City Council Meeting Minutes
September 8, 2026 | 6:00 p.m.
Betty Hagel Memorial Civic Center

Meeting called to order at 6:00 p.m. by Mayor Kevin Hoffman.
Present: Becky Berg, Dean Windhorst, Kevin Hoffman, Brittany Hagen, Troy Hatzenbihler, City Auditor Cassie Smith, City Attorney Patrick Waters. Quorum declared met. The Pledge of Allegiance was recited.

Berg moved and Hagen seconded to approve the agenda with the additions of Civic Center Rates and additional meeting minutes to approve, and striking personal appearance d, Old Business e regarding iPads and New Business item k. All in favor, motion carried.

Noone signed up for public comment.

Berg moved and Windhorst seconded to approve the minutes from the August 10, 2026 regular meeting, and August 24, 2026 special meeting. All in favor, motion carried.

Berg moved and Hatzenbihler seconded to approve the claims list which includes Security First Bank $1,514.11, Oliver County Sheriff's Department $14,092.10, Heartland Law Office $10,142.50, CB Accounting $4,100, Oliver County Tax Director $9,430, Sensaphone $299.40, Vesits $244.87, Transtrash $12,120.08, Oliver County Recorder $420, Menards $133.47, Rud Oil $648.47, Paisley Kitzmann $300, One Call Concepts, Inc. $36, ND Chemistry Lab $82.18, Runnings Supply Inc. $83.96, PV Business Solutions $298.50, Roughrider Electric $174.20, MDU $1,965.04, Roto-Rooter Sewer Drain $575, ND League of Cities $550, All Pest Conrol $282, AT&T Mobility $375.20, Robert Gibb & Sons Inc $858.37, Security First Bank Visa Card $525.63, Rev Performance Motorsports $146.99, Oliver County Treasurer $35, Cooling & Heating Unlimited $10,151.38, Southwest Water Authority $22,765.95, Hawkins Inc $1,468.56, ND Department of Health $27 and Mandan Northwest Pipe Fitting $205.16. All in favor, motion carried.

Hatzenbihler moved and Berg seconded to approve the check register from August. All in favor, motion carried.

Personal Appearances:
Kisa Kindsvogel appeared to discuss the arrangements for the youth group that she runs on Wednesday nights at the Civic Center. Hagen moved and Hatzenbihler seconded to allow continued use of the board room free of charge on Wednesday evenings, provided there is no other City business going on in that room, allowing use of the kitchen for counter space, outlets and washing things and not use the kitchen appliances, requiring a certificate of liability, granting the ability to use our vacuum, and requiring a year-by-year contract from mid-September through mid-May. All in favor, motion carried.

Jayar Kindsvogel asked to have his August water bill for the Ruptured Duck Water Depot all be calculated at the commercial rate instead of the $15/ 1,000 gallon rate from July 28 through August 10 and then dropping to the commercial rate of $7.35/ 1,000 gallons from August 11-

August 28. Discussion was held. Berg moved to leave the bill as is since no alternate calculations were presented. Motion failed for lack of second. Hagen moved and Hatzenbihler seconded to adjust the remainder of the August water bill to match the rates of other commercial entities from July 28 through August 10. Roll Call Vote: Hatzenbihler – yes, Hagen – yes, Windhorst – no, Berg – no, Hoffman – no. Motion failed. Windhorst moved to reduce the charge from $15 to $7.35 for 9 of those days calculated at the $15/1,000 rate, which he quickly rescinded. Windhorst moved and Hatzenbihler seconded to reduce the charge from $15/ 1,000 gallons to the commercial rate of $7.35/ 1,000 gallons for five days (August 6-10) of the billing cycle. Roll Call Vote: Hatzenbihler – yes, Hagen – yes, Windhorst – yes, Berg – no. Motion carried.

Jason Bentz appeared to answer any questions the Council may have regarding the Roughrider Electric Franchise Agreement. Hatzenbihler moved and Hagen seconded to table this discussion until other franchise agreements can be compiled and compared. All in favor, motion carried.

Reports:
Keith asked what the budget allows for street repairs for this fall. He will make some phone calls and see what he can get done and for what cost. He will also get quotes for box blades with rubber cutting edges.

Shandy provided two quotes to address the shower issue in the boys' locker room. One was to replace six faucet cartridges in the boys shower and repair the stainless steel cover on the shower pedestal for $3,150, and the other quote was for replacing the old shower tower with a new 6-user shower tower. Hagen moved and Windhorst seconded to repair the existing faucet at the pool. All in favor, motion carried.

Kayla requested clarification on what the expectation is for how many hours she can work and where those hours are to be allocated. Berg moved and Hagen seconded to allow up to 25 hours/ week with keeping the focus on janitorial work first and helping to keep the office open during office hours when Auditor needs to be gone. All in favor, motion carried.

Cassie brought up a couple of questions from City Engineer, AJ Tuck, regarding the lot sold to Loren and Kristen Henke. It was decided there was more discussion that needed to happen when Tuck was able to be present.

Old Business:
Hatzenbihler moved and Berg seconded to table discussion regarding bulk water rates. Three voted aye, one nay, motion carried.

Berg moved and Hatzenbihler seconded to keep lifeguard wages at $12/ hour after September 1, 2026. All in favor, motion carried.

Hatzenbihler moved and Berg seconded to reimburse a portion of cell phone bills in the amount of $120 quarterly to the City Auditor, Pool Supervisor, Golf Course Superintendent and Public Works Director effective October 1, 2026 and backdating the Pool Supervisor to January 5, 2026. All in favor, motion carried.

New Business:

Hatzenbihler moved to advertise for a Deputy Auditor position starting at $21/ hour. Motion failed for lack of second. Hagen moved to advertise for a full time Deputy Auditor position starting at $18/ hour with a cap of $21/ hour to start depending on experience. Berg seconded. Hatzenbihler amended the motion to remove the term "cap". Hagen seconded. All in favor of the amendment to remove the term "cap", motion carried. All in favor of amended motion to advertise a full time Deputy Auditor position with a starting wage from $18-21/ hour depending on experience, motion carried.

Berg planned to ask Ward Heidbreder with North Dakota Rural Water who needs to have a backflow preventer.

The City Attorney Contract will be printed for signature.

Discussion was held regarding contracting with a building inspector from Mercer County. The building inspector would charge $150/ inspection for new construction and $450/ inspection for condemning a structure. There are six inspections required for new construction. Hatzenbihler moved and Windhorst seconded to table this discussion. All in favor, motion carried.

Hagen moved and Hatzenbihler seconded to decline paying for Positive Pay which detects unauthorized or altered checks and ACH payments at the bank. All in favor, motion carried.

Hatzenbihler moved and Hagen seconded to set City-Wide Fall Clean-Up for September 25-28, 2026. All in favor, motion carried.

TextMyGov proposal was provided. Council decided not to pursue this any further.

Gov Card proposal was provided. Council decided not to pursue this any further.

Berg moved and Hatzenbihler seconded to have the ND Office of State Tax withhold the city's monthly disbursements for October through December 2026, and hopefully be able to write a check to cover the remaining balance before the end of the calendar year. Berg moved and Hagen seconded to amend the motion to include September's revenue disbursement. All in favor of the amendment to include September's disbursement, motion carried. All in favor of amended motion to withhold all of September through December's sales tax disbursement and pay off remaining balance by check before the end of the calendar year, motion carried.

Hatzenbihler moved and Hagen seconded to increase all of the Civic Center Rental rates by 15% and round to the nearest $10 effective September 8, 2026. All in favor, motion carried.

Discussion was held regarding the correct way to transfer portfolio assignments.

Meeting adjourned by Mayor Hoffman at 10:23 p.m.

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Kevin Hoffman, Mayor Cassie Smith, City Auditor