

Max City Council met Monday, November 3, 2025 at 7:00 pm. Mayor Adams and council members Swanson, Fritel, Westman, and Weltikol were present. Visitors in attendance were Dan Haugen and Norval Semchenko.

Meeting called to order.

Swanson moved to approve and dispense with reading minutes from October, 2025. Fritel second. Vote, all ayes. m/c/a.

Dan Haugen proposed a tentative plan to build an extension onto the existing Cenex building. He stated that the plans were contingent on a setback variance. Discussed was that if the addition was built, it would not affect the triangle line of sight for the intersection of Prairie and Flower St. Westman motioned to approve the setback variance. Weltikol second. Vote, all aye. m/c/a. Haugen will obtain a building permit application and go through the Planning and Zoning process when plans are definitive.

Norval Semchenko discussed a plan to remove the trees between the school and HWY 83. The work may be done through a program for National Guard training sometime in the next year or so. He enquired about the possibility of using the landfill to dispose of the trees. Council consensus is that landfill use is acceptable for the project's tree disposal.

Council received a resignation letter from Kathy Huettl who has been serving as chairman of the Planning & Zoning Committee. Catherine Turcotte has expressed interest in serving as chairman. The auditor will contact Turcotte to confirm. Another person will be needed to fill a seat on the committee until July, 2028 as well. Anyone interested in the position needs to submit a letter of interest to the auditor's office.

Nathan Amick updated council that he provided maps for NPRWD where a suspected water leak may be located between the tower and the rodeo grounds. If there is a leak, it has not been located as of yet. McElwain recommended for NPRWD to pressure test the lines.

Maintenance requested to purchase hydraulic hoses for the loader. Fritel motioned to approve the purchase. Swanson second. Vote all aye. m/c/a.

Council held discussion regarding the trees on the corner of 7th and Carvell. Council consensus is to move ahead with the removal based on the attorney's recommendations. Also discussed was the deadline that has not been met, given by the health department, regarding the property located across HWY 83. Council consensus is that it is getting too late in the year, to pursue abatement. Council will revisit with the attorney on the matter again in the spring, if the property owner still has not complied. Tabled.

Special assessments have been submitted to the county for mowing services provided for by the city, and unpaid city utility bills.

An annual performance review for Smith has concluded. Mayor Adams recommends a dollar an hour raise. Swanson motioned to approve. Fritel second. Vote, all aye. m/c/a.

Ottetail notified the auditor that all streetlights within the city has been converted to LED.

Discussion was held regarding the signers on city bank accounts. Council consensus is, since it is city policy to have at least two people sign for all financial transactions, it is best to have every member of

council as signers on all accounts. This will ensure that someone is always available to sign for payroll, or emergency city needs. At present, former Mayor Zabka, the auditor, and current council members except for Weltikol, are signers on all accounts but two. Swanson motioned to remove Aaron Zabka from all city bank accounts. Fritel second, vote all aye. m/c/a. Fritel motioned to appoint Adams, Swanson, Fritel, Westman, Weltikol, and the auditor as signers for all city accounts listed as follows; General Ledger Checking, Water Tower Improvement, Municipal Maintenance & Infrastructure, General Fund Deficiency, Sewer Fund, and Water Fund Money Market Accounts. Westman second. Vote, all aye. m/c/a.

The auditor requested paid time off for November 24 through the 28th, and December 10th. Swanson motioned to approve. Fritel second. Vote, all aye. m/c/a. The Auditor's office will be closed all of Thanksgiving week.

Bills to pay in November were presented. Westman motioned to approve paying the bills. Swanson second. Vote, all aye. m/c/a.

ENTITY	Description	AMOUNT
Blue Cross Blue Shield of ND	Medical Insurance (Employer Portion)	1,000.00
CapFirst Equipment Finance, Inc.	Annual Loader Payment	14,374.06
Circle Sanitation	Garbage Service Contract	4,473.50
EFTPS	Payroll 941 Liabilities-Paid online (Employer Portion) SEP	1,029.03
First District Health	Water Testing	30.00
Max Farm Service	Fuel Costs	358.56
McLean County Sherriff's Dept.	Law enforcement Contract	2,739.23
MDU	Natural Gas Utilities	82.83
Menards	inv 92, 98822-Janitorial Supplies	113.95
Microsoft Office	Cloud Storage	2.14
Municipal Judge	Monthly Pay	178.00
NorDak North Publications	Publications	108.95
NPRWD	Purchased Water	3,994.80
Ottertail Power Company	Electric Utilities	1,050.12
QuickBooks	Online Subscription	285.00
RTC	Phone and Internet (estimated, waiting for bill)	415.00
Team Lab	Asphalt Patch Material \$900 & Freight Charge \$125.50	1,025.50
US Postal Service	2 ROLL POST CARD	122.00
Totals		31,399.66
Purchases approved in previous meetings		
Walmart	Maintenance phone, and \$55 phone card	275.70
Amazon	Meeting folders-5 boxes \$73.28 & Phone case \$23.62	96.90
Target	IPAD Case	85.99
		31,858.25

October financial reports were presented. Fritel motioned to approve. Weltikol second. Vote all aye. m/c/a.

Council directed the auditor to send pink slips and/or post door shut off notices for city utility services as needed.

Westman motioned for meeting to adjourn. Weltikol second. Vote all aye. m/c/a. Meeting adjourned.

Next regular council meeting will be held on December 1, 2025 at 7:00 pm.

Samuel Adams, Mayor

Anita Porter, Auditor