**City of Kramer**

**City Council Meeting Minutes**

Location: Kramer Fire Hall community room, 4 PM CST, Sunday, 1 June 2025
Citizens, please use the sign-in roster.

**Call to Order** by Timbrook

The following council members were recognized: T. Bacon, J. Peters, E. Timbrook, M. Timbrook
The following community members were recognized: James Lauckner, Cory Zbylut, Charles Goble.

Timbrook asked the council if any member wanted the minutes to be read aloud? No council member responded. Timbrook motioned to approve the minutes without an open reading. Peters seconded the motion, and a unanimous vote to approve. NOTE: Council members reviewed the minutes prior to the meeting to move the agenda ahead quicker.

**Monthly Financial Report** month ending 31 May 2025 provided by E. Timbrook (see attached report). Motion to approve the financial report as read by E. Timbrook, Peters seconded, vote and unanimous approval. Peters noted reconciliation of city checking accounts for the month ending 31 May 2025, had no findings. Peters noted reconciliation of city mail received as of 31 May 2025, had no findings.

 **Unfinished Business Actionable:**

Timbrook reported the new Sales Tax Exemption was allowed to expire in 2022. An updated exemption has been requested. This issue remains open.

Timbrook reported that Wold engineers had conducted a detailed report on the culvert repairs, no action to implement the recommendation had been made in the past with one exception. Timbrook motioned to approach Wold and Mikkelson Aggregate about costs for the recommended corrections to city culverts and drains. Bacon wanted the committee to keep an open mind to consider the use of local farmers to do the work at a lower cost. The motion was amended to include this issue. Peters seconded the motion, and unanimous vote for approval. This issue remains open.

Timbrook reported that a Coronavirus State/Local Fiscal Recovery Funds (SLFRF) Program grant was awarded the city in 2021. The fund was used appropriately, but the City failed to report the completion of the project. As a result, the US Treasury is seeking the return of funds awarded in 2021 thinking they had not been used or inappropriately used. E. Timbrook is working to resolve this issue with the Fed. This issue remains open.

Timbrook reported on the Lift station repair by Dakota Sewer at $39,950.00 to replace motors, floats, suction line, and to move the control panel above ground, but it does not include the electric hookup to the panel. One bid in at $9,000.00. NDSLP noted this was astronomical, provided other contacts. This has the potential of terminating the project, as the city does not have funding. Timbrook will continue to find a resolution but the city has few solutions at hand. This issue remains open.

Timbrook asked the city to implement a sewer bill. Timbrook was talking to Rural Water and the city could base the rate on water in and out, which would be fair to everyone. Jim Lauckner left the session after his insistence that his taxes paid for sewer. Timbrook noted the city has not been effectively and sufficiently managed sewer funds for years that the fund a according the FNB had been empty of five (5) years. We need a sewer fee to make the city sewage system sustainable and functional long term. This issue remains open.

Timbrook briefed on garbage billing for the 2026 season

* M. Timbrook talked about a new billing cycle that runs Oct 25 – Feb 15 to pay for the 2026 Circle Bill. This would replace the Mar-May cycles of the past. E. Timbrook reported the bill from Circle Sanitation comes payable in January not May.
* Timbrook noted in the interim the city has $4k to 5K idling in the utility fund when that money could be used now to save the lift station fix.
* Timbrook noted the shifting of funds over the last 20 years needs to stop. It is not working, and the condition of the lift station is proof of its failure. Timbrook warned the council that in the near future they will sit here and listen to the people screaming when they can’t flush their toilets. Timbrook said stop delaying and do what is right for the community, not what one or two people want. This issue remains open.

Timbrook briefed on the budget report due to County on August 10th. Timbrook motioned to schedule a second meeting on July 13, at 6PM CDT dedicated totally to city budget planning. E. Timbrook seconded the motion. Vote approved by unanimous vote. The city council regularly scheduled meeting will be on 13 July 2025 at 4pm CST at the firehall. This issue remains open.

Timbrook opened the discussion on management of city hall. Concern on the number of keys for the doors was discussed. It was agreed that new door locks will not be installed now. A key recovery is to be undertaken, and the results will be discussed. This issue remains open.

Timbrook opened discussion on the City Park and Latrine.

* Timbrook discussed the condition of trees in the park and was concerned about branches following and injuring someone. Timbrook will find an arborist and determining the cost.
* Timbrook believes a majority of the council supports the interim auditor in not paying a bill declared by voice and without an invoice. More importantly, without running water, someone will use the latrines and not be able to flush. It was only a matter of time.
* Timbrook made the motion to lock the latrines doors with padlocks. Peters seconded the vote, E. Timbrook, M. Timbrook voted to approve. Bacon voted not to approve. Motion passed 2-1. The latrine issue closed. Tree concerns and water bill remain open.

Inert Waste Landfill Inspection. Timbrook graded the road, pushed the wood pile back, no observed violation in the wood pile. The Inert Waste Landfill Inspection Checklist has been completed and signed. The form is filed with the Interim Auditor. Timbrook warned the council that the fencing is no longer in compliance and the gate sign needs to be updated. Timbrook motioned to attempt to get gaming funds from Newburg and Upham to purchase barbed wire and clips to fasten the wire to existing poles. The motion was seconded by Peters, and the vote was approved unanimously. This issue remains open.

Timbrook noted that all the 2018-2024 checks and deposits have been provided to the council. It was reported that the documents had been sent to ND States Attorney, Gaming Commission, and Bottineau County Sheriff, and now the Newburg Community Club wants a copy. Councilwoman Bacon left the room very upset. In the interim, the council decided to not publish the documents on the city website. Closed.

Timbrook noted that the decision to add users to the dumpster list should not be done without the full council. This issue remains open.

Timbrook briefed the council on the Lagoon. Grass in the roadway must be cut, as well as around the lagoons to be in compliance and weed killer needed to be purchased. The damaged fence also needs to be repaired. If gaming funds are awarded for the fence and inert landfill, the same roll of wire could be used at the lagoon. This issue remains open.

**Unfinished Business Informational**

E. Timbrook briefed on the Otter Tail agreement with the city had not been signed in 2024. E. Timbrook advised the council that the contract has now been signed and sent off. Closed.

Recommendation on the implementation of the ND P-Card. Timbrook reported this as a no-go. Chase wants 3 years of financial information, which as of now, is largely impossible to produce. Closed.

Timbrook mentioned the arguments over funding skating and reimbursement of funds paid out by the city in the past. E. Timbrook did not want to discuss this without the full council. Peters recommended we attempt to do roller skating. E. Timbrook and Peters suggested M. Timbrook purchase water bottles and snacks with city funds, but to keep it below $50.00. The council elected to attempt skating, starting on Wednesday, 11 June, 5pm to 8pm with a $3.00 entry charge. The motion to open skating, as noted above, was presented by Peters, E. Timbrook seconded, and the vote was unanimous in favor. This item remains open.

Timbrook updated the council on city streets. He noted the county would be grading town this coming week. This item remains open.

E. Timbrook briefed on the implementation of AutoPay for Otter Tail Power Company. Benefits and fiscal controls were emphasized. Closed.

E. Timbrook briefed on the implementation of E-Statements with FNB. Benefits and fiscal controls were emphasized. Closed.

Timbrook discussed a water shed issue on the property of a non-resident. The city needs to clear debris on her land near the drainpipes under the railroad tracks southeast of town. The letter and attached diagrams were approved. See photo to the left. The blue arrow shows the blocked drains. Timbrook motioned for the letter to be sent seeking permission to do the work for entering the private property. Peters seconded, vote was unanimous in approval. This issue remains open.

Timbrook briefly discussed city speed and STOP sign replacement. Work is ongoing and extremely difficult. Timbrook will continue and do the best he can. This item remains open.

Timbrook noted the newspaper mowing bid was paid. The affidavit was filed and only one bid was provided, and the mowing was awarded to Four Seasons Lawn. E. Timbrook voiced concern over the budget draw and informed the council, grass was to be cut every two weeks, not weekly. Timbrook noted that a Conflict-of-Interest issue was not involved in this award of contract. Bacon disclosed her relationship with one of the owners of Four Seasons. This item remains open.

**New Business Actionable:**

Timbrook noted discussions on a city-wide fund raiser should not move forward without Bacon. This issue remains open.

Review of articles, ordinances, resolutions. Some have not been updated since 1936, others not since 1987. Timbrook noted that he had shared copies of these documents with council members, but no recommendations or comments had been provided. Timbrook wanted the council to understand that one person can’t do all this work alone and that views aside from his own needed to be involved. This issue remains open.

E. Timbrook noted the council does not do annual inspections of city properties/assets. Properties need repair. We need to establish a method of inspection and response to repair or mitigate.

This issue remains open.

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Resolution 25-06 to fix the city employee and council members salary rate and schedule of payment to its employees was not discussed without a full council. Resolution 25-07 to address city culverts and drains being clogged with grass being mowed by residents without awareness of drains being blocked, which will result in an overflow of water on people’s property, as has occurred in the past. We do not want to tell people how to mow their lawns, but we need to protect already damaged and poorly functional culverts and drains. This image was shared as an illustration. This issue remains open.

**New Business Informational:**

Timbrook reported that the bar owner described to him the dumping of unauthorized materials in the 6-yard dumpster behind the bar. The individual involved has a very long history with violations dating back to 2017. We have it documented in the meeting minutes. This issue remains open.

Timbrook reported that Lisa Tonneson from the Newburgh Community Club delivered a SFN 17996, Gaming Site Authorization at 3:30pm for the council’s review and action. Timbrook said this cannot be accomplished without a full council ensuring that all views are considered. Timbrook said a special meeting should be called to discuss this issue. Peters and E. Timbrook agreed. This issue remains open.

E. Timbrook noted the annual Otter Tail agreement for 2024 had not been signed and returned. She has since talked with Otter Tail; the agreement has been signed and sent off. Closed.

E. Timbrook reported the postage stamps approved during the 6 May Council were purchased, and the receipt has been posted. Closed.

E. Timbrook reported the reimbursement for FNB copies fees for 2022 - 2024 checks and deposits approved during the 6 May meeting were disbursed and the receipt posted. Closed.

E. Timbrook reported she is enrolled in the League of City Auditor Certification Program. Councilwoman Timbrook has completed Part One of the course and has started on Part Two. This item remains open.

Timbrook noted the necessity of the city to be one hundred percent (100%) compliant with financial record-keeping standards, practices, and ethical standards established for auditors and the officers of the city council. Invoices are used to document goods or services received, quantity, price, and total amount due. An invoice is used to verify the legitimacy of expenditures. Timbrook praised the Council for locking the latrines. The Council cannot write a check without a valid invoice violating every ethical practice in accounting. Peters cautioned the council to remain transparent and focused.

**Motion to open community discussion.** No community members were present. Closed.

The next meeting of the city council will be on 9 July 2025, at 4pm, Kramer Firehall Community Room.

**Motion to adjourn** the meeting by Timbrook, Peters seconded, and E. Timbrook voted to approve. The meeting adjourned at 5:32pm CDT, 1 July 2025.