

Record of the minutes of a regular meeting of the City Council of the City of Minto, Walsh County, North Dakota, held on July 14, 2025, at 7:00 AM.

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

There was one addition to the agenda.

Ms. Cole explained that Walsh County currently has a judge shortage and that it would be in our best interest to wait to approach them concerning the municipal court takeover until the situation is resolved.

There was a motion by Mr. Miskavige to approve the first reading of an ordinance entitled "**An Ordinance Establishing Procedures for Public Comment**". Mr. Narloch seconded the motion and the motion to approve the first reading was carried. The ordinance calls for the establishment of an allotted maximum time of 5 minutes for each individual speaker to address the Council. The total duration of the public comment period shall not exceed 20 minutes. Any individual wishing to provide public comment must complete and submit a speaker card prior to the meeting being called to order.

Ms. Cole informed the Council that they are allowed to limit the number of gaming sites in town.

Ms. Cole presented the Council with letters to both Jodi Osowski and John Miller. Both residents need to comply with our floodplain ordinance. Ms. Osowski was given a September 15, 2025, deadline to comply and Mr. Miller's letter was sent to his attorney.

Mayor Jamieson will speak to Chris Lizakowski about finishing his metal roof.

Minutes from the regular meeting held on June 9, 2025, were submitted for approval. Motion by Mr. Kelley to approve the minutes, seconded by Mr. Narloch, carried.

Committee reports were given:

- Streets, Utilities & Lights
  - Mrs. Shutt informed the Council that the only electricity the city is paying for down at the park is for the new sign. All other electricity will now be paid by the park.
- Animal Warden
  - Mr. Miskavige has been taking care of a cat and a skunk problem.
- Planning & Zoning
  - On a motion by Mr. Kelley, seconded by Mr. Miskavige and carried, 3 building permits were approved:
    - Logan Misialek-pole shed
    - Gene Felton-metal roof
  - The building permit submitted by the Minto Park was approved on the condition that it be revised to match the blueprints for the new concession stand.
- Forestry
  - Mayor Jamieson suggested that we get a tree trimmer in town either this year or next spring.

Mrs. Shutt presented the Council with the purchase price of the Northridge MHP. The current purchase price stands at \$495,000.00. The Council advised Mrs. Shutt to contact the ND State Health Department concerning the conditions at the park.

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

|                             |                                  |          |
|-----------------------------|----------------------------------|----------|
| <b>GENERAL FUND</b>         |                                  |          |
| ADOBE                       | ACROBAT PRO SUBSCRIPTION         | 23.99    |
| AMAZON                      | PRINTING CALCULATOR              | 85.56    |
| EINARSON LAW OFFICE         | JUNE RETAINER & MEETING          | 472.30   |
| EINARSON LAW OFFICE         | MUNICIPAL COURT, FLOODPLAIN      | 556.40   |
| KOBLE, PATRICE              | CLEAN OFFICE                     | 25.00    |
| MARCO                       | COPIER CONTRACT                  | 88.24    |
| MIDCONTINENT COMMUNICATIONS | DATA @ OFFICE                    | 125.39   |
| MIDCONTINENT COMMUNICATIONS | PHONE @ OFFICE                   | 40.36    |
| MINTO AG CENTER             | HERBICIDE                        | 304.50   |
| MINTO AG CENTER             | HERBICIDE                        | 150.00   |
| MINTO COMMUNITY CENTER      | OFFICE RENT                      | 750.00   |
| MINTO POST OFFICE           | 3 ROLLS OF STAMPS                | 219.00   |
| MORGAN PRINTING             | PUBLISH 5/12 MEETING MINS        | 88.81    |
| ND LEAGUE OF CITIES         | CITY DUES                        | 1,012.00 |
| NORTHDAL OIL                | GAS-LAWNMOWERS                   | 144.95   |
| OTTER TAIL POWER COMPANY    | PARK SHOP, SOUTH SIGN #7030631   | 241.44   |
| QUILL CORPORATION           | ANNUAL MEMBERSHIP                | 69.99    |
| RYAN EBERTOWSKI             | STORAGE RENTAL 25-26             | 800.00   |
| WALSH COUNTY TREASURER      | POLICING CONTRACT                | 924.00   |
|                             |                                  | 6,121.93 |
| <b>HIGHWAY FUND</b>         |                                  |          |
| BIG JIM'S E-SIDE TIRE       | ROAD GRADER TIRES                | 6,240.95 |
| FIRE BUG SERVICES. LLC      | ANNUAL SERVICE FIRE EXTINGUISHER | 18.07    |
| GRAFTON TRUE VALUE          | GLASSBOARD, STRAPS, HARDWARE     | 108.11   |
| MENARDS                     | SUPPLIES-PAINTING CROSSWALKS     | 59.39    |
| MENARDS                     | SCRAPER, SCRAPER BLADES          | 14.31    |
| NARLOCH TRUCKING            | 1 YD LIME ROCK                   | 35.00    |
| NARLOCH TRUCKING            | 24 YDS GRAVEL (7TH ST)           | 310.80   |
| NORTHDAL OIL                | GAS-PICKUP                       | 12.92    |
| NORTHDAL OIL                | GAS-PICKUP                       | 10.05    |
| NORTHDAL OIL                | DIESEL-STREET SWEEPER            | 74.85    |
| NORTHDAL OIL                | PROPANE                          | 185.63   |
| RYAN EBERTOWSKI             | STORAGE RENTAL 25-26             | 1,500.00 |
| SHERWIN-WILLIAMS            | CROSSWALK PAINT                  | 447.17   |
| SHERWIN-WILLIAMS            | CROSSWALK PAINT                  | 274.50   |
|                             |                                  | 9,291.75 |
| <b>BUILDING FUND</b>        |                                  |          |
| KEITHS SECURITY WORLD INC   | ANNUAL CLOUD SERVICE             | 200.00   |
|                             |                                  | 200.00   |
| <b>STREETLIGHT FUND</b>     |                                  |          |
| OTTER TAIL POWER COMPANY    | STREETLIGHTS #7026101            | 1,079.81 |
| OTTER TAIL POWER COMPANY    | WHITEWAY #7005015                | 92.96    |
|                             |                                  | 1,172.77 |
| <b>FOREST FUND</b>          |                                  |          |
| GRAFTON FLORAL              | 6 TREES                          | 1,890.00 |
| MENARDS                     | PRUNER                           | 39.98    |
|                             |                                  | 1,929.98 |
| <b>WATER FUND</b>           |                                  |          |
| ADOBE                       | ACROBAT PRO SUBSCRIPTION         | 23.99    |
| FIRE BUG SERVICES. LLC      | ANNUAL SERVICE FIRE EXTINGUISHER | 84.35    |
| GF UTILITY BILLING          | MAY WATER SAMPLE                 | 26.00    |

|                               |                                     |           |
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| MIDCONTINENT COMMUNICATIONS   | DATA @ SHOP                         | 141.04    |
| MINN-KOTA MOBILE WASH & CLEAN | 47 FIRE HYDRANTS PAINTED & MILEAGE  | 3,487.20  |
| MINTO POST OFFICE             | WATER BILLING POSTAGE               | 115.36    |
| MORGAN PRINTING               | PUBLISH DRINKING WATER REPORT       | 710.99    |
| ND RURAL WATER SYSTEMS ASSOC  | ND RURAL WATER MEMBERSHIP           | 270.00    |
| NORTH DAKOTA ONE CALL, INC.   | SHARE OF MAY LOCATES                | 9.85      |
| NORTH DAKOTA ONE CALL, INC.   | SHARE OF JUNE LOCATES               | 9.00      |
| NORTHDALE OIL                 | GAS-PICKUP                          | 60.30     |
| NORTHDALE OIL                 | GAS-PICKUP                          | 46.94     |
| NORTHDALE OIL                 | PROPANE                             | 866.28    |
| OTTER TAIL POWER COMPANY      | PUMP HOUSE #7027163                 | 532.92    |
| PASCHKE, PAT                  | CELL PHONE                          | 100.00    |
| SHERWIN-WILLIAMS              | FIRE HYDRANT PAINT                  | 515.19    |
| SHERWIN-WILLIAMS              | RETURN FIRE HYDRANT PAINT           | -461.32   |
| VESTIS                        | COVERALLS & RUGS                    | 30.02     |
| WALSH RURAL WATER DISTRICT    | FIXED O & M COSTS                   | 358.00    |
| WALSH RURAL WATER DISTRICT    | GALLON COSTS - 2,077,000            | 13,770.51 |
|                               |                                     | 20,696.62 |
| <b>SEWER FUND</b>             |                                     |           |
| DEPT OF ENVIRONMENTAL QUALITY | WASTEWATER COLLECTION CERTIFICATION | 50.00     |
| DEPT OF ENVIRONMENTAL QUALITY | CC FEE                              | 1.25      |
| FERGUSON WATERWORKS #2516     | SEWER CLEAN OUT COMM. CENTER        | 430.98    |
| FIRE BUG SERVICES. LLC        | ANNUAL SERVICE FIRE EXTINGUISHER    | 18.08     |
| GF UTILITY BILLING            | LAGOON SAMPLE                       | 76.00     |
| NORTH DAKOTA ONE CALL, INC.   | SHARE OF MAY LOCATES                | 9.85      |
| NORTH DAKOTA ONE CALL, INC.   | SHARE OF JUNE LOCATES               | 9.00      |
| NORTHDALE OIL                 | GAS-PICKUP                          | 12.92     |
| NORTHDALE OIL                 | GAS-PICKUP                          | 10.06     |
| NORTHDALE OIL                 | PROPANE                             | 185.63    |
| OTTER TAIL POWER COMPANY      | NORTH SEWER LIFT #7005019           | 177.71    |
| OTTER TAIL POWER COMPANY      | SOUTH SEWER LIFT #7005020           | 75.45     |
| OTTER TAIL POWER COMPANY      | LAGOON #20018644                    | 48.09     |
| TEAM LABORATORY CHEMICAL, LLC | MEGA & SUPER BUGS                   | 1,550.00  |
|                               |                                     | 2,655.02  |
| <b>GARBAGE FUND</b>           |                                     |           |
| REFUSE DISPOSAL SERVICE       | COLLECTIONS                         | 4,958.00  |
|                               |                                     | 4,958.00  |
| <b>PARK FUND</b>              |                                     |           |
| MINTO PARK BOARD              | REVENUE SHARE                       | 903.76    |
|                               |                                     |           |
|                               |                                     |           |
| ANDERSON, JOSHUA              | 57.75 HRS                           | 853.31    |
| ENGLISH, AYDEN                | 64 HRS                              | 827.46    |
| OLMSTEAD, CASEY               | 8 HRS                               | 151.45    |
| OSOWSKI, MAREK                | 30.75 HRS                           | 411.77    |

|                               |                              |                  |
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| SITZER, TRENTON               | 35.25 HRS                    | 472.03           |
| ANDERSON, MARK                | 58 HRS                       | 1,160.00         |
|                               |                              | 4,779.78         |
|                               |                              |                  |
| <b>PAYROLL</b>                |                              |                  |
| BC/BS                         | HEALTH INSURANCE             | 3,337.62         |
| DEPT OF TREASURY              | FEDERAL WITHHOLDING          | 3,211.61         |
| JAMIESON, LARRY               | SALARY                       | 623.36           |
| KELLEY, LUCAS                 | SALARY                       | 415.57           |
| MISKAVIGE, JOSHUA             | SALARY                       | 415.57           |
| NARLOCH, JOHN                 | SALARY                       | 415.57           |
| ND STATE TAX COMMISSIONER     | STATE WITHHOLDING            | 68.05            |
| NDPERS                        | DEFERRED COMP                | 300.00           |
| NDPERS                        | LIFE INSURANCE               | 73.52            |
| NDPERS                        | RETIREMENT                   | 1,400.19         |
| PASCHKE, PAT                  | 161.5 HRS,16.5 OT,6 VACATION | 4,325.49         |
| SHUTT, ANGELA                 | 138.5 HRS,1 VACATION,,5 SICK | 2,378.32         |
| SHUTT, ART                    | 55.48 HRS                    | 922.24           |
| SHUTT, KEITH                  | SALARY                       | 415.57           |
| ULLAND, DOUG                  | 41.06 HRS.                   | 682.54           |
|                               |                              | 18,985.22        |
|                               |                              |                  |
| <b>TOTAL CLAIMS JULY 2025</b> |                              | <b>70,791.07</b> |

On a motion made by Mr. Kelley, seconded by Mr. Miskavige and carried, the Council approved the contract with Living Local for \$750.00 annually for the City of Minto app support.

The first reading of the 2026 Preliminary Budget was completed. Mrs. Shutt explained to the Council the 3% levy cap that the 2026 ND State Legislature passed earlier this year. This will limit the amount we can levy so there may need to be rate increases to the utility rates.

Someone is interested in purchasing lots in Stoltzman’s Addition. They are looking to bring in a “used” manufactured house. Council let Mrs. Shutt know that pictures of the house are needed along with a building permit before any lots are sold.

Mayor Jamieson received a letter from Tyler Spomer concerning changes to the century code regarding floodplain management. Mrs. Shutt will need to reach out to Mr. Spomer and have him explain how these changes will affect Minto.

There being no further business, on a motion made by Mr. Narloch, seconded by Mr. Miskavige, and carried, the meeting was adjourned at 8:11 AM. The next regular meeting will take place Monday, August 11, 2025, at 7:00 AM.

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Mayor

Attest: \_\_\_\_\_  
Auditor