options for this.

Portfolios:

Dockter – Thanked the community for all their support as a business owner and an elected official all the years. Thanked Larry for all his help on P&Z and the city staff for all their hard work.

Weber – more next month on possible land development.

Hapip – nothing

Lelm – questioned how to manage portfolios.

Brandt – Fall cleanup is set for September 22-26 with curbside the 27<sup>th</sup>. Special assessment assistance applications will be available at the end of this week. Budget public hearing is September 8<sup>th</sup> at 5:30 pm.

Next commission meeting is September 8<sup>th</sup>.

Lelm adjourned the meeting at 7:46 p.m.

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Chelsey Brandt, Auditor  
City of Washburn

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Mark Lelm, President  
City of Washburn