

**Turtle Lake, North Dakota**  
**City Commission Meeting Minutes (unapproved)**

Date: February 9th, 2026

Call to Order: Meeting opened with the Pledge of Allegiance

In Attendance:

Commissioners: Dianne Zenker, Matt Lang, Stacie Adams, Tim Britton, Rick Schwalk

Auditor: Position currently vacant

Also Present: Moore Engineering, Michelle Pickett, Charlie Davison

Public Attendance: 3

Review of prior meeting minutes:

- January 12th, 2026 – Regular City Commission Meeting  
**Motion to approve minutes of January 12th, 2026, meeting as presented:**  
Made by: Britton  
Seconded by: Adams  
Roll Call Vote: Unanimous  
Outcome: **Motion carried**
- January 15th, 2026 – Special Meeting  
**Motion to approve minutes of January 15th, 2026, meeting as presented:**  
Made by: Adams  
Seconded by: Lang  
Roll Call Vote: Unanimous  
Outcome: **Motion carried**

Review of financial reports & bills as presented:

- Review and discussion  
**Motion to approve financial reports and bills as presented:**  
Made by: Adams  
Seconded by: Britton  
Roll Call Vote: Unanimous  
Outcome: **Motion carried**

Public Comment Period:

- No public comment requests

Moore Engineering Project Updates:

- Sewer Lining Project (USDA):
- The engineer's report was provided to the commissioners.
- February 10th HK Solutions will be here to address two lines in need of spot repairs. They will also be televising the lines.

- This project will be completed after this step.
- An amendment to the Owner Engineer Agreement was provided by Moore.
- Moore Engineering recommended adopting the Amendment

**Motion to approve contract Amendment No. 1**

Made by: Schwalk

Seconded by: Britton

Roll Call Vote: Unanimous

Outcome: **Motion carried**

Phase 2 Sewer CDBG Project

- Rehabilitation of Charles and Kundert streets.
- Will schedule a meeting in March or early April to get started for this year.

Street Project

- In preparation for the upcoming spring and summer construction, commissioners requested clear and timely updates from Moore and all contractors regarding road closures and residential access to affected areas.
- Designs for improved drainage on Kundert St. near the hospital were reviewed.. No action was taken; however, direction was given to proceed with the presented design.
- Other areas with poor drainage were discussed, including Main St at both ends.
- Developments for 1st Ave E were discussed, and option 1 was selected.
- Drainage concerns were raised; drainage could be made worse if paved.
- Charles Street: options were presented and reviewed; it was decided to move forward with option 1.

TL-M School Parking Lots Discussion

- The School would like to work along side the City to repave the school parking lot and the south staff parking lot.
- Moore Engineering inquired whether the City would consider adding the school's parking lots as an alternate to the current Street Project so the work could be included in the special assessment bond. Under this approach, the associated costs would be assessed to the school. This would allow the school to coordinate its project jointly with the City. To date, Moore has no agreements signed with the school. The School project would be a separate project for Moore Engineering, with separate design and construction.

**Motion to approve:**

Made by: Britton

Seconded by: Schwalk

Roll Call Vote: Unanimous

Outcome: **Motion carried**

- Estimate draw request for post construction dollars which can be reimbursed Rural Development

**Motion to approve the draw request:**

Made by: Britton

Seconded by: Schwalk

Roll Call Vote: Unanimous

Outcome: **Motion carried**

Consideration was given to conducting an annual audit, and a discussion followed. There was limited interest in pursuing an outside audit, as the State completed one in 2024.

### New Business

- Titan Accessories for Payloader – review bids 2 bids, Titan and John Deere
- The equipment being bid on are pallet forks and a man basket.
- Bids were reviewed, and a discussion was held.
  - **Motion to approve the purchase and accept the bid by John Deere:**
    - Made by: Adams
    - Seconded by: Britton
    - Commissioner Schwalk expressed a preference for separating the equipment items and purchasing only the pallet forks.
    - Mayor Zenker reminded commissioners that there was a motion on the floor
    - Roll Call Vote: Adams-yes, Britton -yes, Schwalk - no, Lang-no
    - Vote resulted in a tie, Mayor Zenker vote- yes
    - Outcome: **Motion carried**
- Tree removal on Main
  - \$6500 estimate received
  - Licensed and insured
  - EDC will cover the cost
- Bank Signatures
  - With the change in Auditors, the City will be removing former Auditor Joe Herslip
    - remove Joe add Michelle At True Community and Credit union
  - **Motion to approve the removal of Joe Herslip, and addition of Michelle Pickett for all the accounts at TruCommunity Bank and all of the accounts at Dakota West Credit Union :**
    - Made by: Schwalk
    - Seconded by: Lang
    - Roll Call Vote: Unanimous
    - Outcome: **Motion carried**
- Ordinance regarding empty business building
  - To be reviewed at a future meeting
- Part-time summer help
  - Looking to hire up to 20 hours a week
  - Mowing, lagoon work and other tasks assigned
- Charlie Davison – consider a flat monthly salary
  - On hold
- Joe Herslip was approached to serve as an independent contractor to assist the City as a project manager for the upcoming Street Project and a potential building project. He has extensive experience with financing, and commissioners noted that his background would be a valuable asset. The Commission discussed a rate of \$50 per hour for up to 20 hours per month, with any additional hours requiring approval from the City Commissioners.

**Motion to approve:**

Made by: Adams

Seconded by: Schwalk

Roll Call Vote: Unanimous

Outcome: **Motion carried**

- Airport Insurance
- The Airport requested assistance with paying its \$1,500 insurance premium. With limited revenue and anticipated expenditures for possible upgrades, the Airport is seeking financial support to allow them to focus resources on the improvements recommended by the State.

**Motion to approve assistance of \$1000.00 to the Airport Board:**

Made by: Schwalk

Seconded by: Adams

Roll Call Vote: Unanimous

Outcome: **Motion carried**

Old Business Report

- Report Consideration of Sale – City-Owned Lots
- Kundert Street – Demo cost - \$10,000 (K&L Bobcat- 03/2020)  
**Motion to advertise the property on Kundert St. for sale:**  
Made by: Adams  
Seconded by: No Second  
Roll Call Vote: None  
Outcome: **Motion Failed for lack of Second**
- Walnut Street- Demo cost \$8,500 (K&L Bobcat – 07/2024)  
**Motion to advertise the property on Walnut St. for sale:**  
Made by: Schwalk  
Seconded by: Britton  
Roll Call Vote: Unanimous  
Outcome: **Motion carried**
- Lincoln Drive – Did not get any bids for \$7,400
- There were no bidders for the Lincoln Drive property at the listed price of \$7,500. The City will reduce the price, and the neighboring property owners on either side will be offered the opportunity to purchase it.  
**Motion to approve:**  
Made by: Adams  
Seconded by: Schwalk  
Roll Call Vote: Unanimous  
Outcome: **Motion carried**
- Update on Smart Meters – Kevin’s Plumbing & Heating
  - All meters have been installed with the exception of the school field, which will be completed this spring.
- City oil container located behind Harry’s
  - Emptied
  - Will contact the City each September
- Update on Black Mountain Software – Citizen Portal

- Beat Zone & Call for Service Report

Adjournment

**Motion to adjourn**

Made by: Adams

Seconded by: Schwalk

Roll Call Vote: Unanimous

Outcome: **Motion carried**

Next Regular Meeting Date: March 9th, 2026

Attest: \_\_\_\_\_  
Vice-President, City Commission

\_\_\_\_\_  
President, City Commission

Financials by: Dianne Zenker

DATE ISSUED	Check NUMBER	VENDOR NAME	CHECK AMOUNT
1/9/2026	EFT	CHARLES DAVIS	415.57
1/9/2026	EFT	JOE HERSLIP	1752.88
1/9/2026	EFT	IAN OLSON	1410.6
1/9/2026	EFT	MICHELLE PICKETT	253.96
01/16/26	EFT	USA Payment	3924.53
01/16/26	EFT	BUSINESS CARD	869.62
01/16/26	EFT	BLUE CROSS BLUE SHIELD ND	749.45
01/16/26	EFT	AMAZON	182.56
01/16/26	EFT	MONTANA-DAKOTA UTILITIES	253.18
01/16/26	EFT	MONTANA-DAKOTA UTILITIES	259.24
01/16/26	26784	BOBCAT OF MANDAN INC	1675.81
01/16/26	26785	CENTRAL DAKOTA FRONTIER COOPERATIVE	864.78
01/16/26	26786	DOUBLE M SANITATION	7500.00
01/16/26	26787	FIRST DISTRICT HEALTH UNIT	230.00
01/16/26	26788	FLASH PRINTING	242.51
01/16/26	26789	MCLEAN SHERIDAN RURAL WATER	6221.55
01/16/26	26790	ND DEPARTMENT OF ENVIRONMENTAL QUALITY	27.00
01/16/26	26791	NEW AGE HEATING AND AIR	5500.00
01/16/26	26792	NorDak North Publications	176.20
01/16/26	26793	ONE CALL CONCEPTS	3.00
01/16/26	26794	RK ELECTRIC	261.67
01/16/26	26795	RUSTS HARDWARE HANK	623.97
01/22/26	EFT	OTTER TAIL POWER CO	1446.51

01/22/26	EFT	MCLEAN ELECTRIC	307.74
01/22/26	EFT	WEST RIVER TELEPHONE	266.36
01/23/26	26796	HETLETVED	275.00
01/23/26	26797	MCLEAN-SHERIDAN RURAL WATER	1866.90
01/23/26	26798	MOORE ENGINEERING INC	59100.89
01/23/26	26799	VERIZON BUSINESS	91.15
01/23/26	EFT	CHARLES DAVIS	318.61
01/23/26	EFT	JOE HERSLIP	1733.87
01/23/26	EFT	IAN OLSON	1494.57
01/23/26	EFT	DIANNE ZENKER	2994.25
01/23/26	EFT	MICHELLE PICKETT	461.75
01/29/26	EFT	TRUCOMMUNITY BANK	5.00
01/29/26	EFT	TRUCOMMUNITY BANK	5.00
01/29/26	EFT	BUSINESS CARD	49.01