

October 6th, 2025, Mayville City Council

The Mayville City Council met in regular session on October 6th, 2025, at 6:15 pm in the council chambers with Mayor Jorgenson presiding and the following Aldermen responding to call of the roll: O'Brien, Soholt, Halvorson. Garrett was present on the phone. Absent: Moen, Petersen. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Shirley Bohnsack, Cole Short. Brandon Reber from Moore Engineering was also present.

Mayor Jorgenson & President of Council O'Brien thanked Shirley Bohnsack for Bill's years of service on the Mayville City Council and for everything else Bill did for the community. We sure do miss Bill!! Thank you to the Bohnsack family!!

O'Brien made a motion to accept the approval agenda on the following items:

1. **August 4th, 2025, minutes (Monthly meeting)**
2. **September 8th, 2025, minutes (Monthly meeting)**
3. **Auditor's Office approvals:**
 - a. **Flippin' Forks LLC – Food Truck Permit – expires 9-11-26.**
 - b. **Smoke Eaters – liquor license transfer to MSU – 9-13-25**
 - c. **Top Hat – liquor license transfer to MSU – Farmers Bowl/Homecoming – 09-27-25.**
4. **Auditors are still working on the audit.** 1st Billing received. Looking for Single/Audit/Bonding/Rebonding CPA help as 2022-1&2 complete.
5. **FEMA Storm response.** Julie has updated the portal website and now has to wait to hear back from FEMA to see the next steps.
6. **Christian Gage has passed his Water Distribution Level II – Congratulations Christian!!**
7. **New winter landfill ours – 1st & 3rd Saturdays 8-Noon November 1st – May 1st.**
8. **Julie sent out blight letters again – only had 3 letters this time so winding down.**
9. **Non-working curb stops – Julie sent out letters and the deadline to respond back was Friday, Oct 3. Only one person responded back so Julie contacted Naastad Brothers and they will be doing 2 curb stops this fall and we will try to get it on their property taxes.**
10. **Mayville Dam 2 Reconstruction Weekly Project Update – see packet.**
11. **Agassiz Valley Human Services is parking a work car at the armory again.**
12. **We will have landfill keys available to noncity employees.** Rates will be reviewed in Q4 with all City Rates.
13. **Library had Four Seasons Lawn & Landscaping do work outside the library – estimate was \$1,740.00 but actual bill was \$1,500.00.**
14. **RRVWSP & LAWA Board Members – Garrison Diversion is hosting an educational session on “How the Project Works” on October 14, 2025, from 10am – noon. This is to learn more about the Red River Valley Water Supply Project. It will be held at Fargo Holiday Inn – Mezzanine I & II. LAWA Board Meeting to be held following.**
15. **The City Attorney has responded and has signed an affidavit for the Malley house concerning the easement for 2022-2 work.**

Soholt seconded the motion, motion carried.

ENGINEER'S AGENDA City of Mayville Council Meeting Monday, October 6, 2025

1.0 Street & Storm Improvement District 2022-1

- 1.1 CO #9 - \$14,750.00
- 1.2 CAP #14 - \$1,051,061.49 – Seal Coat and Retainage
- 1.3 Remaining Items and Next Steps
- 1.4 Moore Engineering Invoice SIN005140 - \$31,911.50

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Construction Update

3.0 Mayville Dam 2

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3.1 CO #1 – (-\$17,180.00)

3.2 Construction Update

3.3 Construction Engineering Agreement

4.0 Misc

4.1 Lagoon

4.2 CWSRF

4.2.1 Lagoon

4.2.2 Storm Sewer/Drainage

4.3 LSI

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that R.J. Zavoral asphalt cracking with be next spring. Zavoral will fix the concrete in alley by Nilson Brand Law and clean up items. Brandon Reber pulled the change order #9 for \$14,750.00 until next month.

Brandon brought an invoice totaling \$1,051,061.49 for seal coat and retainage but after discussion that figure dropped to \$713,594.42. Soholt made the motion to approve Contractor application for Payment: **Payment No. 14 to R.J. Zavoral & Sons for Street/Storm \$713,591.42.** A second was made by Halvorson and upon a roll call vote the following voted; Yea: Soholt, Garrett, O'Brien, Halvorson; Nay: Zero; Absent: Moen, Petersen.

Halvorson made the motion to approve payment to **Moore Engineering for Street/Storm for \$31,911.50.** A second was made by O'Brien and upon a roll call vote the following voted; Yea: Soholt, Garrett, O'Brien, Halvorson; Nay: Zero; Absent: Petersen, Moen.

Sewer & Water Improvement District 2022-2

Brandon Reber stated that KPH Inc is done with the punch list. Moore Engineering will check it out to make sure all is done.

Mayville Dam 2

Brandon Reber gave an update on construction. Comstock Construction Inc is cutting out the North bank. The have built the road across to the south. Brandon brought a Change Order #1 **(17,180.00) for Comstock Construction.** Halvorson made the motion to approve this change order. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, O'Brien, Garrett, Soholt; Nay: Zero; Absent: Moen, Petersen.

Soholt made the motion to approve September 2025 actual, and October 2025 estimated expenses.

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|-------|-------------------------------|--------------------------|---------------------------|------------|
| 21951 | Aflac | all | insurance | \$452.62 |
| 21950 | Aflac Inc | all | dental & vision insurance | \$268.43 |
| 21952 | Baker & Taylor | library | books | \$192.49 |
| 21954 | Brad Beck | sanitation reserve | blight - trees taken down | \$2,325.00 |
| 21955 | Brady Martz | all | 2024 audit | \$8,400.00 |
| 21956 | Canon Financial Services | all | lease on copier | \$350.96 |
| 21957 | Dakota Natural Gas | streets | heating | \$16.00 |
| 21958 | Dakota Natural Gas | fire dept | heating | \$28.85 |
| 21959 | Dakota Natural Gas | water treatment | heating | \$16.00 |
| 21960 | Demco | library | office supplies | \$176.15 |
| 21961 | ECRWD | water treatment | purchase of raw water | \$4,675.45 |
| 21962 | Elan Financial Services | all | misc | \$215.10 |
| ACH | Empower | all | retirement | \$2,804.51 |
| 21963 | Farmers Union Oil | all | fuel for vehicles | \$420.33 |
| 21964 | Four Seasons Lawn & Landscape | library | maint/operations | \$1,500.00 |
| 21965 | Goose River Bank | wtr dist & ww trt & coll | collection fee | \$32.39 |
| 21966 | Grand Forks Utility Billing | water treatment | samples | \$70.00 |

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|-------|-----------------------------|--------------------------|---------------------------------|--------------|
| 21967 | H.E. Everson | streets & sanitation | maint/operations | \$458.55 |
| 21968 | Hawkins | water treatment | chemicals | \$2,043.00 |
| 21969 | Hillsboro Banner | library | printing | \$200.23 |
| 21970 | Kotaco Fuels | streets | fuel for vehicles | \$2,730.54 |
| 21973 | Luke Pederson | dam | easement | \$3,500.00 |
| 21971 | LMN Lawncare | cemetery | monthly contract | \$3,616.67 |
| 21972 | Loffler Companies | all | software for copier | \$268.22 |
| 21974 | MayPort Auto & Truck Parts | streets | maint/operations | \$100.99 |
| 21975 | MayPort Hardware Hank | all | maint/operations | \$314.05 |
| 21976 | MayPort Hardware Hank | library | maint/operations | \$62.98 |
| 21997 | Mayville Airport Authority | airport | Sept's rec'd in October | \$268.87 |
| 21998 | MPEDC | sales tax | August rec'd in September | \$8,475.53 |
| 21977 | Midcontinent Communications | all | phones and internet | \$1,425.94 |
| 21978 | Midwest Repair | streets | repair on truck | \$321.76 |
| 21979 | Miller's Fresh Foods | city hall | misc | \$30.66 |
| | ACH NDPERS | all | health insurance | \$4,916.80 |
| 21980 | Network Center | all | backup, anti virus & Office 365 | \$1,238.47 |
| | 1981 Nilson Brand Law | city attorney | legal issues & retainer | \$3,770.00 |
| 21982 | Nova 401 (K) | city pension | fees | \$556.00 |
| 21983 | One Call Concepts | wtr dist & ww coll | locates | \$39.00 |
| 21984 | Petty Cash | all | reimbursement | \$96.34 |
| 21985 | Polar | auditor's office | lease on phones | \$59.00 |
| 21986 | Reliance Standard | all | life insurance | \$191.75 |
| 21987 | Rick & Naomi Harpestad | dam | easement | \$1,400.00 |
| 21988 | Starion Bond Services | Tiff #25 | bond payment - 1110 | \$4,227.50 |
| | 1027 Starion Bond Services | Specials Assessments | bond payment - 1108 | \$410,771.25 |
| 21989 | Steven Miller | dam | easement | \$5,250.00 |
| 21990 | Traill County Treasurer | sheriff | monthly contract | \$26,587.97 |
| 21991 | USPS | wtr dist & ww trt & coll | postage for water bills | \$370.19 |
| 21992 | USPS | wtr dist & ww trt & coll | stamps | \$156.00 |
| 21993 | Verizon | all | cell phones | \$316.04 |
| 21994 | Vestis | all | rugs | \$532.99 |
| 21995 | Waste Management | sanitation | garbage & recycling | \$26,882.95 |
| 21953 | William Haines III | streets | repair/maintenance | \$500.00 |
| 21996 | Xcel Energy | all | electricity | \$16,128.16 |

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| H2O Deposits refunded |
|------------------------------|

\$549,752.68

Halvorson seconded the motion, motion carried.

Approval of financial reports: through August 2025. Soholt made the motion to accept the financials as presented. Halvorson seconded the motion, motion carried.

Review Calendars: October & November 2025:

Note: City offices closed for the following holidays:

Veteran's Day 11/11/25

Thanksgiving 11/27/25 & 11/28/25 Friday with Council approval

Physical Plant 7a 10/29/2025, 11/26/25

Admin 4:30p 10/06/2025, 11/03/2025

Council 6p 10/06/2025, 11/03/2025

Budget 10/06/2025 – Confirmation Hearing 6p

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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 4:3-pm.

Trail County Sheriff Department brought an agreement to the Council meeting with Circle of Friends for dog issues – dogs at large. Circle of Friends will charge \$25.00 for each dog brought to them. Halvorson made the motion to approve this agreement. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Garrett, O'Brien, Soholt, Halvorson; Nay: Zero; Absent: Petersen, Moen.

H & H Coatings has finished their work on the Water Tower – should we withhold 10% or pay the total – total is \$18,900.00. O'Brien made the motion to pay the bill in full \$185,900.00 Soholt seconded the motion and upon a roll call vote the following voted; Yea: Garrett, Halvorson, O'Brien, Soholt; Nay: Zero; Absent: Moen, Petersen.

O'Brien made the motion to allow the City Auditor to apply for the State Auditor's Bond. Halvorson seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Garrett, Halvorson, O'Brien; Nay: Zero; Absent: Petersen, Moen.

Tabled MPEDC wanting to buy 2 lots in the Riverwood Development as wrong addresses.

O'Brien made the motion to approve Comstock Construction to do the work on the artesian well as time and materials not to exceed \$10,000. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Garrett, Halvorson, O'Brien, Soholt; Nay: Zero; Absent: Moen, Petersen.

RRVWSP Final Version of Series F Financing Agreement: Interim financing (series F). Mayville's share is approximately \$816,000. The loan is for 40 years at 2%. City Attorney would like contingent approval on legal council approval. O'Brien made the motion to approve as stated. Halvorson seconded the motion and upon a roll call voted the following voted; Yea: Halvorson, Garrett, Soholt, O'Brien; Nay: Zero; Absent: Petersen, Moen.

Nothing for the Sheriff's report

Soholt 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