

Record of the minutes of a regular meeting of the City Council of the City of Minto, Walsh County, North Dakota, held on January 13, 2025, at 7:00 PM.

Vice President Josh Miskavige called the meeting to order, and the pledge was recited. Present were Councilmen John Narloch & Lucas Kelley. Councilmen Keith Shutt & Mayor Larry Jamieson were absent. Samantha Onstad, city attorney, Ed Sevigny, Walsh County Tax Equalization Director, and Brad Narloch were also present.

After reviewing the agenda, there were two additions to the agenda.

Mr. Sevigny appeared before the Council to present an abatement application from Ryan Ebertowski for Parcel 39-0000-12415-000 for the year 2024. The house at this location burned down and Mr. Ebertowski was requesting a reduction in the value of the property. Mr. Sevigny's recommendation was to change the true & full value of Parcel 39-0000-12415-000 from \$86,000 to \$40,860.00. On a motion made by Mr. Narloch, seconded by Mr. Kelley and carried, the Council approved the abatement for Mr. Ebertowski for the year 2024.

Mr. Brad Narloch appeared before the Council to update them on an upgrade to the Walsh Regional Water Supply & Treatment Plant. There were four different plans drawn up and the cost to the City of Minto varies depending on the scope of the plan chosen. There was an extensive discussion concerning each plan and the amount each would cost the City of Minto. The cost will range from \$102,703 to \$862,450 depending on the plan chosen by the Walsh Regional Water Board. Mr. Narloch explained that the Council didn't need to commit to one plan or the other, but they needed to give Mr. Narloch approval to move forward with an upgrade. After further discussion, the Council agreed it was in the city's best interest to move forward with some type of upgrade. Mr. Narloch will request KLJ attend a council meeting in the future to answer any questions they may have concerning the upgrade.

Ms. Onstad discussed parcels 12613 & 12647 and their possible sale. Mrs. Shutt informed the Council she received a survey estimate for parcel 12647 from AE2S. The estimate was \$8,000.00. This was due to the proximity of the railroad right of way and the fact that the parcel does not have a good legal description. There was no action taken.

Mrs. Shutt inquired about raising the city sales tax in 2026. Any increase in city sales tax needs to be placed on the ballot for the voters to approve. Currently, the city sales tax is 1%. An increase could be used to help fund our portion of the Walsh Regional Water Treatment Plant upgrade. The Council was interested in this proposition so Mrs. Shutt and Ms. Onstad will look into a ballot measure for 2026.

Minutes from the regular meeting held on December 9, 2024, were submitted for approval. A motion was made by Mr. Kelley to approve the minutes, seconded by Mr. Narloch, & carried.

Committee reports were given:

- Streets, Utilities & Lights-Keith
 - Mr. Kelley spoke with Brandon Lizakowski about the driveway he installed on his property. Mr. Paschke was concerned that he covered a storm drain, but Mr. Lizakowski told Mr. Kelley the storm drain was not covered.

- Mayor Jamieson spoke with Phil Kilichowski about repairing the street after he connected to the city sewer. Mr. Kilichowski informed Mayor Jamieson he was going to be able to connect under the street and would not need to disturb the asphalt.
- Mrs. Shutt gave the Council a breakdown of the water payments to Walsh Water and the water revenue for 2024.
- Mr. Pashcke inquired about getting the streets chip sealed this year. Mr. Shutt was not present at the meeting, so the issue will be tabled until the next meeting.
- Planning & Zoning
 - On a motion made by Mr. Narloch, seconded by Mr. Kelley and carried, the Council approved Kenny Kilichowski's building permit for a garage addition and new siding.
- Buildings & Grounds
 - Mrs. Shutt spoke with Russell Schanilec concerning any new equipment at the skating rink. Mr. Schanilec explained that any new equipment would simply be added to the city's policy and covered by NDIRF.

Mayor Jamieson informed Vern Schanilec that the city would not be allowing him to build a residence on museum grounds.

A motion was made by Mr. Kelley to approve claims and financials, seconded by Mr. Narloch and carried, financials and the following claims were approved:

GENERAL FUND		
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99
AMAZON	SPACE HEATER	26.90
AMAZON	ACCORDION FILES	19.66
EINARSON LAW OFFICE	DECEMBER RETAINER	250.00
EINARSON LAW OFFICE	DEC MEETING, COURT PAPERS, SHOCKLEY	774.73
KOBLE, PATRICE	CLEAN OFFICE	25.00
MARCO	COPIER CONTRACT	71.40
MIDCONTINENT COMMUNICATIONS	DATA @ OFFICE	124.39
MIDCONTINENT COMMUNICATIONS	PHONE @ OFFICE	40.74
MINTO COMMUNITY CENTER	OFFICE RENT	750.00
MORGAN PRINTING	PUBLISH 11/12 MEETING MINUTES	73.83
OTTER TAIL POWER COMPANY	PARK SHOP, SOUTH SIGN	96.97

QUILL CORPORATION	DESK CALENDARS, 1099'S,W-2'S	59.86
WALSH COUNTY TREASURER	POLICING CONTRACT	924.00
		3,261.47
HIGHWAY FUND		
DUB CONSTRUCTION	STREET REPAIR-STORM DRAIN	5,950.00
FILTER CARE OF GRAFTON, INC.	8-SEALS-SANDER TRUCK	10.80
ICE DUST CONTROL	SALT BRINE	310.00
ICE DUST CONTROL	SALT BRINE	310.00
KODA BANK	ADDITIONAL SANDER TRUCK INTEREST	0.20
MENARDS	FITTINGS-SANDER TRUCK	39.35
NORTHDALE OIL-MINTO	GAS-PICKUP	13.63
NORTHDALE OIL-MINTO	GAS-PICKUP	8.94
NORTHDALE OIL-MINTO	GAS-PICKUP	10.49
		6,653.41
AIRPORT AUTHORITY		
AIRPORT AUTHORITY	2024 TAX COLLECTIONS	4,428.06
		4,428.06
BUILDING FUND		
MENARDS	MORTAR MIX	6.98
		6.98
STREETLIGHT FUND		
OTTER TAIL POWER COMPANY	STREETLIGHTS	1,097.47
OTTER TAIL POWER COMPANY	WHITEWAY	91.98
		1,189.45
FOREST FUND		
ACME ELECTRIC	SAW CHAIN	73.93
		73.93
SNOW REMOVAL FUND		
INTERSTATE BILLING SERVICE	SHOE SKID-SNOWBLOWER	265.54
NARLOCH TRUCKING	SNOW REMOVAL 11/28/24	80.00
NARLOCH TRUCKING	SNOW REMOVAL 12/2/24	80.00
NARLOCH TRUCKING	SNOW REMOVAL 12/5/24	300.00
NARLOCH TRUCKING	SNOW REMOVAL 12/17/24	660.00
NARLOCH TRUCKING	SNOW REMOVAL 12/19/24	1,660.00
NARLOCH TRUCKING	SNOW REMOVAL 12/20/24	1,160.00
NARLOCH TRUCKING	SNOW REMOVAL 12/26/24	160.00

NORTHDALE OIL	109 GALLONS DIESEL-LOADER	341.75
		4,707.29
WATER FUND		
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99
CUMMINS SALES AND SERVICE	TRANSFER SWITCH ON GENERATOR	2,059.98
GF UTILITY BILLING	NOVEMBER WATER SAMPLE	26.00
MIDCONTINENT COMMUNICATIONS	DATA @ SHOP	138.91
MINTO POST OFFICE	WATER BILLING POSTAGE	115.36
ND RURAL WATER SYSTEMS	2025 EXPO REGISTRATION	295.00
NORTH DAKOTA ONE CALL, INC.	SHARE OF DECEMBER LOCATES	2.25
NORTHDALE OIL-MINTO	GAS-PICKUP	63.61
NORTHDALE OIL-MINTO	GAS-PICKUP	41.75
NORTHDALE OIL-MINTO	GAS-PICKUP	48.96
OTTER TAIL POWER COMPANY	PUMP HOUSE	585.45
PASCHKE, PAT	CELL PHONE	100.00
VESTIS	COVERALLS & RUGS	30.02
WALSH RURAL WATER DISTRICT	FIXED O & M COSTS	358.00
WALSH RURAL WATER DISTRICT	GALLON COSTS - 1,628,000	10,256.40
		14,145.68
SEWER FUND		
ND SEWAGE PUMP & LIFT STATION INC	FLAP ON CHECK VALVE-N LIFT STATION	1,433.64
NORTH DAKOTA ONE CALL, INC.	SHARE OF DECEMBER LOCATES	2.25
NORTHDALE OIL-MINTO	GAS-PICKUP	13.63
NORTHDALE OIL-MINTO	GAS-PICKUP	8.95
NORTHDALE OIL-MINTO	GAS-PICKUP	10.49
OTTER TAIL POWER COMPANY	NORTH SEWER LIFT	201.25
OTTER TAIL POWER COMPANY	SOUTH SEWER LIFT	91.82
OTTER TAIL POWER COMPANY	LAGOON	47.80
		1,809.83
GARBAGE FUND		

REFUSE DISPOSAL SERVICE	COLLECTIONS	4,958.00
		4,958.00
PARK FUND		
MINTO PARK BOARD	REVENUE SHARE	888.75
		888.75
PAYROLL		
BC/BS	HEALTH INSURANCE	3,216.18
DEPARTMENT OF TREASURY	FEDERAL WITHHOLDING	3,107.45
GOODSELL, GLENN III	15.5 HRS.-PARK	193.25
JAMIESON, LARRY	SALARY	623.36
KELLEY, LUCAS	SALARY	415.57
MISKAVIGE, JOSHUA	SALARY	415.57
NARLOCH, JOHN	SALARY	415.57
ND TAX COMMISSIONER	STATE WITHHOLDING	112.33
NDPERS	DEFERRED COMP	300.00
NDPERS	LIFE INSURANCE	48.52
NDPERS	RETIREMENT	1,742.96
OLMSTEAD, CASEY	21 HRS., 80 MILES-PARK	451.17
PASCHKE, PAT	171 HRS, 11 OT, 1 DT, 20 HOLIDAY, 20 SICK, 8 VACATION	5,165.11
SHUTT, ANGELA	147.5 HRS, 11.5 VACATION, 16 HOLIDAY	2,926.16
SHUTT, KEITH	SALARY	415.57
		19,548.77
TOTAL CLAIMS DECEMBER 2024		61,671.62

Mrs. Shutt informed the Council that she will be disposing of some old records and sending some to Bismarck to archive.

Mrs. Shutt presented Resolution 2025-001 to the Council for consideration:

RESOLUTION 2025-001

LISTING OF DEPOSITORY BANKS

WHEREAS, it is necessary for the city auditor to deposit monies from time to time, AND WHEREAS, it is necessary for the city auditor to draw upon the deposits, NOW THEREFORE, be it resolved that the following banks be names for depository funds;

KODABANK

CHECKING ACCOUNTS

This resolution was adopted at a regular meeting of the Minto City Council on January 13, 2025.

Council Vice President

Attest: _____

Auditor

On a motion made by Mr. Narloch, seconded by Mr. Kelley and carried, Resolution 2025-001 was passed.

Mrs. Shutt presented Resolution 2025-002 to the Council for consideration:

RESOLUTION 2025-002

EXPEDITION OF BUSINESS

WHEREAS, it appears the business of the city will be expedited by authorizing the city auditor to pay certain miscellaneous items, such as postage, freight, refund orders, regular employee payroll and apportionments,

NOW THEREFORE, be it resolved that the city auditor be allowed to pay such claims.

This resolution was adopted at a regular meeting of the Minto City Council on January 13, 2025.

Council Vice President

Attest: _____

Auditor

On a motion made by Mr. Narloch, seconded by Mr. Kelley and carried, Resolution 2025-002 was passed.

Mrs. Shutt will continue to budget for a new building.

The concession stands at the park were discussed. No building permits have been submitted.

On a motion made by Mr. Kelley, seconded by Mr. Narloch and carried, the contract with AE2S was approved.

On a motion made by Mr. Narloch, seconded by Mr. Kelley and carried, the Council agreed to participate in the Walsh County Multi-Hazard Mitigation Plan. At least one person from the city will need to participate in the process.

Mrs. Shutt presented the Council with information from Walsh County concerning High Resolution Oblique Imagery for Counties. We will not be participating.

There being no further business, on a motion made by Mr. Narloch, seconded by Mr. Kelley, and carried, the meeting was adjourned at 9:02 PM. The next regular meeting will take place on Monday, February 10, 2025, at 7:00 AM.

Council Vice President

Attest: _____
Auditor