

November 3, 2025, Mayville City Council

The Mayville City Council met in regular session on November 3rd, 2025, at 6:00 pm in the council chambers with Larry O'Brien as Mayor. The following Aldermen responding to call of the roll: Soholt, Halvorson, Petersen, Moen. Absent: Garrett, Jorgenson. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Rich Hart, Jasper Jacobson, Samantha Sanchez, Corey Erickson. Brandon Reber from Moore Engineering was also present.

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

1. **October 6th, 2025, minutes (Monthly Meeting)**
2. **October 6th, 2025, minutes (Public Budget Hearing Meeting)**
3. **Auditor's Office Approvals:**
 - a. **Our Lady of Peace Catholic Church Bingo Permit – 11/22/25**
 - b. **Liquor License Transfer – Lakeview Catering to armory – 11/01/25.**
 - c. **Mayville Fire & Rescue – Bingo Permit – 03/14/26**
 - d. **Sanford Caring Club – Raffle Permit – 11/20/25**
 - e. **MayPort FBLA – Calendar Raffle – 02/01/26 – 02/2/26**
 - f. **Class of 2030 Post Prom – Raffle Board – 11/23/25 & 02/08/26.**
4. **Auditors are still working on the audit.** 1st Billing received. Audit team of Matt & AJ onsite last week to go through Single Audit/Bonding/Rebonding.
5. **FEMA Storm response** – Julie has uploaded documents \$60,222.14 and had the RSM phone call. Just waiting to hear back from FEMA.
6. **New winter landfill hours** – 1st & 3rd Saturdays 8-noon November 1st – May 1st.
7. **Mayville Dam 2 Reconstruction Weekly Project Update** – see packet.
8. **We will not have landfill keys available to noncity employees.** Rates will be reviewed in Q4 with all City Rates.
9. **The city of Mayville has paid for the last easements for the Dam Project.**
10. **ECRWD Application for Appropriation of Water.**
11. **EPA requiring mass mailing to unknown service line and lead line – November 15th.**

Moen seconded the motion, motion carried.

ENGINEER'S AGENDA City of Mayville Council Meeting Monday, November 3, 2025

1.0 Street & Storm Improvement District 2022-1

- 1.1 **CO #9 - \$14,750.00**
- 1.2 Punchlist Items

2.0 Sewer & Water Improvement District 2022-2

- 2.1 Punchlist almost complete
- 2.2 Working on closeout.

3.0 Mayville Dam 2

- 3.1 **CO #2 – 17,540.50**
- 3.2 **CAP #1 - \$221,375.98**
- 3.3 Construction Update
- 3.4 OHF App Submitted – Schedule Upcoming
- 3.5 **Construction Engineering Agreement**

Street & Storm Improvement District 2022-1

Brandon Reber brought a change order #9 to the meeting for Street & Storm Improvement District 2022-1. Petersen made the motion to approve the following change order: **Change Order No. 9 Street & Storm \$14,750.00**. A second by Halvorson and

following a roll call vote the following voted; Yea: Moen, Halvorson, Petersen, Soholt; Nay: Zero; Absent: Garrett.

Reber felt that Moore Engineering would hear back from R.J. Zavoral on the punch list by the end of the week. There was discussion between Reber and council about the discrepancies of R.J. Zavoral. A motion was made by Petersen to **discount Engineering fees by \$10,000.00**. Halvorson seconded the motion and upon a roll call the following voted; Yea: Petersen, Soholt, Moen, Halvorson; Nay: Zero; Absent: Garrett.

Sewer & Water Improvement District 2022-2

Brandon Reber mentioned that KPH, Inc's punch list is almost complete. KPH, Inc. is working on closeout.

Mayville Dam 2

Reber spoke on that Comstock Construction was hauling to the Mayville Landfill. Paulson gravel was also hauling for Comstock. There were price differences. Brandon brought a change order to the meeting for Mayville Dam 2. Petersen made the motion to approve **Change Order No. 2 Mayville Dam 2 \$17,540.50**. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Soholt, Halvorson, Petersen; Nay: Moen; Absent: Garrett.

Moen made the motion to approve **Contractor Application for Payment #1 \$221,375.98**. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Halvorson; Nay: Zero; Absent: Garrett. Brandon Reber said that there was an OHF meeting coming up and was hoping that some of the council members could be there. Reber brought the **Construction Engineering Agreement** also to the meeting. Halvorson made the motion to approve the agreement as is presented. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt; Nay: Moen; Absent: Garrett

Moen made the motion to approve October actual and November estimated expenses.

22000	Aflac Inc - Argus Dental & Vision	all	insurance	\$268.43
22001	Aflac Traditional	all	insurance	\$452.62
22002	Alexis Whitehorn	library	training - conference - hotel	\$150.26
22003	Baker & Taylor	library	books	\$403.93
22004	Bill's Repair	streets	repair on snowblower	\$1,280.00
22006	Camrud Maddock Olson & Larson LTD	waste water treatment	Cease & desist	\$840.00
22007	Canon Financial Services	all	lease on copier	\$350.96
22012	Dacotah Paper Co	all	paper supplies	\$356.27
22013	Dakota Natural Gas	streets	heating	\$51.18
22013	Dakota Natural Gas	fire dept	heating	\$30.56
22013	Dakota Natural Gas	water treatment	heating	\$20.25
22014	David Groven	cemetery	maint/operation	\$680.00
22015	ECRWD	water treatment	purchase of raw water	\$4,100.12
22016	Elan Financial Services	all	maint/operation	\$992.94
ACH	Empower	all	retirement	\$2,797.77
22017	Farmers Union Oil	all	fuel for vehicles	\$461.45
22018	Goose River Bank	all	collection fee	\$23.77
22019	Grainger	water treatment	maint/operation	\$139.64
22020	H,E Everson	streets	maint/operation	\$47.15
22021	Hawkins	water treatment	chemicals	\$423.00
22022	Hillsboro Banner	all	printing	\$86.52
22023	Hydrant Mechanical LLC	water distribution	2 new hydrants	\$6,051.60
22024	Ingram Library Services Inc	library	books	\$773.31
22025	Jemco-Maxair	water treatment	maint/operation	\$1,814.13
22026	Jet-Way	waste water treatment	maint/operation	\$945.00
22027	LMN Lawncare	cemetery	monthly contract	\$3,616.67

22028	Loffler's	all	software for copiers	\$248.97
22029	MayPort Auto & Truck Parts	streets	maint/operation	\$8.99
22030	MayPort Hardware Hank	library	maint/operation	\$18.28
22031	MayPort Hardware Hank	all	maint/operation	\$589.82
22057	Mayville Airport Authority	airport	specials	\$604.46
22033	Midcontinent Communications	all	internet, phones	\$1,430.68
22032	Midwest Wireless	streets	sirens - annual preventive	\$1,000.00
22034	Miller's Fresh Foods	city hall	misc	\$31.57
22035	Miller's Fresh Foods	library	programming	\$29.15
22036	Morgan Printing	all	printing of cardstock	\$695.00
22058	MPEDC	sales tax	Sept rec'd in Oct	\$9,461.95
ACH	ND Public Finance Authority	2012 ref imp	bond payment	\$10,477.50
ACH	NDPERS	all	insurance	\$4,916.80
22037	Network Center	all	anti-virus, Office 365, backup	\$732.47
22038	Nilson Brand Law	city attorney	legal issues	\$4,035.50
22039	Northern Fire Equipment	library & fire dept	maint/operation	\$217.75
22040	Northwestern Equipment	streets	chain for sander	\$622.31
22041	One Call Concepts	water dist & ww coll	locates	\$33.00
22043	Polar	auditor	lease on phones	\$59.00
22044	PowerPlan	streets	maint/operation	\$743.60
22045	PS Garage Doors	streets	maint/operation	\$318.54
22046	Reliance Standard Life Insurance	all	insurance	\$191.75
22047	Rough Rider Industries	streets	signs	\$215.89
22048	Soholt Bakery	city hall	misc	\$78.00
22049	Team Lab	ww treatment	repair/maintenance	\$1,200.00
22050	Trail County Treasurer	sheriff	monthly contract	\$26,587.97
22051	USPS	wtr dist, wwtr col & sani	postage	\$359.89
22052	USPS	all	postage for permit	\$370.00
22053	Verizon Wireless	all	cellphones	\$491.02
22054	Vestis	all	rugs	\$532.99
22055	Waste Management	sanitation	garbage & recycling	\$26,903.06
22056	Xcel Energy	all	electricity	\$9,230.49

H2O Deposits refunded

22008	City of Mayville (Claude Reid)		\$131.66
22009	City of Mayville (Natasha Jones)		\$150.00
22010	City of Mayville (Trent Carlson)		\$150.00
22005	Brady Johnson		\$150.00
22011	Claude Reid		\$18.34
22042	Parker Combs		\$150.00
			<u>\$130,343.93</u>

Soholt seconded the motion, motion carried.

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

Review Calendars: November & December 2025:

Note: City Offices closed for the following holidays with Council Approval:

Veteran's Day 11/11/25

Thanksgiving 11/27/25 & 11/28/25

Christmas 12/24/25 & 12/25/25

November 3, 2025

New Years Eve noon closing?
New Years Day 1/1/2026

Physical Plant 7a 11/26/2025, 12/01/2025
Admin 4:30p 10/6/2025, 11/03/25, 12/01/2025
Council 6p 11/03/2025, 12/01/2025
Possible to combine Physical & Admin on 01/05/2026?

Committee meetings: Council meetings are on the first Monday in the month unless it is a holiday, then they are the second Monday. The Physical Plant committee is 7a the Wednesday preceding Council and Admin committee is held Council Monday at 4:30pm. Exceptions that arise will be reviewed at the City Council meetings and changes will be posted and on the calendar. Petersen made the motion to accept the calendars as presented. Halvorson seconded the motion, the motion carried.

The Butler repairs invoice was tabled.

Moen approved for the Auditor's office to advertise for & send applications:

- a. Gravel Bids – Class 5 for 2026
- b. Fuel Bids – 2026 (% off pump Super, unleaded, diesel #1 & 2, bulk)
- c. 2026 Liquor License Applications sent out.

Halvorson seconded the motion, the motion carried.

Cemetery Contract – Do we want to advertise or see if Nelson's will want to negotiate another year? Change the contract to include/address storm impacts? It was tabled for now.

Bid Opening for 2025-2026 Snow Removal – City Hall, Library. There were 2 bids. The first one was from Jacobson Brothers, and he bid \$90.00/per time or \$2160.00 for a yearly charge (\$960.00 City Hall and \$1200.00 Library) so monthly it comes out to \$360.00. The second bid was from David Groven, and he bid \$95.00/hour with a minimum of \$50.00. David also put in there that shoveling would be \$35.00/hour or minimum of \$15.00. Moen made the motion to accept Jacobson Brothers bid for the 2025-2026 Snow season at \$2160.00 yearly charge. Petersen seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt, Moen; Nay: Zero; Absent: Garrett.

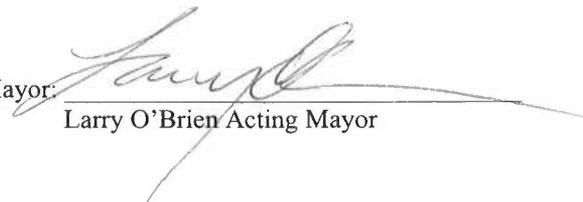
Park Board – They are looking for options of what the Park Board can do – they can't afford the specials – City afford taking on those specials. The City Attorney will look to see if there are any options for the Park Board on this issue.

Christian Sports Commission: Application for Tax Exemption CSC 730 Main St East. Applications for Abatement of Taxes. Discussion was held and the council asked the city attorney to see if we as council can send it back to the County.

Nothing for the Sheriff's report

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

Attest: 
Julie Christianson, Deputy Auditor

Mayor: 
Larry O'Brien Acting Mayor