

PUBLIC NOTICES

Mercer City  
January Meeting  
Minutes

January 8th,  
Mercer City Hall at 7:00 pm  
The meeting was called to order by Mayor Thomsen at 7:02 pm CST and the Pledge of Allegiance was recited.

Present: Council Members Gary Volochenko, Erika Lorenz, Dan Gardiner, Randy Zinke

Auditor: Kathrin Volochenko  
A quorum was established.

Minutes: Mayor Thomsen read the minutes from the December 11th 2025 regular meeting. Council Member Lorenz made a motion to accept the minutes as presented, Council Member Volochenko seconded, ayes all, M/C.

Financials: Mayor Thomsen presented the completed 2025 Profit& Loss (P&L) report and & Balance Sheet Standard, Mayor Thomsen also presented the 2026 Fiscal Year to Date (YTD) Profit & Loss (P&L) standard report & Balance Sheet standard city financials.

Auditor Volochenko noted that these reports reflect the completed financials in that the Water & Sewer Project Accounts that are required by the USDA and the Bank of North Dakota as a loan stipulation are now fully funded to date, and that the General Fund account has an adequate balance, which includes the Streets Fund accounts. Auditor Volochenko suggested that a motion should be made to approve the transfer of funds from the general account to the water and sewer accounts.

Council Member Lorenz made a motion to approve the transfer of funds from the general fund account to the appropriate Water and Sewer Project Fund accounts. Council Member Gardiner seconded roll call vote results; Council member Gardiner “aye”, Council Member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Council Member Lorenz made a motion to approve all the financials as presented, Council Member Volochenko seconded, roll call vote results: Council member Gardiner “aye”, Council Member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Auditor Volochenko mentioned the current available (remaining) balance in the Municipal Infrastructure Fund Bill (“operation prairie dog”) is \$17,345.20.

Bills: Mayor Thomsen presented the bills that need to be paid. Council Member Gardiner made a motion to approve the bills as presented, Council Member Lorenz seconded, roll call vote results: Council member Gardiner “aye”, Council Member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Water Reports: Mayor Thomsen presented the water usage & various account reports. There was some discussion about the unread meters.

Park Report: Council Member Lorenz mentioned that the next Park Committee meeting will be on January the 12th.

New Community Center Project Report: Council Member Zinke reported that a meeting date hasn’t been set yet. There was discussion about the meeting date and the presentation itself. The date of January the 27th at 7:00 pm at the Mercer City Hall was agreed on.

Old Business:

Mayor Thomsen talked about an email received on December 26th was about the Evolv.Inc./Gov Card monthly charge of \$19.95 per month was a PCI DSS (Payment Card Industry/Data Security Standard) non-compliance fee. Mercer had been charged \$19.95 each month since August 29th 2025 x 4 months = \$79.80. A new PCI DSS Compliance Certificate was obtained on 12/26/2025 by Auditor Volochenko and is good for one year.

Mayor Thomsen mentioned that the 2026 City Election Cycle Candidate Petition packets are ready for anyone that chooses to run for a city office. Here was some discussion as to when the Mayoral election should take place. If it should coincide with the Presidential election cycle or continue historically to coincide with “mid-term elections. Mayor Thomsen asked Auditor Volochenko to inquire with the ND League of Cities in house attorney for an opinion.

Mayor Thomsen said that Midwest Doors of Bismarck is scheduled to install the shop door opener on January 29th 2026 for an estimated amount of \$1,619.00.

Auditor Volochenko talked about the city office organization to date and

that the 2025 4th Qtr quarterlies will be completed during the coming week and that it’s now just a matter of paper sorting and file organization.

New Business:  
Mayor Thomsen mentioned that a new (updated) Bravera Bank credit card arrived in mail and has been activated through a new 3rd party bank sponsored portal.

Mayor Thomsen said that the first 2026 City Election notice has been published in the official city newspaper in the last issue of December 2025:

Mayor Thomsen talked about “Designating depository’s requirement & Bond declaration; as required by NDCC21-04-13 the governing board of any public corporation, except the board of supervisors of any township and the school board of any common school district, at its regular meeting in January of each even-numbered year, shall assemble and examine all outstanding bonds”; the current bonds that are held by Mercer City are; NDIRF Blanket Bond, USDA Municipal Bond Loan #91-04, USDA Municipal Bond Loan #92-06 and Bank of North Dakota Bond #240 (120% coverage). “And require new bonds whenever necessary in order to comply with the provisions of this chapter. At such meeting, the board shall designate depositories of public funds in accordance with the provisions of this chapter.” Currently such depositories declared are; Bravera Bank.

Mayor Thomsen said that the “Microsoft 365 Personal” subscription has been canceled by Auditor Volochenko and will end January, 16, 2026. Would otherwise be charged \$99.99 + \$5.00 (estimated) tax annually, Auditor Volochenko installed Microsoft Office Suite 2007 edition at no charge.

Mayor Thomsen mentioned that the printer was hacked into about a month ago as there were papers that were printed at random that had some odd code in the top margins. The main problem was that Auditor Volochenko had the printer on “Wi-Fi Direct” option. Auditor Volochenko did change the Wi-Fi password.

The WRT technicians came a few days later corrected/disconnected the printer and they did recommend a separate anti-virus program. Auditor Volochenko researched some pricing as follows;

Norton is \$99.99 1st year, then auto renews @ \$179.99 - 5 Employees (foreign based)

McAfee is \$29.99 1st year then auto renews @ \$124.99. - 5 devices – (foreign based)

PC Matic is \$150.00 per year- 5 Devices – (US Based)

Council Member Lorenz made a motion to use PC Matic for the city anti-virus program; Council Member Zinke seconded, roll call vote results; Council Member Gardiner “aye”, Council Member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Mayor Thomsen said that the current Quicken subscription will auto-renew January 16, 2026 for \$77.88 per year. Mayor Thomsen recommended that the city should keep the subscription as a backup. Council Member Lorenz said at least for another year. Council member Gardiner made a motion to keep the Quicken subscription for another year,

Council Member Volochenko seconded the motion. Roll call results are; Council Member Gardiner “aye”, Council member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Mayor Thomsen said that the city received an invoice for membership from the Coal Conversion Counties (McLean, Mercer and Oliver Counties) Council Member Zinke made a motion to join the Coal Conversion Counties(McLean, Mercer and Oliver Counties), council Member Volochenko seconded, roll call votes results are; Council Member Gardiner “aye”, Council member Volochenko “aye”, Council Member Lorenz “aye”, Council Member Zinke “aye”, M/C.

Mayor Thomsen said that there is training for O&M Waste Water Mgrs. (Waste Water Operators & Managers) available January 20th in Beulah, January 21st in Carrington & January 22nd in Kindred. Auditor Volochenko can sign anyone up if interested.

Auditor Volochenko visited with Grant at Bravera about an office scanner for batch deposits of checks: Was asking \$40.00 per month, which the Auditor challenged, Grant said that he could probably get reduced to \$5.00 per month + a capture fee of .05 per check. This would allow auditor to deposit checks without requiring a weekly drive to Bravera Bank in McClusky. Discussion included the benefits in the ability to deposit multiple checks on a daily basis without having to drive 13 miles one way to the bank in McClusky.

Mayor Thomsen said that will discuss removing or deactivating accounts from the “unread meter” & “main” roster that don’t have a curb stop/meter next meeting.

Mayor Thomsen talked about ND DEQ (North Dakota Division of Environmental Quality) – 2026 Water sampling schedule, the 2026 Examination & Spring Training Classes packet. Mayor Thomsen read through the training schedule and added that we need to attend some classes, especially the waste water training.

Mayor Thomsen & Auditor Volochenko talked about the 2026 Mil Levy sheet. Auditor Volochenko talked about the fact that the mil levy sheet is the foundation for the Mercer City annual budget. Auditor Volochenko added that she will be starting on the budget beginning in February.

Council Member Zinke mentioned the “Road Boss” box scraper needs some work with the cutting edge and skids.

Public Comment:  
No speaker cards were turned into the Auditor; therefore there was no public comment.

With no further business to discuss Mayor Thomsen asked for a motion to adjourn, Council Member Volochenko made a motion to adjourn, Council member Gardiner seconded, “ayes” all, M/C Meeting adjourned at 9:05 pm CST. (Feb. 19, 2026)

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Mercer City Profit & Loss January through December 2025		
	Jan - Dec 25	
Ordinary Income/Expense		
Income		
APD	995.32	
100 · General Fund		
3100 · Taxes (Revenues)		
3110 · Property Taxes	16,672.10	
Total 3100 · Taxes (Revenues)	16,672.10	
3351 · State Aid Distribution	12,690.60	
3610 · Interest Earnings	2,987.00	
3630 · Special Assessments	542.24	
3690 · Patronage Dividends	3,345.61	
100 · General Fund - Other	12,691.00	
Total 100 · General Fund	48,928.55	
300 · Debt Service Funds		
301 · Water Improvement		
301.1 · Water Payment Reserve	19,699.64	
301.2 · Water Maintenance Reserve Fund	31,500.00	
301.3 · Main Water Loan Pymt Surplus	78,425.00	
Total 301 · Water Improvement	129,624.64	
302 · Sewer Improvement		
302.1 · Sewer Payment Reserve	7,837.20	
302.2 · Sewer Maintenance Reserve	7,469.00	
302.3 · SewerMainPaymentAcctSurplus	13,281.04	
Total 302 · Sewer Improvement	28,587.24	
Total 300 · Debt Service Funds	158,211.88	
303 · Streets		
Flexible Transportation Fund	2,754.95	
201 · Highway Distribution	24,923.12	
3354 · Oil & Gas Production	8,005.93	
Total 303 · Streets	35,684.00	
3200 · Licenses & Permits		
3223 · Building Permits	10.00	
Total 3200 · Licenses & Permits	10.00	
3300 · Intergovernmental Revenue		
3313 · Municipal Infrastructure Bill	41,569.45	
3340 · State Grants	531.78	
3352 · Cigarette Tax	128.36	
3355 · Coal Severance	8,946.87	
3372 · Coal Conversion Tax	2,731.58	
Total 3300 · Intergovernmental Revenue	53,908.04	
3600 · Miscellaneous & Rent		
3640 · Reimbursed Expenses	645.00	
Total 3600 · Miscellaneous & Rent	645.00	
49900 · Uncategorized Income		
Donations		
499.1 · New MCC Project Donations	4,000.00	
499.2 · Donations to Mercer City	1,650.00	
Total Donations	5,650.00	
Memorial Park Donations	3,635.00	
49900 · Uncategorized Income - Other	2,355.31	
Total 49900 · Uncategorized Income	11,640.31	
500 · Enterprise Funds		
501 · Water		
501.1 · Water Base Rate	44,096.00	
501.2 · Water Usage Income	12,405.63	
Total 501 · Water	56,501.63	
502 · Sewer		
502.1 · Sewer Usage Fee	13,269.63	
Total 502 · Sewer	13,269.63	
503 · Garbage Collection	14,456.03	
Total 500 · Enterprise Funds	84,227.29	
Total Income	394,250.39	
Expense		
Utilities		
4340.1 Water Building Heating	199.31	
Power		
#3764 · #3764 Ottortail Pwr Shop	421.52	
#5094 · Ottortail Pwr Water Pump House	2,411.80	
#5095 · #5095 Ottortail Pwr Cty Hall	564.44	
#5096 · #5096 Ottortail Pwr St. Lights	3,465.40	
#5109 · #5109 Otter Pwr Old MCC Bldg	1,233.60	
#7144 · #7144 Ottortail Pwr Sewer Lift	657.23	
#9482 · #9482 Ottortail Pwr Memorial Pk	1,131.15	
Total Power	9,885.14	
Sewer Usage Fee	36.00	
Water Base Rate	9,519.70	
Water Usage	16,404.92	
4150.6 · Telephone & Internet Expense	2,247.44	
Total Utilities	38,292.51	
4100 · General Government		
4001 · Supplies & Maintenance		
410 · Office Supplies		
410.1 · Software Subscription-MSOffice	73.49	
410.2 · Software Quicken, Inc.	71.88	
410 · Office Supplies - Other	910.14	
Total 410 · Office Supplies	1,055.51	
412 · Postage	407.15	
413 · Shop Supplies	70.62	
414 · Equipment Maintenance	174.77	
415 · Equipment Repairs	240.73	
Total 4001 · Supplies & Maintenance	1,948.78	
4131 · Mayor	2,911.18	
4132 · Governing Board	4,050.00	
4141 · City Auditor		
4141.2 · Auditor Salary	4,000.00	
Total 4141 · City Auditor	4,000.00	
4143 · Attorney	4,938.75	
4144 · Assessor		
4144.1 · Assessor Salary	570.00	
Total 4144 · Assessor	570.00	
4150 · Non-Departmental		
4150.10 · Processing Fees	0.45	
4150.12 · Non-Compliance Penalty	79.80	
4150.15 · Surveying Fees	1,739.00	
4150.2 · Tax Preparation	368.00	
4150.4 · Financial Review Fee		
4150.11 · iPay Bill Pay Fee	5.00	
4150.4 · Financial Review Fee - Other	495.00	
Total 4150.4 · Financial Review Fee	500.00	
4150.5 · Election Board Fee	100.00	
4150.8 · Utility Billing Fees	1,644.24	
4150.9 · Mailings	180.56	
4151 · Bank Late Fee	25.00	
4152 · Interest Expense	2.46	
Total 4150 · Non-Departmental	4,639.51	
4160 · Buildings & Grounds		
4160.1 · City Hall Maintenance		
4160.1a · City Hall Power	8,400.00	
4160.1c · City Hall Heating	1,834.51	
4160.1 · City Hall Maintenance - Other	314.84	
Total 4160.1 · City Hall Maintenance	10,549.35	
4160.2 · Grass Cutting & Ditch Mowing	194.81	
4162 · MCC Building (Original) Heating	1,821.27	
Total 4160 · Buildings & Grounds	12,565.43	
4191 · Advertising & Promotion		
4191.1 · Newspaper Notices	1,665.71	
Total 4191 · Advertising & Promotion	1,665.71	
Total 4100 · General Government	37,289.36	
4200 · Public Safety		
4204 · Driveway Markers	15.99	
4205 · Street Lights	343.80	
Total 4200 · Public Safety	359.79	
4300 · Public Works		
4310 · Highways, Streets & Roads		
4310.4 · Tractor Rental	6,750.00	
4310.5 · Gas, Fuel & Oil	509.58	
Total 4310 · Highways, Streets & Roads	7,259.58	
4330 · Sewer Operations		
4420.3 · Sewer Construction		
Other		
4421.1 · Municipal Fund Bill Draw	20,864.00	
Total Other	20,864.00	
Total 4420.3 · Sewer Construction	20,864.00	
4330 · Sewer Operations - Other	127.31	
Total 4330 · Sewer Operations	20,991.31	
4340 · Water Operations		
4340.2 · Curb Stop Repair		
4341.1 · Municipal Infra. Bill Draw	3,360.25	
Total 4340.2 · Curb Stop Repair	3,360.25	
Total 4340 · Water Operations	3,360.25	
Total 4300 · Public Works	31,611.14	
4400 · Health & Welfare		
4410 · Health		
4410.1 · Water Testing	401.52	
Total 4410 · Health	401.52	
4420 · Sanitation		
4420.1 · Garbage Collection	15,365.37	
Total 4420 · Sanitation	15,365.37	
Total 4400 · Health & Welfare	15,766.89	
4500 · Culture & Recreation		
4510 · Parks		
4510.2 · Power	82.78	
4510.3 · Water Base Rate	1,373.75	
4510.4 · Water Usage	705.95	
4510.5 · Park Supplies	81.72	
4510.6 · Grass Mowing	375.00	
4510.7 · Park Security	216.00	
4510.8 · Reimbursed Expenses	645.55	
4510.9 · Custom Hire	200.00	
Total 4510 · Parks	3,680.75	
Total 4500 · Culture & Recreation	3,680.75	
4600 · Debt Service		
4600.1 · BND Trust	8,100.00	
4600.2 · #91 Water Infrastructure Upgrade	15,685.00	
4600.3 · #92 Sewer Loan	11,196.00	
Total 4600 · Debt Service	34,981.00	
4900 · Miscellaneous-Expenses		
4901 · Balance Forwarded	5.00	
4905 · Membership Fee	518.00	
4910 · Transfers to Other Funds		
Transfers Out to Other Accts.	1,810.00	
Total 4910 · Transfers to Other Funds	1,810.00	
4950 · Rent Expense	1,260.00	
Total 4900 · Miscellaneous-Expenses	3,593.00	
5000 · Insurance Expense		
5030 · Workmen's Comp.	452.56	
Total 5000 · Insurance Expense	452.56	
6600 · Payroll Expenses		
6610 · Taxes		
6610.1 · Medicare	100.88	
6610.2 · Social Security	410.59	
6610.3 · Unemployment	61.84	
Total 6610 · Taxes	573.31	
6600 · Payroll Expenses - Other	-1.88	
Total 6600 · Payroll Expenses	571.43	
66900 · Reconciliation Discrepancies	46.13	
69900 · Uncategorized Expenses	3,829.60	
Total Expense	170,474.16	
Net Ordinary Income	223,776.23	
Other Income/Expense		
Other Expense		
Credits Due to Over Payment	0.18	
Total Other Expense	0.18	
Net Other Income	-0.18	
Net Income	223,776.05	

Mercer City Summary  
Balance Sheet  
All Transactions

	Mar 17, 26
ASSETS	
Current Assets	
Checking/Savings	279,103.09
Other Current Assets	-4,786.90
Total Current Assets	274,316.19
Other Assets	-39.89
TOTAL ASSETS	274,276.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	822.18
Total Current Liabilities	822.18
Long Term Liabilities	742,790.99
Total Liabilities	743,613.17
Equity	-469,336.87
TOTAL LIABILITIES & EQUITY	274,276.30



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