

Record of the minutes of a regular meeting of the City Council of the City of Minto, Walsh County, North Dakota, held on April 13, 2026, at 7:00 AM.

Mayor Larry Jamieson called the meeting to order. Present were Councilmen Josh Miskavige, Keith Shutt & Lucas Kelley. Councilman John Narloch was absent. Also present was Peyton Cole, city attorney.

There were no additions to the agenda.

Mr. Brad Narloch appeared before the Council to give an update on the status of the Walsh Regional Water System tentative agreement with the City of Grafton. The regional water system is now prepared to present a cost analysis to the City of Grafton and will present it at a future meeting. The first proposal being presented will be a zero cost to the City of Minto.

Ms. Cole revisited the 7th Street platting issue. Mr. Shutt asked that since the water line runs under 7th Street, could the city claim right of way concerning the ownership of 7th Street. Ms. Cole will investigate that option, but if that was not the case, the city would need all of property owners along 7th Street to sign over their portion of 7th Street to the city so it could be platted.

Mrs. Shutt spoke with Lisa Rotvold concerning the Spark Build homes they want to construct in Minto. They are still very interested to build on lots 4-6, block 5 in Stoltmans Subdivision. There would be no financial obligation for the City of Minto in the building of these homes. A motion to close off access to parcels 39-0000-12789-000 and 39-0000-12776, to survey lots 4-6, block 5 & lots 1-9, block 6 Stoltmans Subdivision and to survey for a new road was made by Mr. Kelley, seconded by Mr. Miskavige and carried. The survey of lots 1-9, block 6 will allow for 4 or 5 homes to be built. Once the lots are ready for sale, the price per lot will be calculated.

Mrs. Shutt presented the Council with the official wording for the sales tax ballot measure. On a motion made by Mr. Shutt, seconded by Mr. Kelley and carried the sale tax ballot measure wording was approved.

Ms. Cole updated the Council on the progress of the Harriot Drain Bridge maintenance agreement. Walsh County and the Walsh Water Board want the City of Minto to take responsibility for the maintenance and traffic road safety of Kilowatt Drive. While Ms. Cole understands the city should take responsibility for traffic road safety, she firmly believes we should not take responsibility for the road maintenance of Kilowatt Drive or the bridge. She has spoken with the attorney for the Walsh Water Board and stated the City of Minto will not sign the agreement unless the maintenance language is removed and the Council agreed with her.

Minutes from the regular meeting held on March 9, 2026, were submitted for approval. A motion was made by Mr. Shutt to approve the minutes, seconded by Mr. Miskavige, and carried.

Committee reports were given:

- Planning & Zoning
 - On a motion made by Mr. Shutt, seconded by Mr. Kelley and carried, one building permit was approved:
 - No-Mis Construction-interior remodel

- On a motion made by Mr. Kelley, seconded by Mr. Miskavige and carried, parcel 39-0000-12703-000 was sold to Keith Shutt for \$1,500.00.
- Logan Misialek was given permission to cut the back curb in front of his new shed.
- Animal Warden
 - There will not be a pet vaccination clinic this year.
- Employee Relations
 - Mrs. Shutt will advertise for summer help.
 - Mr. Kelley questioned whether a part-time year-round position needs to be added to help Mr. Paschke instead of hiring summer help. Mrs. Shutt will see if a position could be budgeted for in the 2027 budget.
- Public Works Report
 - On a motion made by Mr. Shutt, seconded by Mr. Miskavige and carried, the Council accepted the quote from HB Sound & Light for \$5,226.37 for security cameras around the city shop.

On a motion made by Mr. Miskavige, seconded by Mr. Shutt and carried, the Council approved adding the Public Sewer Back-Up and Water Main Break Coverage Endorsement at a cost of \$414.00/year and \$10,000.00/claimant per occurrence.

On a motion made by Mr. Miskavige, seconded by Mr. Kelley and carried, the Council voted to apply for and use the Walsh County Self-Help Grant to help cover the costs associated with the new subdivision we will construct in Stoltmans Subdivision.

On a motion made by Mr. Kelley, seconded by Mr. Miskavige and carried, the Council approved both the Lead Service Line Replacement Facility Plan, at a cost of \$30,000, and the Lead Service Line Update, at a cost not to exceed \$10,000, with AE2S. These costs should be covered by state funding the city has applied for.

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

GENERAL FUND		
ACME RENTS	LIFT RENT WINTER DECOR	250.00
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99
AMAZON	CANDY,AAA BATTERIES,AIR FRESHENER	67.59
EINARSON LAW OFFICE	MARCH RETAINER, MARCH MTG	778.78
EINARSON LAW OFFICE	KILOWATT BRG,ROAD CLOSURE	756.00
KOBLE, PATRICE	CLEAN OFFICE	25.00

LOFFLER	CANON COPIER	3,646.49
LOFFLER	COPIER CONTRACT	43.25
MIDCONTINENT COMMUNICATIONS	DATA @ OFFICE	126.65
MIDCONTINENT COMMUNICATIONS	PHONE @ OFFICE	40.46
MINTO COMMUNITY CENTER	OFFICE RENT	750.00
MINTO PARK BOARD	REVENUE SHARE	820.39
MORGAN PRINTING	PUBLISH 3/18 MEETING MINUTES	162.06
MORGAN PRINTING	PUBLISH FILING DEADLINE	25.53
MORGAN PRINTING	PUBLISH 2/24 MEETING MINUTES	43.29
OTTER TAIL POWER COMPANY	SKATING RINK #20057078	110.89
SHUTT, ANGELA	CELL PHONE	50.00
TWO TREES TECHNOLOGIES	MONTHLY IT SERVICES	119.75
WALSH COUNTY TREASURER	POLICING CONTRACT	924.00
		8,764.12
HIGHWAY FUND		
NORTHDALE OIL	GAS-PICKUP	12.65
		12.65
STREETLIGHT FUND		
OTTER TAIL POWER COMPANY	STREET LIGHTS #7026101	992.68
OTTER TAIL POWER COMPANY	WHITEWAY #7005015	88.24
SAMSON ELECTRIC LTD	TEMP POWER TO STREET LIGHT	515.09
SAMSON ELECTRIC LTD	TROUBLE SHOOT HARVEY ST LIGHTS	105.00
		1,701.01
SNOW REMOVAL FUND		
HILL'S INC.	SHOE SKID-SNOW BLOWER	284.36
NARLOCH TRUCKING	3/13 10 HRS SNOW REMOVAL	1,880.00
NARLOCH TRUCKING	3/16 1 HRS SNOW REMOVAL	160.00
NARLOCH TRUCKING	3/18 6 HRS SNOW REMOVAL	1,120.00
		3,444.36
INSECT FUND		
ADOPCO INC	LARVICIDE	8,958.80
		8,958.80
WATER TOWER FUND		
WAYNE'S HEATING AND COOLING	COVER GASKET BOILER	165.00
		165.00
WATER FUND		
ADOBE	MONTHLY ACROBAT PRO SUBSCRIPTION	23.99

CORE & MAIN	2 INCH METER REGISTER	552.01
FILTER CARE OF GRAFTON, INC.	OIL,OIL FILTER-PICKUP	30.98
GF UTILITY BILLING	FEBRUARY WATER SAMPLE	26.00
MIDCONTINENT COMMUNICATIONS	DATA @ SHOP	141.40
MINTO POST OFFICE	WATER BILLING POSTAGE	126.88
NORTH DAKOTA ONE CALL, INC.	SHARE OF MARCH LOCATES	1.20
PASCHKE, PAT	CELL PHONE	100.00
NORTHDAL OIL	GAS-PICKUP	59.03
OTTER TAIL POWER COMPANY	PUMP HOUSE #7027163	636.51
RUNNINGS	JANITORIAL SUPPLIES	103.35
TWO TREES TECHNOLOGIES	MONTHLY IT SERVICES	23.75
VESTIS	RUGS & COVERALLS	31.04
WALSH RURAL WATER DISTRICT	FIXED O & M COSTS	558.00
WALSH RURAL WATER DISTRICT	GALLON COSTS - 1,149,000	6,894.00
		9,308.14
SEWER FUND		
A & D EXCAVATING LLC	3RD STREET SEWER MAIN REPAIR	7,952.70
CUMMINS SALES AND SERVICE	LIFT STN GENERATOR REPAIR	990.17
NARLOCH TRUCKING	32 YDS GRAVEL SEWER BREAK	414.40
NARLOCH TRUCKING	1 HR HAULING GRAVEL SEWER BK	200.00
NARLOCH TRUCKING	2 HRS DUMP TK SEWER BK	300.00
NORTH DAKOTA ONE CALL, INC.	SHARE OF MARCH LOCATES	1.20
NORTHDAL OIL	GAS-PICKUP	12.65
OTTER TAIL POWER COMPANY	NORTH SEWER LIFT #7005019	211.14
OTTER TAIL POWER COMPANY	SOUTH SEWER LIFT #7005020	116.66
OTTER TAIL POWER COMPANY	LAGOON #20018644	59.20
		10,258.12
GARBAGE FUND		
REFUSE DISPOSAL SERVICE	COLLECTIONS	5,950.00
REFUSE DISPOSAL SERVICE	RECYCLING CONTAINER	200.00
		6,150.00
PAYROLL		
JAMIESON, LARRY	SALARY	623.36
KELLEY, LUCAS	SALARY	415.57
MISKAVIGE, JOSHUA	SALARY	415.57
NARLOCH, JOHN	SALARY	415.57
PASCHKE, PAT	147 HRS,20 OT,16 DT,56 VAC	6,260.58
SHUTT, ANGELA	174.75 HRS, 1 VAC	3,155.69
SHUTT, KEITH	SALARY	415.57
NDPERS	DEFERRED COMP	300.00

DEPT OF TREASURY	FEDERAL WITHHOLDING	3,428.34
BC/BS	HEALTH INSURANCE	3,337.62
NDPERS	LIFE INSURANCE	102.86
NDPERS	RETIREMENT	1,777.67
		20,648.40
TOTAL CLAIMS MARCH 2026		69,410.60

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

*Minto DECA-bingo

Mrs. Shutt informed the Council that Refuse Disposal has raised the garbage rate to \$5950.00/month plus a \$200.00 charge for the recycling container. After some discussion Resolution 2026-004 was presented to the Council for approval:

Resolution 2026-004

WHEREAS the City of Minto recognizes the need to provide certain types of services to its citizens, and

WHEREAS the City of Minto needs to charge for those services provided, and

WHEREAS the City Council of the City of Minto recognizes the need to review and adjust rates on a regular basis to ensure all costs and obligations are met, then

BE IT RESOLVED by the City Council of the City of Minto, North Dakota that the following monthly utility service rates are in effect:

Water base rate	\$44.75
Water from 0 -10,000 gallons	\$8.50/1000 gallons
Water from 10,001 and up	\$7.30/1000 gallons
Sewer	\$17.00
Sewer commercial large user	plus .5952380/1000 gallons over 6,720 gallons
Garbage residential curb side	\$20.00
Garbage dumpster	\$40.00/3 yd-small dumpster
Garbage dumpster	\$88.00/XL dumpster
Garbage dumpster	\$148.00/XXL dumpster
Garbage dumpster	\$76.00/6yd dumpster
Street Lights	\$4.25
Forest	\$3.00
Snow Removal	\$10.00
Insect Control	\$6.00

BE IT ALSO RESOLVED that all payments will be due on the 10th of the month and considered delinquent after that date. A 10% late fee will be applied to all delinquent accounts, and

BE IT ALSO RESOLVED all customers will be a charged a \$75.00 deposit and the fee for turning the water on at the curbsstop shall be \$100.00 nonrefundable.

This resolution was adopted at a regular meeting of the Minto City Council on April 13, 2026. New rates will be effective April 13, 2026.

Mayor

Attest: _____
Auditor

On a motion made by Mr. Kelley, seconded by Mr. Shutt and carried, the Council approved Resolution 2026-004.

Mrs. Shutt presented the Council with gravel pricing from both Narloch Gravel and Gowan Construction.

The city will look into dates for the city-wide cleanup.

Mrs. Shutt reported that the city has satisfied all applicable Safe Drinking Water Act requirements.

Mr. Miskavige received a complaint about Mary Lizakowski's yard located at 854 2nd Street. Mrs. Shutt will send out another letter.

Mr. Kelley would like another letter sent out to outlying landowners who have not responded to the first letter. Ms. Cole will review the responses and send out another letter.

There being no further business, on a motion made by Mr. Kelley, seconded by Mr. Miskavige, and carried, the meeting was adjourned at 9:20 AM. The next regular meeting will take place on Monday, May 11, 2026, at 7:00 AM.

Mayor

Attest: _____
Auditor

