

## May 5, 2025, Mayville City Council

The Mayville City Council met in regular session on May 5th, 2025, at 6:00 pm in the council chambers with Larry O'Brien as acting Mayor presiding and the following Aldermen responding to call of the roll: Moen, Petersen, Soholt. Absent: Halvorson. Also, in attendance: Gail Olstad, Julie Christianson, Alivia Olson, Cole Short. Brandon Reber from Moore Engineering was also present.

Petersen made a motion to accept the approval agenda on the following items:

1. **March 3, 2025, minutes** - we were awaiting open burning Ordinance – will rescind 5/5 meeting and resubmit (Monthly Meeting) accept as is.
2. **April 7, 2025, minutes (Monthly meeting)**
3. **April 10 & April 28, 2025, minutes** Tax Equalization Meetings.
4. **Auditor's Office approvals:** Hippie Gone Hotdog LLC – Food Truck – 4/9/26; Cruise to the Island Committee – Raffle – 9/7/25; Sons of the American Legion – Raffle – June 2025; Middle Level FBLA – Raffle – 5/7/25.
5. **Paya Signups** – We have approximately 79 people using this online payment system. It is going very well!! Will be sending out a mailing.
6. **Surplus Sale** – Everything has a bid except for a couple small heaters.
7. **Water Tower Interior Refurbishment** – Plan for week after July 4<sup>th</sup>.
8. **Physical Inventory this year** – Julie has handed the inventory lists to each division to do their physical inventory.
9. **Clean Up Days – May 10<sup>th</sup>-24<sup>th</sup>**. Ad has been put in the newspaper and on the website.
10. **Julie will get out this week and do the first round of blight** – and send out letters. An ad has been placed in the newspaper and on the website.
11. **The City Attorney** has confirmed that we are not allowed wells in City limits.
12. **Sheriff** – For 2024 we received \$13,308.20 refund.
13. **ECRWD hydrants at Westwood** – Bill Krivarchka – Neil Breidenbach – the hydrants at Westwood are not fire suppression? Auditor's office looking into.
14. **Verizon Update** – Charlie?
15. **The mayor** has declared the week of May 11-17, 2025, National Skilled Nursing Care Week.
16. **Mill and Overlay from Hwy 18 on Hwy 200** is scheduled for 2026.
17. **MSU Parking issues** – Truck Traffic – No parking on one side and routes for semis.
18. **The City Auditor** has submitted the year end report for 12/31/2024 for the City of Mayville to the USDA and it was approved.
19. **North Dakota League of Cities** is hosting Regional Listening Sessions June 11-26, 2025. The sessions are free, but registration is required. Don't miss the opportunity to make your voice heard and shape the future of your community (see packet).

Moen seconded the motion, motion carried.

### ENGINEER'S AGENDA City of Mayville Council Meeting Monday, May 5, 2025

#### 1.0 Street & Storm Improvement District 2022-1

- 1.1 Remaining and Corrective Work
- 1.2 Moore Engineering Invoice 002057 - \$10,874.50

#### 2.0 Sewer & Water Improvement District 2022-2

- 2.1 Construction Kick-Off Meeting and Schedule update
- 2.2 Change Order #6 – Contract Dates
- 2.3 Moore Engineering Invoice 001506 - \$36,696.39

#### 3.0 Mayville Dam 2

- 3.1 OHF Application submitted
- 3.2 Bid Award Discussion
- 3.3 Next Steps
  - 3.3.1 Funding Determination
  - 3.3.2 Award Project
  - 3.3.3 Construction

3.4 Moore Engineering Invoice 002052 - \$79,192.50

**Street & Storm Improvement District 2022-1**

Brandon Reber mentioned that the R.J. Zavoral has been in touch with Moore Engineering. They were told to get the work completed.

Moen made the motion to approve payment to **Moore Engineering for Street/Storm for \$10,874.50**. A second was made by Soholt and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen; Nay: Zero; Absent: Halvorson.

**Sewer & Water Improvement District 2022-2**

Brandon Reber talked that KPH Inc. had a month to six weeks left of work to do this spring/summer. They were given 35 additional days last fall. Each day that goes past the completion date costs KPH Inc \$2,000 in liquidated damages.

Petersen made the motion to approve the following change order: **Change Order No. 6 – Contract Dates**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Moen, Petersen; Nay: Zero; Absent: Halvorson.

Moen made the motion to approve payment to **Moore Engineering for Sewer/Water for \$36,696.39**. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Moen, Petersen, Soholt; Nay: Zero; Absent: Halvorson.

**Mayville Dam 2**

Brandon Reber said that the city will hold off until the June 2025 Council meeting to award the bid. Moore Engineering is seeking additional monies from the Outdoor Heritage Fund possibly up to \$400K to \$500K. Brandon is hoping to hear something as soon as June 3<sup>rd</sup>, 2025.

Brandon brought an invoice to the meeting for \$79,192.50 for work done on the Dam repair so far. Petersen made the motion to approve this payment to **Moore Engineering \$79,192.50**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Soholt, Petersen; Nay: Zero; Absent: Halvorson.

Moen made the motion to approve April actual and May estimated expenses.

21626	Aflac	all	insurance	\$490.66
21627	Aflac Inc (Argus Dental & Vision	all	insurance	\$268.43
21628	Alexis Whitehorn	library	Community service projects	\$21.42
21629	American Solutions for Business	all	office supplies	\$181.87
21630	Baker & Taylor	library	books	\$707.63
21631	Butler	water treatment	repair on generator	\$2,770.07
21632	Canon Financial Services	all	lease on copiers	\$350.96
21633	Christiansen Cabinets	library	furniture & equipment	\$3,490.00
21634	Dakota Natural Gas	streets	heating	\$142.73
21635	Dakota Natural Gas	fire dept	heating	\$215.47
21636	Dakota Natural Gas	water treatment	heating	\$53.44
21637	ECRWD	water treatment	purchase of raw water	\$4,385.30
21638	Elan Financial Services	auditor	software support	\$21.39
ACH	Empower	all	retirement	\$2,790.95
21639	Farmers Union Oil	all	fuel for vehicles/maint	\$338.37
21640	Ferguson Waterworks	water distributions	meters	\$6,589.64
21641	Goose River Bank	w dist & ww coll & treat	collection fee	\$17.02
21642	Grand Forks Utility Billing	water treat & ww coll	samples	\$171.00
21643	H.E. Everson	streets	maint/operation	\$101.65
21644	Hawkins	water treatment	chemicals & equip	\$1,560.54

21645	Lake Agassiz Water Authority	water treatment	dues	\$250.00
21646	Lofflers	all	software for copiers	\$319.74
21647	MayPort Hardware Hank	all	maint/operation	\$214.80
21648	MayPort Hardware Hank	library	maint/operation	\$3.00
21674	Mayville Airport Authority	airport	March spec rec'd in April	\$1,381.78
21649	Midcontinent Communications	all	internet & phones	\$1,420.43
21650	Miller's Fresh Foods	city hall	misc	\$99.18
21651	Miller's Fresh Foods	library	Community service projects	\$23.75
21652	Morgan Printing	auditor	office supplies	\$224.55
21675	MPEDC	sales tax	March rec'd in April	\$5,445.20
21653	ND Dept of Environmental Quality	water distributions	maint/operation	\$29.12
ACH	ND Public Finance Authority	Refunding 2012	bond payment	\$81,567.50
ACH	NDPERS	all	insurance	\$4,266.90
21654	Ness Plumbing	city hall	maint/operation	\$1,360.46
21655	Network Center	all	Office 365, anti-virus, backups	\$735.00
21656	Nilson Brand Law	emergency, streets.gen	legal issues	\$1,785.00
21657	One Call Concepts	water dist & ww coll	maint/operation	\$27.00
21658	Paulson Gravel Service	city hall	snow removal hired	\$60.00
21659	Polar	auditor	lease on phones	\$59.00
21660	Precision Electric	city hall	locates	\$971.25
21661	Reliance Standard Life Insurance	all	insurance	\$191.75
21662	Septic Tank Servicing	streets	maint/operation	\$250.00
21678	Software Innovations	all	software support	\$1,200.00
21663	Soholt Bakery	city hall	misc	\$15.00
21664	Team Lab	waste water treatment	chemicals	\$2,452.00
21665	Trall County Equalization	state aid & sales tax	professional services	\$23,900.00
21666	Trall County Treasurer	sheriff	monthly payment	\$26,587.97
21667	USPS	w dist & ww coll & treat	postage for water bills	\$338.43
21668	Valley Plains Equipment	streets	mower	\$52.90
21669	Verizon	all	cell phones	\$1,077.61
21670	Veseris	vector	chemicals	\$1,646.80
21671	Vestis	all	rugs	\$524.73
21672	Waste Management	sanitation	garbage & recycling	\$26,661.66
21673	Xcel Energy	all	electricity	\$12,093.19

**H2O Deposits refunded**

\$221,904.24

Soholt seconded the motion, motion carried.

Approval of financial reports: **2025** Financials are reconciled through February 2025 and entered thru March – **2025**. Most of the City's closing entries are entered – Dec 2024 balances will not come into the 2025 statement until year is closed. Petersen made the motion to accept the financials as presented. Soholt seconded the motion, motion carried.

**Review Calendars: May, June & July 2025:** City Offices closed for the following holidays: Memorial Day 05/26/25, Independence Day 07/04/25. Physical Plant Meetings are as follows at 7am: 5/28/25, 7/2/25, 7/30/25; Admin Committee Meetings at 4:30p as follows: 5/5/25, 6/2/25, 7/7/25. Council Meetings are as follows at 6p: 6/2/25, 7/7/25. Committee meetings: Council meetings are on the first Monday in the month unless it is a holiday, then they are held the second Monday. The Physical Plant Committee is 7a the Wednesday preceding Council and Admin Committee is held Council Monday at 4:30. Exceptions that arise to these committee and council meeting dates will be reviewed at the monthly City Council meetings. Soholt made the motion to accept the calendars as presented. Petersen seconded the motion, the motion carried.

Moen made the motion to approve the Gaming Site Authorization for Comet Athletic Club on 9/13/25 at the Luckasen Room at Mayville State University. Petersen seconded the motion and upon a roll call vote the following voted: Yea: Petersen, Soholt, Moen; Nay: Zero; Absent: Halvorson.

**The Mayville Public Library Board makes recommendations at their monthly meeting.** The Restoration fund as of 5/5/25 has \$70,389.15.

1. The first motion was to approve the bid from Gardiner Plastering for \$5,850 to repair the ceiling in stairwell and other cracks behind radiator (Restoration). Already received a grant for \$1,680.00 from Traill County Historical Society to put towards that.

2. Received another bid from Lisa Erickson for painting the main floor of Library for \$1,235.00 (labor). She would be charging supplies to the library (no figures at this time).

3. Also just informed that the library will be receiving a \$3,000 grant from the Traill County EDC for help with the installation of the second mini split. The bid came in around \$7,800. Bids Received.

Moen made the motion to approve these recommendations. Soholt seconded the recommendations and upon a roll call vote the following voted; Yea: Soholt, Petersen, Moen; Nay: Zero; Absent: Halvorson

**Fire Department – Fire Truck:** needed a motion to allow the Mayville Fire Department to donate their 1950 Fire Truck to the Mayville Museum. Soholt made the motion to approve this donation. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Moen, Soholt; Nay: Zero; Absent: Halvorson.

**Designate the City Newspaper for 2025.** Soholt made the motion to approve the Hillsboro Banner as the City's newspaper. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, Petersen, Soholt; Nay: Zero; Absent: Halvorson.

**Rescind** the motion from the 03/07/2025 meeting minutes for the new open burning recommendation to the City of Mayville 1979 Ordinances to allow Special Permit open burning in the bowl. Moen made the motion to rescind that motion from the March 2025 meeting minutes. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Petersen, Moen; Nay: Zero; Absent: Halvorson.

**First Reading of the Changes to the City of Mayville 1979 Ordinances to allow Special Permit open burning in the Bowl.** Petersen made the motion to approve the first reading and changes to the Mayville 1979 ordinances for open burning in the bowl. Soholt seconded this motion and upon a roll call vote the following voted; Yea: Moen, Soholt, Petersen; Nay: Zero; Absent: Halvorson

## **A RESOLUTION AMENDING ARTICLE 5 OF THE CITY OF MAYVILLE ORDINANCES REGARDING FIRE HAZARDS AND THE PROHIBITION OF BURNING WITHIN CITY LIMITS**

Article 5 is hereby amended to read as follows:

"No person shall purposely set any fire in any open private or public place within the confines of the city limits of the City of Mayville unless a permit for such burning has first been issued by the City of Mayville in accordance with this ordinance.

Permits may only be issued to sponsoring organizations and must meet the following conditions:

a. **Permit Fee:** A non-refundable permit fee of \$25.00 shall be paid at the time of application.

b. **Permitted Materials:** Only clean, untreated wood may be burned. Burning of garbage, refuse, pallets, or any materials containing metal is strictly prohibited.

c. **Designated Location:** All permitted bonfires must occur only in the designated area known as "the Bowl."

d. **Cleanup Requirement:** All remains and debris must be fully cleaned up by the sponsoring organization within one (1) day following the event.

**e. Required Documentation for Permit Application:**

1. A written letter of approval from the Mayville Fire Department, confirming their presence at the event and that no state or county-wide Red Flag Warning is in effect on the proposed date.
2. A written letter of approval from the Traill County Sheriff's Department.
3. A written letter from the head of the sponsoring organization, including:
  - i. A certificate of liability insurance naming the City of Mayville as an additional insured.
  - ii. The date, time, and anticipated duration of the event.
  - iii. Confirmation of responsible adult supervision during the event.

f. **Council Approval:** Once all required documents are submitted, the application must be reviewed and approved by the City Council before a permit is issued.

Effective Date:

This resolution shall take effect immediately upon its passage and adoption.

ADOPTED by the City Council of the City of Mayville this 2nd day of June 2025.

Mayor: Karl Jorgenson  
Karl Jorgenson

ATTEST:  
City Auditor: Gail Olstad  
Gail Olstad

First Reading: 5/5/25

Second Reading: 6/2/25

For: Garrett, Moen, Soholt, Halvorson

Against: Zero

Abstain: Zero

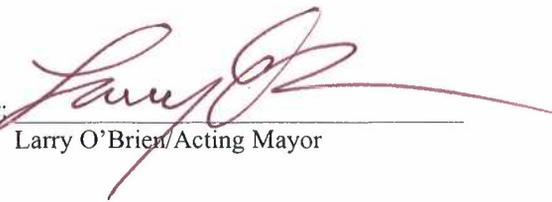
Absent: O'Brien, Petersen

**NDDOT (Hwy18) is requesting temporary access during their work in 2026.** Moen made the motion to approve this request. Soholt seconded the motion, the motion carried.

Nothing for the Sheriff's report

Moen made the motion to adjourn the meeting. Soholt seconded the motion, motion carried.

Attest: Julie Christianson  
Julie Christianson, Deputy Auditor

Mayor:   
Larry O'Brien/Acting Mayor