

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

Date: January 12th, 2026

Call to Order: Meeting opened with the Pledge of Allegiance

In Attendance:

Auditor: Position Vacant

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

Also Present: Moore Engineering, Charlie Divson, Michelle Pickett

Public Attendance: 1

Review of prior meeting minutes:

- December 8th, 2025 – Regular City Commission Meeting
 - **Motion to approve minutes of December 8th, 2025, meeting as presented:**
 - Made by: Adams
 - Seconded by: Lang
 - Roll Call Vote: Unanimous
 - Outcome: **Motion passed**

Review of financial reports & bills as presented:

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

Public Comment Period:

- No Public Comment requests

Moore Engineering Project Updates:

- Sewer Lining Project (USDA):
 - All liners have been installed
 - Manhole 28 - Will need further work this Spring
 - Will be returning for spot repairs this month
 - The City is withholding liquidated damages at this time.
 - Pay application for installing the final liner was submitted
 - **Motion to approve payment on pay application #8 of \$0.00:**
 - Made by: Adams

- Seconded by: Britton
- Roll Call Vote: Unanimous
- Outcome: **Motion passed**
- The amendment to the agreement was reviewed, and no action was taken.

- Phase 2 Sewer CDBG Project
 - No updates

Street Project

- BND loan was not awarded
- The topographic survey is complete
- Moore is working on the design
- Would like a meeting in the upcoming week to discuss the scope of the project
 - A special meeting will be called if the situation necessitates.

New Business

- Consideration of the sale of City-owned vacant lots
 - Kundert Street
 - 100 block will be researching the tax value
 - Monitor the need for snow storage this winter
 - Walnut Street
 - 100 Block will be researching the tax value

- Discussion on Snow Removal at American Legion which is now 133 Bar & Grill
 - A resident asked why the City is clearing snow for this business but not for other businesses in town.
 - Discussion noted that the building's use has changed, raising questions about fairness to other businesses that are responsible for their own snow removal.
 - **Motion to approve the cessation of snow removal services for 133 Bar & Grill and American Legion Post 133:**
 - Made by: Adams
 - Seconded by: Britton
 - Roll Call Vote: For - Lang, Adams, and Britton. Nay - Schwalk
 - Outcome: **Motion passed**

- Consider of Resolution for Salary for Mayor acting as both Mayor & Auditor
 - Zenker explained the current situation and options
 - While the Century Code separates these roles (mayor & auditor) it also allows cities to provide for other arrangements. NDCC 40-14-04 permits a

city council, by majority vote, to “dispense with any appointive office and provide that the duties of that office be performed by other officers”

- Proposed compensation of \$3500 per month
 - **Motion to approve a monthly compensation of \$3500 for the Zenker for carrying out the combined duties of Mayor and City Auditor as permitted under NDCC 40-14-04. :**
 - Made by: Schwalk
 - Seconded by: Britton
 - Roll Call Vote: Unanimous
 - Outcome: **Motion passed**
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- Titan Accessories for Payloader
 - After discussion this item was tabled until February 2026
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- Designate Depositories – Tru Community & Dakota West Credit Union
 - **Motion to designate Tru Community & Dakota West Credit Union as the City’s depositories:**
 - Made by: Britton
 - Seconded by: Schwalk
 - Roll Call Vote: Unanimous
 - Outcome: **Motion passed**
 - Bank Signatures
 - The City will hold off on updating until the Auditor position is filled
 - Ordinance regarding empty business building
 - A discussion was held about empty buildings in commercial areas
 - No action taken at this time
 - Charlie Davison – consider a flat monthly salary
 - Zenker will research more and will revisit at the February meeting

Old Business Report

- Update on the sale of property on Lincoln Drive
 - No offers for \$7400 or higher
 - A discussion was held about options for the future
 - A request was received to postpone the discussion for 1 month
- Update on Smart Meters
 - Reaching out to potential plumbers
- Update on Black Mountain Software
 - Citizen Portal is up and running
 - The employees working with the software are pleased
- Beat Zone & Call for Service Report

Adjournment

- **Motion to adjourn**
- Made by: Schwalk
- Seconded by: Britton
- Roll Call Vote: Unanimous
- Outcome: **Motion passed**

Next Regular Meeting Date: February 9th, 2026

Attest: _____
Vice-President, City Commission

_____ resident, City Commission

Financials by: Dianne Zenker

DATE	CHECK		CHECK
ISSUED	#	VENDOR NAME	AMOUNT
12/04/25	26762	MCLEAN COUNTY	3292.17
12/09/25	26763	DEBRA NIENOW	27.70
12/09/25	26764	DIANNE ZENKER	2354.92
12/09/25	26765	MATTHEW LANG	1662.30
12/09/25	26766	MCLEAN COUNTY	3292.17
12/09/25	26767	RICHARD SCHWALK	1662.30
12/09/25	26768	STACIE ADAMS	1754.65
12/09/25	26769	TIMOTHY BRITTON	1800.82
12/12/25	EFT	CHARLES DAVIS	1380.07
12/12/25	EFT	JOE HERSLIP	1747.88
12/12/25	EFT	IAN OLSON	1692.06
12/12/25	EFT	MICHELLE PICKETT	230.87
12/15/25	EFT	OTTER TAIL POWER CO	1283.64
12/15/25	EFT	MCLEAN ELECTRIC	164.09
12/15/25	EFT	USA Payment	1971.59
12/15/25	EFT	MONTANA-DAKOTA UTILITIES	388.42
12/15/25	EFT	BUSINESS CARD	508.70
12/15/25	EFT	BLUE CROSS BLUE SHIELD ND	1915.09
12/16/25	26770	CENTRAL DAKOTA FRONTIER COOPERATIVE	492.85
12/16/25	26771	COOTERS REPAIR	114.14

12/16/25	26772	DOUBLE M SANITATION	7520.00
12/16/25	26773	FARMERS UNION INSURANCE	5262.00
12/16/25	26774	HK SOLUTIONS GROUP	278450.7 0
12/16/25	26775	MOORE ENGINEERING INC	35230.10
12/16/25	26776	NorDak North Publications	230.46
12/16/25	26777	NORTH DAKOTA DEPARTMENT OF HEALTH	27.00
12/16/25	26778	ONE CALL CONCEPTS	111.00
12/17/25	26779	MOORE ENGINEERING INC	72056.00
12/19/25	26780	Turtle Lake Park District	15844.82
12/23/25	26781	DEBRA NIENOW	27.70
12/26/25	EFT	CHARLES DAVIS	823.85
12/26/25	EFT	JOE HERSLIP	1747.88
12/26/25	EFT	IAN OLSON	1474.71
12/26/25	EFT	MICHELLE PICKETT	392.48
12/30/25	26782	COAL CONVERSION	241.00
12/30/25	26783	E & E RENTALS	600.00
12/31/25	EFT	TRUCOMMUNITY BANK	5.00
12/31/25	EFT	TRUCOMMUNITY BANK	5.00
12/31/25	EFT	EVOLV INV	19.95
12/31/25	EFT	BUSINESS CARD	49.01