

December 1, 2025, Mayville City Council

The Mayville City Council met in regular session on December 1st, 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, Moen, Halvorson, Petersen, Sohlt, Garrett. Absent: None. Also, in attendance: Gail Olstad, Julie Christianson, Cassie Tostenson, Cole Short. Brandon Reber from Moore Engineering was also present.

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

1. **November 3rd, 2025, minutes (Monthly meeting)**
2. **Auditor's Office Approvals:**
 - a. **2026 Post Prom Committee – Raffle – 12/22/25**
 - b. **MSU Collegiate DECA – Raffle – 02/27/26**
 - c. **First State Bank – Winterfest Fireworks – 12/5/25**
 - d. **MSU Baseball – Raffle – 01/24/26**
 - e. **American Legion Post #8 – Raffle 03/02/26 – 03/27/26**
3. **Auditors are still working on the audit.** Expecting back in Mid-December.
4. **Single Audit started and ongoing . . .**
5. **New winter landfill hours – 1st and 3rd Saturdays 8-noon November 1st – May 1st.**
6. **Rates will be reviewed in Q4 with all City Rates.**
7. **The EDC has moved their monthly meeting to the first Tuesday of the Month, at Noon, at Tommy's.**
8. **EPA required mass mailing sent – 2 additional lead lines found.**
9. **LMN Lawncare will not be doing the cemetery in 2026 – would like to be considered in future.**

Petersen seconded the motion, motion carried.

ENGINEER'S AGENDA
City of Mayville Council Meeting
Monday, December 1, 2025

1.0 Street & Storm Improvement District 2022-1

- 1.1 Zavoral Letter
- 1.2 Remaining Work Quote

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 **CAP #2 - \$391,968.78**
- 3.2 **Moore Engineering Invoice SIN006157 - \$111,204.75**
- 3.3 Construction Update
- 3.4 OHF App Submitted – Schedule Upcoming

4.0 Lead Service Line

- 4.1 Upcoming funding for door to doors

Street & Storm Improvement District 2022-1

Brandon Reber mentioned that R.J. Zavoral had sent a letter and it was in the packet for everyone. They are looking for final payment. Zavoral is giving us 10 days from this council meeting to respond back to them. Brandon Reber and the City Attorney will work on a response back to R.J. Zavoral.

Sewer & Water Improvement District 2022-2

Brandon said that the punch list for KPH, Inc is almost complete. They are working on closeout.

Mayville Dam 2

Petersen made the motion to approve Contractor Application for Payment: **Payment No. 2 to Comstock Construction for \$391,968.78**. Moen seconded the motion and upon a roll call vote the following voted; Yea: Petersen, O'Brien, Moen, Soholt, Halvorson, Garrett; Nay: Zero; Absent: None. Brandon Reber brought an invoice for work done so far. Moen made the motion to approve payment to **Moore Engineering for Mayville Dam 2 for \$111,204.75**. O'Brien seconded the motion and upon a roll call voted the following voted; Yea: Garrett, Halvorson, Soholt, Petersen, Moen, O'Brien; Nay: Zero; Absent: None.

Lead Service Line

Brandon spoke that there might be funding for Moore Engineering staff to go door to door for the lead service line inquiries.

Halvorson made the motion to approve November actual and December estimated expenses.

22059	Aflac Inc	all	dental & vision insurance	\$268.43
22060	Aflac Traditional	all	insurance	\$452.62
22061	Alexis Whitehorn	library	programming	\$85.94
22062	Baker & Taylor	library	books	\$277.50
22063	Blue 360 Media	municipal judge	office supplies	\$169.26
22064	Brite-Way Window Cleaning	city hall & armory	misc	\$320.00
22065	Canon Financial Services	all	lease on copier	\$350.96
22066	Chad's Excavating	streets	ditch cleaning	\$1,000.00
22068	Crushin' It Transport LLC	sanitation	maint/operations	\$300.00
22069	Dakota Natural Gas	streets, fire dept & wtr tr	heating	\$400.19
22070	ECRWD	water treatment	purchase of raw water	\$4,372.77
22071	Elan Financial Services	all	misc	\$1,339.29
	ACH Empower	all	retirement	\$2,813.45
22072	Farmers Union Oil	all	fuel for vehicles	\$3,156.62
22073	Gary Winger	cemetery	maint/operations	\$180.00
22075	Goose River Bank	wtr dist, ww coll & treat	collection fee	\$15.48
22076	Grand Forks Utility Billing	water treatment	samples	\$78.00
22077	Grand Forks Utility Billing	water trt & ww treat	samples	\$172.37
22078	H.E. Eversons	streets	maint/operations	\$425.50
22079	Hawkins	water treatment	chlorine	\$20.00
22080	Heather Davies	auditor	software support	\$685.00
22081	Ingram Library Services	library	books	\$577.47
22082	Jacobson Brothers	streets	maint/operations	\$250.00
22083	Jacobson Brothers	city hall & library	snow removal - hired	\$360.00
22084	Legacy Mark	cemetery	software support	\$506.34
22086	Lofflers	all	software for copier	\$283.13
22087	Mathsen Sweeping	streets	maint/operations	\$4,725.00
22088	MayPort Auto & Truck Parts	streets	maint/operations	\$54.48
22089	MayPort Hardware Hank	streets & water treatment	maint/operations	\$183.75
22113	Mayville Airport Authority	specials	Nov rec'd in Dec	\$30.83
22090	Michael Frederick	library	book	\$25.00
22091	Midcontinent Communications	all	internet & phones	\$1,430.29
22092	Miller's Fresh Foods	city hall	misc	\$53.65
22114	MPEDC	sales tax	Oct rec'd in Nov	\$10,144.34
22093	Naastad Bros	water distribution	repair of curb stop - M McNeal	\$3,210.34
22094	Naastad Bros	water distribution	repair of curb stop - M Rice	\$2,680.34
	ACH NDPERS	all	insurance	\$4,916.80
22095	Network Center	all	anti-virus, backup, Office 365	\$754.47

22096	Nilson Brand Law	city attorney & non dept	legal retainer & issues	\$1,283.50
22097	One Call Concepts	water dist & ww coll	locates	\$16.50
22098	Polar	auditor	lease on phones	\$59.00
22099	Precision	water treatment	maint/operations	\$2,214.00
22101	Reliance Standard Life Insurance	all	insurance	\$191.75
22102	Septic Tank Servicing	streets	maint/operations	\$275.00
22103	Swanston Equipment	streets	snowblower	\$2,054.36
22104	Titan Machinery	streets	repair of payloader	\$2,626.39
22105	Traill County Sheriff	sheriff	monthly contract	\$26,587.97
22106	USA Blue Book	water treatment	maint/operations	\$95.51
22108	USPS	wtr dist, ww coll & treat	postage for water bills	\$363.64
22107	USPS	non dept	post office box rent	\$198.00
22109	Verizon Wireless	all	cell phones	\$316.04
22110	Vestis	all	rugs	\$532.99
22111	Waste Management	sanitation	garbage & recycling	\$27,156.98
22112	Xcel Energy	all	electricity	\$9,699.69

H2O Deposits refunded

22067	City of Mayville (Ashley Ledding)			\$150.00
22100	Rebekah Carpenter			\$150.00
				\$121,040.93

Petersen seconded the motion, motion carried.

Approval of financial reports: 2025 – through September 2025 financials are included for review and approval. Halvorson made the motion to accept the financials as presented. Petersen seconded the motion, motion carried.

Review Calendars: December 2025 – January 2026:

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

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

New Years Eve Noon closing 12/31/25.

New Years Day 01/01/26

MLK Day 01/19/26

Physical Plant 7a (with Admin 12/01/2025 4:30p), 12/01/25, 01/05/26 or 01/07/26?

Admin 4:30p 12/01/25, 01/05/26 or 01/12/26

Council 6p 12/01/25, Possible combining Physical & Admin on 01/05/2026? Or as suggested moved out 1 week for meetings and Council 01/12/26? It was decided to have meetings and Council on 01/05/26. 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.

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

Follow up on Butler repairs/invoice – still tabled.

The bids for Fuel/Gravel were to be opened but right before the Council meeting it was determined that there was no advertisement done for those bids. This was tabled until the January 2026 Council meeting.

Moen made the motion to approve the auditor's office for signing the FEMA-4888-DR Subgrant Agreement (June Windstorm 2025). Soholt seconded the motion and upon a roll call vote the following voted; Yea: Halvorson, Petersen, Soholt, Moen, Garrett, O'Brien; Nay: Zero; Absent: None.

2026 Liquor License Approvals – all but 2 licenses were in by the deadline (12-1-25). Moen made a motion to approve all the liquor licenses contingent on approval if those last 2 applications are received before 12-31-25. Soholt seconded the motion and upon a roll call vote the following voted; Yea: O'Brien, Halvorson, Petersen, Soholt, Moen, Garrett; Nay: Zero; Absent: None.

Moen made the motion to designate the Mayville Armory as the County Election Voting Site for 2026. Petersen seconded the motion, the motion carried.

Auditor Office wanted to advertise for Demo of Stennes House and send applications. Moen made the motion to accept the Auditor's office wish to advertise and approved up to \$25,000 with its entirety and backfilling of the basement. Soholt seconded the motion and upon a roll call vote the following voted; Yea: Petersen, Soholt, Moen, Garrett, O'Brien, Garrett; Nay: Zero; Absent: None.

Soholt made a motion to change over the Armory Heating/Cooling without the new motor. O'Brien seconded the motion and upon a roll call vote the following voted; Yea: Garrett, Halvorson, Moen, Petersen, O'Brien; Nay: Zero; Absent: None.

Sheriff Report: Council has requested ticket/Ordinance violation statistics from Sheriff Hunt.

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

Attest: Julie Christianson
Julie Christianson, Deputy Auditor

Mayor: Karl Jorgenson
Karl Jorgenson