Unofficial & condensed minutes of a regular meeting of the City Council of the City of Minto, Walsh County, North Dakota, held on August 2, 2021 at 12:00 PM.

Mayor Larry Jamieson called the meeting to order and the pledge was recited. Present were Councilmen Lucas Kelley, Thomas Sitzer, Keith Shutt & John Narloch. A quorum was established.

One addition made to agenda. Karla Harmel will be joining the meeting to discuss the preliminary budget. M-Shutt to approve agenda, S-Sitzer, carried.

No open petitions from the public.

Mrs. Shutt opened the sealed bids for the two parcels of land the city advertised for sale.

* Property 1(Lot 15 & PT of Lot 16, Block 16 of the original Townsite)
  + One bid was received & was rejected.
* Property 2(Lots 3 & 4, Block 4 of Gillespies Addition)
  + Two bids were received. The highest bid was accepted.

Minutes from the regular meeting held on July 12, 2021 were submitted for approval. M-Shutt to approve the minutes, S-Narloch, carried.

Committee reports were given:

* Streets, Grounds & Lights:
  + Property inspections-nuisance letter were mailed
  + Weeds in the gutters were sprayed
  + A list of curbs needing repair will be compiled
  + Mrs. Shutt will contact the Skating Rink Committee concerning the warming shack.
  + There have been inquiries about vacating the part of 5th Street that runs between Major & Harvey. All parties owning property adjoining the street need to petition the city to vacate the property. Council wondered if only the section of 5th Street that runs between Wilson & Harvey could be vacated. This would only affect 3 property owners. M-Narloch, S- Sitzer to allow the vacating of 5th Street from Wilson to Harvey, if the property owners wish to file a petition. Mrs. Shutt will check with the city attorney to make sure the city has the right to vacate a portion of the block.
* Planning & Zoning: One building permit was presented M-Sitzer, S-Narlock to approve, carried.
* Employee Relations-Mrs. Shutt discovered the city was not following the state guidelines for annual leave. She will review past payroll starting March 2020 and report back to the council if any annual leave changes need to be made.
* Forestry-Mr. Narloch mentioned 2 dead trees in the alley of Block 20. Mr. Shutt will add these to his list.
* Animal Warden-A letter was sent to a resident concerning an unleashed dog.

The veterinarian scheduled to do the vaccination clinic on July 31,2021 had to cancel.

Council discussed properties in Minto that have not been charged certain base rates. These base rates are meant to provide revenue for infrastructure costs for the city. Any property not actively using water will not be charged for water usage. However, starting October 1, 2021, these properties will be charged the base fees for any service the city charges on the monthly utility bill. The purpose of the change is to maintain consistency for all property owners within the city limits. Empty lots will not be affected. Letters will be sent to these property owners informing them of the change in their bill. M-Sitzer to approve billing changes, S-Kelley, carried.

M-Shutt to approve claims and financials, S-Narloch; carried. Financials and the following claims were approved:

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| ACME ELECTRIC | 110.53 |
| ADOBE | 33.98 |
| AIRGAS USA, LLC | 170.60 |
| AMAZON | 280.28 |
| ARAMARK | 40.64 |
| BRADY MARTZ | 10500.00 |
| BREIDENBACH EXCAVATING | 13607.50 |
| CITY OF MINTO | 1955.53 |
| CUDDLEBACK DIGITAL | 360.00 |
| DAKOTA SUPPLY GROUP | 18.74 |
| EXXONMOBIL | 40.50 |
| FERGUSON WATERWORKS #2516 | 1647.36 |
| FILTER CARE OF GRAFTON, INC. | 14.71 |
| GF UTILITY BILLING | 26.00 |
| GRAFTON TRUE VALUE | 175.71 |
| HALL CURRIE LAWYERS LTD | 87.50 |
| HILL'S INC. | 471.40 |
| KEITHS SECURITY WORLD INC | 424.68 |
| KILMER CONSTRUCTION | 600.00 |
| KOBLE, PATRICE | 25.00 |
| LUNSETH PLUMBING & HEATING | 102.09 |
| MARCO | 54.92 |
| MENARDS | 355.95 |
| MIDCONTINENT | 327.36 |
| MINTO COMMUNITY CENTER | 750.00 |
| MINTO PARK BOARD | 2214.20 |
| MORGAN PRINTING | 229.84 |
| ND LEAGUE OF CITIES | 782.00 |
| NORTHDALE OIL | 429.01 |
| OTTER TAIL POWER COMPANY | 1601.47 |
| PARK RIVER IMPLEMENT | 47.50 |
| PAYROLL | 14383.62 |
| QUILL CORPORATION | 5.57 |
| REFUSE DISPOSAL SERVICE | 4958.00 |
| TRACTOR SUPPLY CO | 107.69 |
| TRUE NORTH EQUIPMENT CO | 57.60 |
| UPS STORE | 56.26 |
| VALLEY BRAKE SERVICE | 747.16 |
| VERIZON CONNECT | 5.22 |
| WALSH COUNTY TREASURER | 906.00 |
| WALSH RURAL WATER DISTRICT | 11523.56 |

The 2022 Preliminary Budget was read. Karla Harmel from Advanced Engineering walked the Council through the budget and answered any questions. M-Narloch, S-Shutt, to approve 2022 budget, carried.

There were no gaming permits or special event permits presented.

Mr. Shutt presented a quote from True North Equipment for $9400.00 for a new rear discharge mower. M-Sitzer, S-Narloch to order a new mower for delivery spring of 2022, carried.

Mr. Shutt also discussed the possibility of a new street sweeper. A quote was presented from Swanston Equipment. Mr. Sitzer inquired about quotes from other companies that manufacture street sweepers. Mr.Shutt will look into this possibility. No action taken.

HomeServ will be sending out letters to the residents of Minto offering them service line protection. Residents wanting to take advantage of this program would be working directly with HomeServ. The program has options to cover water, sewer, and interior plumbing line repair. More information will be included in the letters.

Council approved crediting a resident’s reconnect fee to their final bill as the water was never physically turned on at that property.

Snow removal bids will be advertised in September. The current contract expires in November 2021.

There being no further business, M-Narloch, S-Sitzer, and carried, the meeting was adjourned at 1:39 PM. The next regular meeting will take place Monday, September 13, 2021 at 9 AM.

Larry Jamieson

Mayor

Attest: Angela Shutt

Auditor