

August 4, 2025, Mayville City Council

The Mayville City Council met in regular session on August 4th, 2025, at 6:00 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: O'Brien, Garrett, Moen, Petersen, Sohlt, Halvorson. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Cole Short and Samantha Sanchez. Brandon Reber from Moore Engineering was also present.

Public Comments: LMN Lawncare – Storm of 6-20-25 and Cemetery Care Taking – Agenda Item D – Laura Nelson spoke that there were 3 trees down at the beginning of the split of the cemetery road. They worked through the week on the trees that were down through the cemetery. They came with a request for additional monies up to \$2600.00 for all this extra work they put in.

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

1. **July 7th, 2025, minutes (Monthly meeting)**
2. **Auditor's Office Approvals:**
 - a. Goose River Amateur Radio Club – Raffle 7/26/25
 - b. MSU Foundation Parade Farmers Bowl – Homecoming 9/27/25
3. **H & H Coating will begin the painting of the interior of the water tower at the end of August.** The water tower will be down for 6-8 weeks.
4. **GIS – equipment is here,** Maps available in August. Training scheduled for August 13th.
5. **Mayville Block Party – Close Streets? Permits?**
6. **Trail County Summit – in Packet Attendance at TCEDC event August 7th.**
7. **Homecoming/Farmers Bowl Parade 9/27/25.**
8. **Official Letter LAWA 7/18.**

Moen seconded the motion, motion carried.

ENGINEER'S AGENDA City of Mayville Council Meeting Monday, August 4, 2025

- 1.0 Street & Storm Improvement District 2022-1
 - 1.1 Remaining and Corrective Work This Week
 - 1.2 Crack Sealing and Seal Coat schedule update
 - 1.3 Moore Engineering Invoice 003828 - \$19,999.50

- 2.0 Sewer & Water Improvement District 2022-2
 - 2.1 Construction Update
 - 2.2 Moore Engineering Invoice 003827 - \$13,442.50

- 3.0 Mayville Dam 2
 - 3.1 Precon meeting Recap
 - 3.2 Proposed Construction Schedule
 - 3.3 Construction Engineering Agreement
 - 3.4 Moore Engineering Invoice 003826 - \$6,393.78

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that the Zavoral has started concrete removal. Possibly next week the chip seal will start.

Brandon brought an invoice payable to **Moore Engineering for Street/Storm for \$19,999.50**. There were some questions about the invoice, so it was decided to cancel this payment until next month .

Sewer & Water Improvement District 2022-2

Brandon Reber talked that KPH is waiting for F & S Paving to finish paving. Petersen made the motion to approve payment to **Moore Engineering for Sewer/Water \$13,442.50**. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Soholt; Moen, Garrett, O'Brien, Halvorson, Petersen; Nay: Zero.

Mayville Dam 2

Comstock Construction is planning on starting at end of August. They did a similar project in Valley City and done very well. Brandon stated that he is planning on going back to the OHF in September as they get more funding then so hoping to get more money for the city. Halvorson made the motion to approve payment to **Moore Engineering for Dam work \$6,393.78**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Garrett, O'Brien, Halvorson, Petersen, Soholt, Moen; Nay: Zero.

O'Brien made the motion to approve July actual, and August estimated expenses.

21822	Acme Tools	streets	repair/maintenance	\$30.00
21871	Advanced Pest Control	sanitation	maint/operation	\$150.00
21823	Aflac	all	insurance	\$490.66
21824	Aflac Inc	all	dental & vision insurance	\$268.43
21825	Alexis Whitehorn	library	books	\$86.16
21826	Baker & Taylor	library	books	\$646.68
ACH	Bank of North Dakota	Water 26 pt1	bond payment	\$25,800.00
ACH	Bank of North Dakota	Sewer 24	bond payment	\$66,900.00
21827	Butler	armory	generator repair	\$5,987.64
21828	Canon Financial Services	all	lease on copier	\$350.96
21872	Christian Gage	water treatment	reimbursement for conference	\$883.99
21873	Custom Design Plumbing	water treatment	maint/operation	\$1,262.59
21870	Dacotah Paper Co	all	paper supplies	\$282.60
21830	Dakota Natural Gas	streets	heating	\$16.00
21831	Dakota Natural Gas	fire dept	heating	\$17.21
21832	Dakota Natural Gas	water treatment	heating	\$16.00
21874	Dalton Linder	sanitation	reimbursement for conference	\$208.90
21833	Demco	library	office supplies	\$120.46
21834	ECRWD	water treatment	purchase of raw water	\$4,028.24
21835	Elan Financial Services	all	misc	\$1,638.27
ACH	Empower	all	retirement	\$2,885.01
21836	Farmers Union Oil	all	fuel for vehicles	\$437.50
21875	Ferguson Waterworks	water distribution	maint/operation	\$1,407.25
21837	Gardiner Plastering	library restoration	repair/maintenance	\$5,850.00
21838	Goose River Bank	water dist & ww water	collection fee	\$30.36
21876	Grand Forks Utility Billing	water treat & ww coll	samples	\$207.00
21877	H.E. Everson	streets	maint/operation	\$467.20
21839	Hawkins	water treatment	chemicals	\$3,793.00
21878	Hillsboro Banner	water treatment	printing	\$300.00
21879	Lisa Erickson	library	maint/operation	\$420.00
21841	LMN Lawncare LLC	cemetery	monthly contract	\$3,616.67
21880	Loffler's	all	software for copier	\$204.24
21786	Lovro Electric	library restoration	repair/maintenance	\$498.63
21842	MayPort Auto & Truck Parts Inc	water treat & ww coll	maint/operation	\$159.12
21843	MayPort Hardware Hank	all	maint/operation	\$192.19
21866	Mayville Airport Authority	airport	July rec'd in August	\$232.86
21844	Meridian Mortgage LLC	all	overpayment of water bill	\$171.19
21845	Midcontinent Communications	all	internet & phones	\$1,421.71
21846	Miller's Fresh Foods	library	summer reading program	\$14.97
21847	Miller's Fresh Foods	city hall	misc	\$74.21

21867	MPEDC	sales tax	June rec'd in July	\$7,478.47
21794	ND Sewage Pump & Lift Station	waste water treatment	repair/maintenance	\$26,140.00
	ACH NDPERS	all	insurance	\$4,916.80
21848	Network Center	all	Office 365, anti-virus, backup	\$738.78
21849	Nilson Brand Law	all	legal issues	\$1,971.00
21850	North Dakota Library Association	library	continuing education	\$275.00
21851	One Call Concepts	wtr dist & ww coll	locates	\$30.85
21881	Pace Analytical Services	water distribution	maint/operation	\$396.00
21882	Patriot Fire & Safety	fire dept	certification	\$1,776.48
21852	Paulson Gravel	sanitation	maint/operation	\$5,500.00
21853	Polar	auditor's office	lease on phones	\$59.00
21854	Reader's Digest	library	periodical	\$5.49
21855	Reliance Life Insurance Co	all	insurance	\$191.75
21820	Soholt Bakery	library	comm serv projects	\$486.67
21883	Soholt Bakery	city hall	misc	\$24.50
21884	Tim Knudson	sanitation	reimbursement for conference	\$13.82
21856	Titan Machinery	streets	2018 Payloader headlight	\$889.50
21857	Traill County Treasurer	sheriff	monthly contract	\$26,587.97
21858	Tri Steel	streets	woods mower	\$593.58
21859	True North Equipment	streets	repair on tractor	\$5,452.68
21861	USPS	water dist & ww water	postage for water bills	\$373.93
21862	Valley United Co-op	lagoon & streets	chemicals	\$973.23
21885	Verizon Wireless	all	cell phones	\$315.92
21886	Veseris	vector	chemicals	\$748.00
21863	Vestis	all	cleaning/rugs	\$524.73
21864	Waste Management	sanitation	garbage & recycling	\$26,882.95
21865	Xcel Energy	all	electricity	\$9,247.22

H2O Deposits refunded	
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21829	City of Mayville (Tyrell Schneider)	\$37.86
21840	Joe Cantore Jr	\$150.00
21860	Tyrell Schneider	\$112.14
		<u>\$254,462.22</u>

Petersen seconded the motion, motion carried.

Approval of financial reports: 2025 No further progress made. Trying to tie-out the Bank Recs with the CC App Payments. Nothing further for tonight. Financials are tabled.

Review Calendars: August, September & October (budget) 2025:

Note: City Offices closed for the following holidays:

Labor Day 09/01/25

Physical Plant 7a 09/03/25, 10/01/25

Admin 4:30p 08/04/25, 09/08/25

Council 6p 08/04/25, 09/08/25

Water Tower Interior Refurbishment – End of August for 6-8 weeks

Labor Day falls on Monday September 1 – Council moved to September 8th.

Prelim Budget due 08/11 to County with Hearing date – 10/06/25 – Confirm.

Ind. Comm – OHF Meeting – 251K Alternate Dam – September.

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 4:30pm.

August 4, 2025

Exceptions that arise will be reviewed at the City Council meetings and changes will be posted and on the calendar. Halvorson made the motion to accept the calendars as presented. Soholt seconded the motion, the motion carried.

LMN Lawncare is requesting additional funds for cleaning up the cemetery after the storm on 06/20/25. It was decided to table it and put back to Physical Plant Committee.

Petersen made the motion to change the assignment of Cemetery from Head of Physical Plant Committee to Wendy Garrett-Mehus. Halvorson seconded the motion, the motion carried. The reasoning for the change is that the Head of the Physical Plant Committee is quite often gone so very hard for that person to be in charge of the cemetery caretaking.

Clean Up Days have been set for September 13-20, 2025 – no curb side pickup – cleanup days free for Mayville residents. Soholt made the motion to approve the cleanup days as presented. Halvorson seconded the motion, the motion carried.

Winter 2025 Leak – KPH Bills - \$18,932.12. Petersen made the motion to approve payment to KPH, Inc for the leaks last winter 2025. Garrett seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Halvorson, Petersen, Soholt, Moen, Garrett; Nay: Zero.

Public Charitable Gaming Policy: Soholt made the motion to approve this policy as presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Moen, O'Brien, Garrett, Halvorson, Petersen, Soholt; Nay: Zero.

City of Mayville

Charitable Gaming Site Authorization Policy

Policy Approval Date: 08-04-25

It is the intent of the city to fairly administer granting charitable gaming site authorizations to eligible charitable organizations. In furthering the goals of transparency and fairness, the city will follow the following policy for processing applications for site authorizations.

1. **Submission Deadlines.** Application packets for the city to consider issuing a site authorization must be submitted at least two weeks before the regular meeting that the applicant would like the site authorization to be considered at. The city is not required to but may call a special meeting for consideration of an application for a site authorization.
2. **Eligible Organization Definition.** An eligible organization for consideration is defined in NDCC § 53-06.1-01(9).
3. **Application Packet.** An application for approval of a site authorization must include:
 - a. A completed ND Office of Attorney General Gaming Site Authorization Form (SFN 17996). The city may request a copy of the eligible organization's Internal Control Manual before approving the site authorization for more information about the game types to be conducted.
 - b. for a site that is not owned by the organization applying for the site authorization, evidence of an agreement between the eligible organization and the site owner for use of the space that is only valid if the city issues the organization a site authorization.
 - c. if applicable, a site diagram showing the location of electronic pull tab machines and how the area is separated from where minors will be; and
 - d. One-hundred dollar fee.
4. **Site Limitation.** Each eligible organization may not have more than ___ sites in the city. The site limitation does not apply to sites used only for raffles or sports pools conducted under a local permit.
5. **Site Authorization Effective Dates.** Charitable gaming site authorizations are valid from July 1 to June 30. A site authorization will not be granted for a site that has a current site authorization unless the current eligible organization with the site authorization relinquishes the site authorization in writing. The city will not revoke a site authorization based on a site being acquired by a different owner during the term of the site authorization. A city may waive the written relinquishment requirement upon a showing of good cause by the site owner. At the city's discretion, a public hearing may be held on whether good cause exists for the waiver.
6. **Adherence to Charitable Gaming Laws and Rules.** All eligible organizations applying for a charitable gaming site authorization must adhere to all North Dakota Century Code provisions and North Dakota Administrative code provisions related to charitable gaming. The city may consult with staff from the North Dakota Attorney General's

office to determine whether concerns exist regarding an eligible organization's compliance. Site authorizations may be denied for cause. The Attorney General's Office maintains final approval authority regardless of the position on the City.

Optional Provisions Related to Local Nexus

7. **Local Nexus Application Requirements.** In addition to the requirements under section 3, an eligible organization must submit:
 - a. documentation demonstrating eligible organization's charitable purpose;
 - b. documentation demonstrating the eligible organization's local nexus if the entity is applying for a site it did not conduct gaming at prior to August 1, 2025, and
 - c. impact statement outlining the impact the eligible organization has in the city.
8. **Local Nexus Required.** Any eligible organization applying for a site authorization at a site where the eligible organization did not conduct gaming prior to August 1, 2025, must have a local nexus to the city. A local nexus means:
 - a. the eligible organization's principal office for its charitable purpose is located in the city;
 - b. the eligible organization has an office serving its charitable purpose located in the city;
 - c. the eligible organization has at least 1 employee serving the charity's charitable purpose in the city; or
 - d. at least ___ member(s) of the board that makes decisions on how the eligible entity's charitable gaming proceeds are spent live(s) in the city.
9. **Regional Nexus.** If no charity applies for a site authorization that meets the requirements of local nexus above, charities that meet the same requirements as related to the city's region are eligible to meet the local nexus requirements for the application. The city defines its region as _____.

2024 Budget:

Olstad presented the changes to the preliminary 2026 budget.

Changes from 2025 Budget Levies to 2026 Budget Levies: \$0		
General Fund: 3% Sheriff & Insurance Budget Increase		\$14,595.99
Emergency Fund: 67% (Decrease Dam Share Completed)		(\$48,838.25)
Library: 3% vs Voted Mill Levy Increase of '24		\$3,005.89
Cemetery: 3%		\$ 321.76
Fire Dept: 85% (decrease as Truck Loan Completed)		(\$5,674.92)
Special Assessments – New		\$50,068.00
Armory Debt: Completed		(\$13,478.47)

Total Levies For City of Mayville: 0% increase \$799,690.80

Total Levies Air Port: 3% 21,726.78 = 632.82
 (vs NDCC of 4 mill 24,991.6) \$ 21,726.78

The City Reserves the overall 3% increase as a carryover for future budgets as legislation allows.

Preliminary budget for 2026 from August with AirPort is: **\$821,417.58.**

O'Brien moved to approve the 2026 Final budget to pass the first reading of the following ordinance:

An Ordinance appropriating the sums of money necessary to defray the expenses and liabilities of the City of Mayville for the period beginning January 1, 2026, and ending December 31, 2026.

Seconded: Moen

Roll Call: Yea: Garrett, O'Brien, Halvorson, Petersen, Soholt, Moen; Nay: Zero; Absent: None

Nothing for the Sheriff's report

Moen made the motion to adjourn the meeting. O'Brien seconded the motion, motion carried.

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson