

Record of the minutes of a regular meeting of the City Council of the City of Minto, Walsh County, North Dakota, held on March 10, 2025, at 7:00 AM.

Mayor Larry Jamieson called the meeting to order, and the pledge was recited. Present were Councilmen John Narloch, Lucas Kelley, Keith Shutt & Josh Miskavige. Samantha Onstad, city attorney, was also present.

Ms. Omstad briefed the Council on the new HUD requirements. No decision was made regarding revising the floodplain ordinance. She also touched on the sale tax increase. If the Council moves forward with wanting to increase the sales tax, it would be voted on in 2026.

Minutes from the regular meeting held on February 10, 2025, were submitted for approval. A motion was made by Mr. Shutt to approve the minutes, seconded by Mr. Miskavige, & carried.

Committee reports were given:

- Streets, Utilities & Lights-Keith
 - Mrs. Shutt is waiting to hear from AE2S concerning seal coating the streets.
 - On a motion made by Mr. Shutt, seconded by Mr. Narloch and carried, the Council approved the street closures requested during Minto Days which will run from June 19-22 this year.
- Animal Warden-Josh
 - Mr. Miskavige has been able to take care of some of the feral cats that have been seen by the Minto Museum.
- Public Works Report-Pat
 - Mr. Paschke presented information concerning the purchase of a new street sweeper. Our sweeper is 11 years old and was paid off in 2023. A motion was not made to purchase a new street sweeper.

On a motion made by Mr. Kelley, seconded by Mr. Miskavige and carried, the Council voted to pay for a land survey if the City of Minto is chosen to participate in Spark Build 2025.

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

GENERAL FUND		
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99
EINARSON LAW OFFICE	FEBRUARY RETAINER	250.00
EINARSON LAW OFFICE	FEBRUARY MEETING	310.80
EINARSON LAW OFFICE	SALES TAX, HUD/FEMA ISSUES	665.00
KOBLE, PATRICE	CLEAN OFFICE	25.00
MARCO	COPIER CONTRACT	71.40
MIDCONTINENT COMMUNICATIONS	DATA @ OFFICE	125.39
MIDCONTINENT COMMUNICATIONS	PHONE @ OFFICE	38.67
MINTO COMMUNITY CENTER	OFFICE RENT	750.00
MORGAN PRINTING	PUBLISH 2025 SALARIES	14.98
MORGAN PRINTING	PUBLISH 1/13 MEETING MINUTES	97.37
NDSU EXTENSION PESTICIDE PROG.	SPRAY CERTIFICATION	100.00
NDSU EXTENSION PESTICIDE PROG.	CREDIT SPRAY CERTIFICATION	-75.00
OTTER TAIL POWER COMPANY	PARK SHOP, SOUTH SIGN #7030631	97.93
OTTER TAIL POWER COMPANY	SKATING RINK #20118988	169.42
SHUTT, ANGELA	POSTAGE	5.18
WALSH COUNTY TREASURER	POLICING CONTRACT	924.00
		3,594.13

HIGHWAY FUND		
INTERSTATE BILLING SERVICE	SERVICE LOADER	801.17
NORTHDAL OIL	GAS-PICKUP	10.51
NORTHDAL OIL	PROPANE	302.64
		1,114.32
STREETLIGHT FUND		
OTTER TAIL POWER COMPANY	STREETLIGHTS #7026101	1,105.53
OTTER TAIL POWER COMPANY	WHITEWAY #7005015	94.37
		1,199.90
SNOW REMOVAL FUND		
INTERSTATE BILLING SERVICE	SERVICE LOADER	801.16
NARLOCH TRUCKING	1/12/ 6 HRS SNOW REMOVAL	1,140.00
NARLOCH TRUCKING	1/18 2 HRS SNOW REMOVAL N. END	320.00
NARLOCH TRUCKING	1/23 2 HRS SNOW REMOVAL N. END	320.00
NARLOCH TRUCKING	1/25 4 HRS SNOW REMOVAL	740.00
		3,321.16
WATER PLANT & PIPELINE FUND		
WALSH RURAL WATER DISTRICT	PRELIMINARY ENGINEERING	2,250.00
		2,250.00
WATER FUND		
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99
FILTER CARE OF GRAFTON, INC.	TIRE VALVE, FITTING	9.42
MIDCONTINENT COMMUNICATIONS	DATA @ SHOP	141.04
MINTO POST OFFICE	WATER BILLING POSTAGE	113.12
NORTHDAL OIL	GAS-PICKUP	49.05
NORTHDAL OIL	PROPANE	1,412.32
OTTER TAIL POWER COMPANY	PUMP HOUSE #7027163	698.94
PASCHKE, PAT	CELL PHONE	100.00
SAFEGUARD BUSINESS SYSTEMS	BILLING POSTCARDS	859.21
VESTIS	COVERALLS & RUGS	30.02
WALSH RURAL WATER DISTRICT	FIXED O & M COSTS	358.00
WALSH RURAL WATER DISTRICT	GALLON COSTS - 1,353,000	8,970.39
		12,765.50
SEWER FUND		
CUMMINS SALES AND SERVICE	N LIFT STATION GENERATOR CALL	587.53
MENARDS	WINDOW & DOOR SILICON	26.77
NORTHDAL OIL	GAS-PICKUP	10.51
NORTHDAL OIL	PROPANE	302.64
OTTER TAIL POWER COMPANY	NORTH SEWER LIFT #7005019	223.44
OTTER TAIL POWER COMPANY	SOUTH SEWER LIFT #7005020	94.43
OTTER TAIL POWER COMPANY	LAGOON #20018644	32.06
SAFEGUARD BUSINESS SYSTEMS	BILLING POSTCARDS	184.12
		1,461.50
GARBAGE FUND		
SAFEGUARD BUSINESS SYSTEMS	BILLING POSTCARDS	184.12
REFUSE DISPOSAL SERVICE	COLLECTIONS	4,958.00
		5,142.12
PARK FUND		

MINTO PARK BOARD	REVENUE SHARE	1,094.60
		1,094.60
PAYROLL		
NDPERS	LIFE INSURANCE	73.52
PASCHKE, PAT	107 HRS, 10 OT, 48 VAC, 8 HOLIDAY	3996.11
SHUTT, ANGELA	128 HRS, 4 VAC, 8 HOLIDAY	2452.33
DEPT OF THE TREASURY	FEDERAL WITHHOLDING	2026.61
NDPERS	RETIREMENT	1381.3
NDPERS	DEFFERED COMP	300
BC/BS	HEALTH INSURANCE	2807.49
		13037.36
TOTAL CLAIMS FEBRUARY 2025		44,980.59

On a motion made by Mr. Kelley, seconded by Mr. Shutt and carried, 1 gaming permit was approved:

- Friends of Stray Safe Inn Purse Bingo-03/21

On a motion made by Mr. Miskavige, seconded by Mr. Narloch and carried, the Council agreed to purchase cyber liability insurance at a cost of \$1,259.67 per year.

Gravel quotes were reviewed by the Council.

On a motion made by Mr. Kelley, seconded by Mr. Shutt and carried, the Council approved a subscription to Grantfinder at a cost of \$80.00 for the year.

The Council brought up May 17th as Minto Clean Up Day this year, but after further investigation, Mrs. Shutt learned that graduation day is May 18th this year so the date will have to be changed.

Mr. Brad Narloch joined the meeting to give an update on the progress of the Walsh Rural Water District project. The committee is looking at the option that would cost the City of Minto around \$102,7300 and would involve selling raw water to the City of Grafton. A check for Minto’s portion of preliminary engineering (\$2250) will be mailed out today. The city will also be receiving a check for around \$19,000.00 for the even up for year-end 2024.

There being no further business, on a motion made by Mr. Shutt, seconded by Mr. Narloch and carried, the meeting was adjourned at 7:41 AM. The next regular meeting will take place on Monday, April 14, 2025, at 7:00 AM.

Mayor

Attest: _____
Auditor