

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JANUARY 14, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, January 14, 2019 at 5:30 PM.

Mayor Stenvold called the meeting to order; upon roll call the following were present: Council members Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent Mike Lorton and Kyle Halvorson. Others present: Joe Fietek, Layne Ensrude, Sarah Johnston, Mike Helt, Evan Freeman, Sheriff Ron Jurgens.

**Additions and Changes to Agenda:** Add/Change to New Business #4 change to 4a Animal Impound & 4b 1<sup>st</sup> Reading of Ordinance 3.B.1. Dogs & Cats. Remove 1. Designate depositories of public funds.

**Comments and Questions From Citizens:** Joe Fietek commented on the Mayor's mention of social media use by the Council & felt it is a good tool for getting information out to the public & asking for their input.

Mayor Stenvold moved up New Business #5 Homme Dam due to scheduling conflicts. Gracyn Cole, a student at Park River Area School District #8 in Park River, submitted a letter to City Council member Halvorson. The subject of the letter was Homme Dam and the impact the harmful blue-green algae is having on the dam and our community. The Council thought the letter was well thought out commended Cole. Unfortunately, the City does not have any participation in Homme Dam daily operations as the US Corp of Engineers are the primary contact with Walsh County operating as the care takers. Currently the only action the City could take is issuing a letter of recommendation to the WC Commissioners for something to be done. Sarah Johnston of WC Three Rivers Soil Conservation District presented information from readings taken by Evan Freeman, of the harmful blue-green algae bloom which started with 2.5 mg/l on 7-19-2018 and up to 250 mg/l on 9-4-2018 and spiked to 5,000mg/l on 9-17-18 and finally coming down to 1 mg/l on 10-29-18. Signs were posted at the dam warning to avoid contact with the water for humans and animals. There are three different harmful algae which produce different side effects. Johnston and Freeman have been working to find a solution to the problem. Halvorson and Johnston will meet to confer on a response letter and provide information to Cole.

**Approval of Minutes:** Anderson moved, and Lundquist seconded to accept the minutes from the December 10, 2018 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** February 6<sup>th</sup> at 5:30-7:30 pm was chosen as the new retreat date. A list of topics will be sent to the Council members.

**Committee Reports:** *Ward Reports:* Kubat questioned at what point do the stop and yield signs get replaced. Larson responded the signs are checked each spring to see which ones need to be replaced. Kubat felt a sign should be put up at the intersection of Harris Ave S and 4<sup>th</sup> St W. Stenvold referred the issue to the Street Committee.

**New Business:**

Lundquist moved and Anderson seconded to approve the Bank of North Dakota Pledge Pool dated 12-31-2018. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Anderson seconded to change the City Council meeting time from 7:30 pm to 5:30 pm with the opportunity to change if needed. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Anderson seconded to approve the first reading of **Ordinance 3.B.1., AN ORDINANCE TO CONTROL DOGS AND CATS**, (The entire ordinance may be found ant the City Auditors Office or City website at cityofparkriver.com), with penalties based on a 3-strikes scenario for dogs/cats at large, \$50 fine for 1<sup>st</sup> impound, \$100 for 2<sup>nd</sup> impound, \$200 for 3<sup>rd</sup> impound, and animals must be relocated out of town or considered a nuisance. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** & **Public Works:** Lundquist moved and Anderson seconded to reinstate comp time and go back and check out comp figures. Upon roll call vote the following voted aye: Lundquist, Kubat and Anderson with Miller voting nay. M/C. Kubat voted aye after confirming that this will be discussed at February meeting after the comp figures are verified. The comp time issue was sent back to the Employee Relations Committee for review. This topic will be revisited in February.

**Auditor & Assessor Reports:**

Lundquist moved and Miller seconded to approve the CDARS renewal term as presented by City Administration. Upon roll call vote, all present voted aye. M/C.

Anderson moved, and Miller seconded to approve payment of the following bills and financials. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities**

35448	NDPERS	\$436.27
49	NDPERS	\$15.96
35450	Walsh County Auditor	\$21.00
51	Postmaster	\$286.88
52	Aflac	\$151.98
53	Discovery Benefits	\$210.00
54	BC/BS of North Dakota	\$7,381.10
55	PR Airport Authority	\$1,191.60
56	PR Park District	\$814.88
57	PR Public Library	\$1,191.60
58	Special Assessment Fund	\$56.64
59	ST Improve Dist #2017-1	\$3,543.08
35460	ST Improve Dist #2018-1	\$5,446.65
61	ST Improvement Dist #7	\$1,819.25
62	2016 Electrical Upgrade	\$8,000.00

63	Adams General Store LLC	\$4,597.31
64	Advanced Engineering &	\$65.25
65	AmeriPride Services, Inc	\$262.77
66	ASCAP	\$357.00
67	Border States Electric Supply	\$5,720.64
68	Butler Machinery Co	\$636.80
69	Cardmember Service	\$85.01
35470	Wayne Christianson Estate	\$37.32
71	City of Fargo	\$28.00
72	Productivity Plus Account	\$2,149.01
73	Consolidated Waste, LTD.	\$17,474.45
74	Dahlen Plumbing & Heating	\$187.91
75	Dale's Small Engine Repair LLC	\$455.00
76	Discovery Benefits, Inc	\$11.00
77	East Side Garage	\$854.44
78	EDND	\$275.00
79	Ethanol Products, LLC	\$779.72
35480	Ferguson Waterworks #2516	\$203.88
81	Funded Depreciation	\$3,751.00
82	General Funded Depreciation	\$1,667.00
83	GovOfficeLLC	\$550.00
84	Graymont (WI) LLC	\$7,108.67
85	Hawkins Inc	\$568.50
86	Jim's Super Valu	\$22.13
87	Pete Kelly	\$270.00
88	Leon's Building Center, Inc	\$1,799.74
89	Liberty Business Systems, Inc	\$34.20
35490	Light & Water Dept	\$4,804.68
91	Montana Dakota Utilities	\$984.13
92	MMUA	\$1,711.00
93	MFOA OF ND	\$90.00
94	Municipal Government Academy	\$30.00
95	ND Dept of Health/Chem-Lab	\$16.48
96	ND One Call Inc.	\$3.05
97	Nodak Electric Cooperative	\$5,386.00
98	Northdale Oil, Inc	\$1,804.35
99	North Star Coop	\$2,603.49
35500	Polar Communications	\$860.25
1	Void	\$0.00
2	Rainbow Auto Body	\$1,018.88
3	Riteway Business Forms	\$137.83
4	Glenn Rost	\$250.00
5	Safe T Pull	\$18,314.21
6	Samson Electric LTD	\$34.87
7	Sanitation Products Inc	\$472.43
8	Saville Enterprise, Inc	\$85.00
9	Tracy Setness	\$100.00
35510	Sillers, Laaveg, & Wenzel	\$810.00
11	Stuart C Irby Co	\$173.46
12	T & R Service Company	\$2,504.00
13	US Bank Equipment Finance	\$166.13
14	Verizon Wireless	\$268.90
15	Matt Wark	\$77.29
16	Wat & Sew Imprv Dist #2015-1	\$6,200.00
17	Wat & Sew Imprv Dist #2016-1	\$9,490.00
18	Water System Repair & Replace	\$4,000.00
19	Water Bond Fund 05	\$4,830.00
35520	Water Rev Bond Fund Phase II	\$3,450.00
21	Water Tower Fund	\$11,315.00
22	Water Treatment Fund	\$30,198.87
23	Wayne's Variety	\$100.00
24	Walsh County Auditor	\$14,517.30
25	Walsh County Press	\$498.58
26	Walsh County Treasurer	\$4,080.01

27	Faith Wentzel	\$43.91
28	Ye Olde Medicine Center	\$27.70
AW	NMPA	\$152,017.11
AW	PSN (Payment Services Network)	\$4.95
AW	NDPERS	\$17.27
AW	NDPERS	\$436.27
AW	NDPERS	\$5,657.42
AW	First United Bank	\$14.00
AW	First United Bank	\$131.06
8444-73	Salaries & Vacation	\$33,024.50
AW	US Treasury	\$11,592.59
<b><u>Special Funds</u></b>		
10131	First Care Health Center	\$250,000.00
<b><u>Debt Service &amp; Bond Fund</u></b>		
6165	US Bank	\$37,081.25

City Administration is asking for permission to transfer \$45,000 from the Municipal Utility Electric Fund to the General Fund. This is the second transfer request of this year. Lundquist moved and Lorton seconded to approve the \$45,000 transfer as requested. Upon roll call vote, all present voted aye. M/C.

ND CC 40-01-09.01 states that cities shall publish a schedule of Employee Salaries. The following 2019 salaries were approved by the Council at the December 10, 2018 Council meeting; PWD D Larson \$92,497.60; Public Works Staff - Stefan Linstad, \$44,907.20, Galen Bosh \$36,504.00, Joshua Irvine \$38,979.20, Dee, Jay Johnson \$37,211.20, Administrative Staff – City Coordinator/Auditor Nancy Thompson \$59,009.60; Assessor/Deputy Auditor Ann Berg \$51,500.80, Billing Clerk Patricia Hensel \$38,604.80, Janitorial Staff - Louis Machart \$13.92 per hour; and Park District Manager Jessie Irvine current wage of \$15.61 per hour pending approval by the Park River Park District Board. Lundquist moved and Kubat seconded publication of the salaries. Upon roll call vote, all voted aye. M/C.

Miller moved and Lundquist seconded to reclassify parcel #3812263.000 from commercial to residential on the Street Improvement District 2018-1 Special Assessment project. Upon roll call vote, the following voted aye: Kubat, Anderson and Miller with Lundquist voting nay. M/C.

Being no further business, Lundquist moved to adjourned at 6:45 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, FEBRUARY 11, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, February 11, 2019 at 5:30 PM.

Mayor Stenvold called the meeting to order; upon roll call the following were present: Council members, Kyle Halvorson, Robert Lundquist III, Dennis Kubat, and Keith Anderson, with Joe Miller by phone, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent Mike Lorton. Others present: Eugene Bossert, Marcus Lewis and Derek Pokrzywinski.

**Additions and Changes to Agenda:** Add to Unfinished Business #3 Vehicle Impound and add to New Business #2 City Hall Windows.

**Comments and Questions From Citizens:** None.

**Approval of Minutes:** Anderson moved, and Lundquist seconded to accept the minutes from the January 14, 2018 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Employee relations met and are recommending to implement comp hours until a new employee is hired and trained in at the water plant at which time it will be revisited.

Lundquist moved and Halvorson seconded to approve the second reading of **Ordinance 3.B.a AN ORDINANCE TO CONTROL DOGS AND CATS**, with penalties based on a 3-strikes scenario for dogs/cats at large, \$50 fine for 1<sup>st</sup> impound, \$100 for 2<sup>nd</sup> impound, \$200 for 3<sup>rd</sup> impound, and animals must be relocated out of town or considered a nuisance. Upon roll call vote, all present voted aye. M/C.

Vehicle impound lot. Lundquist spoke with Jim SanGrait to see if he would be interested in impounding junk vehicles for the city. Laaveg suggested Lundquist continue to negotiate with SanGrait and table the matter until the March meeting.

**Committee Reports:** Deputy Wark introduced the new Walsh County Deputy, Jose Sanchez who has been assigned to Park River. The Council welcomed Deputy Sanchez to Park River.

Halvorson spoke with Tanya Wieler of Dakota Dynamics regarding her report. It should be done by the next Council meeting.

**Ward Reports:** Councilmembers questioned blind intersections caused by high snow piles. Larson reported they have started removing the snow to help with visibility. Lundquist questioned if a business utility customer could have his late fees forgiven each month as checks for bills are paid at the end of the month. Thompson stated if we set a precedence, late fees for all utility customers would need to be forgiven. Berg suggested the business sign up for budget billing which would have the same amount due every month.

**Sales Tax:** Anderson moved and Lundquist seconded to approve the following payments as recommended by the Sales Tax Committee; pay from the Economic Development Fund \$7,500 to the PR Economic Development Corp for yearly operating costs and \$16,940 to First United Bank for the quarterly loan payment for St Improv Dist #2017-2 (Green Acres Dr). Upon roll call vote, all present voted aye. M/C.

**New Business:**

City Administration is asking the Council to forgive the \$78,483.88 loan owed by the General Fund to the Sanitation Fund which was used to purchase a different street sweeper. If the loan is not forgiven an additional \$16,000 per year would need to be added to the General Fund Street Dept budget. Lundquist moved and Halvorson seconded to forgive repayment of the General Fund \$78,483.88 loan used to purchase the street sweeper which was due to the Sanitation Fund. Upon roll call vote, all present voted aye. M/C.

City Administration presented bids to have 10 windows and one door replaced on the south side basement level of the city hall auditorium. Pete Kelly of Home Improvement Handyman submitted a bid for labor of \$2,300 and Leon's Building Center Inc estimated the cost of materials at \$5,424.94 for a total of \$7,724.94. Thompson stated funds to cover the costs would come from the WC ½ mill Self Help Levy and Sales Tax Capital Improvements fund. Halvorson moved and Kubat seconded to approve the \$7,724.94 bid as presented and use the WC ½ mill Self Help Levy and Sales Tax Capital Improvement funds to cover the cost. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** Stenvold commended the street crew for the great job of snow removal that has been done this year. He also thanked the water dept for working on and fixing the water main break on Briggs Ave S which occurred on January 30<sup>th</sup> during the bitter cold. Stenvold mentioned the fire department is moving forward to construct an addition to their building. Lundquist mentioned bids for the 44x100' and 29x34' additions to the fire hall will be advertised shortly.

**Public Works:** Larson reported the fire department has had to clean and remove snow from around several fire hydrants. Larson was asked if he could order enough fire hydrant markers which would make them visible after substantial snow fall. Larson reported there have been three applications submitted for the water plant position. Larson stated NMPA is looking for a new general manager and the board will be holding three phone interviews.

**Auditor & Assessor Reports:**

Lundquist moved and Anderson seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C.

**General Funds & Municipal Utilities**

35529	Lon's Hardware	\$155.88
35530	Pete Kelly	\$270.00
31	Postmaster	\$234.92
32	Aflac	\$151.98
33	Discovery Benefits	\$135.00
34	BC/BS of North Dakota	\$6,904.04
35	2016 Electrical Upgrade	\$8,000.00
36	PRAS After-Prom Party	\$100.00
37	AmeriPride Services, Inc	\$281.41
38	Border States Electric Supply	\$1,719.40
39	Butler Machinery Co	\$133.65
35540	Cardmember Service	\$747.00
41	City of Fargo	\$28.00

42	Productivity Plus Account	\$85.86
43	Consolidated Waste, LTD.	\$18,901.20
44	Core & Main	\$2,315.15
45	Dale's Small Engine Repair LLC	\$360.00
46	Discovery Benefits, Inc	\$11.00
47	East Side Garage	\$88.80
48	Fargo Freightliner	\$278.51
49	Farmers Union Service Assoc	\$71.00
35550	Funded Depreciation	\$3,751.00
51	General Funded Depreciation	\$1,667.00
52	Hawkins Inc	\$1,014.39
53	Jim's Super Valu	\$41.67
54	Liberty Business Systems, Inc	\$36.90
55	Light & Water Dept	\$7,362.14
56	Lon's Hardware	\$242.23
57	Montana Dakota Utilities	\$1,072.25
58	Michael Kilmer Construction	\$3,467.50
59	ND Dept of Health/Chem-Lab	\$16.48
35560	ND One Call Inc.	\$1.85
61	Nodak Electric Cooperative	\$5,957.10
62	North Star Addition T.I.F.	\$26,129.00
63	Northdale Oil, Inc	\$1,374.78
64	North Star Coop	\$591.66
65	Polar Communications	\$862.47
66	PR Airport Authority	\$4,978.38
67	PR Park District	\$6,132.12
68	PR Public Library	\$4,979.10
69	Quill Corporation	\$101.20
35570	Rainbow Auto Body	\$451.35
71	Glenn Rost	\$250.00
72	Samsom Electric LTD	\$1,296.92
73	Sillers, Laaveg, & Wenzel	\$2,280.00
74	Special Assessment Fund	\$171.45
75	ST Improvement Dist #2012-2	\$9,677.52
76	ST Improve Dist 2013-1	\$16,000.00
77	ST Improve Dist #2017-1	\$22,711.40
78	ST Improve Dist #2018-1	\$10,993.32
79	ST Improvement Dist #7	\$4,530.80
35580	US Bank Equipment Finance	\$166.13
81	Verizon Wireless	\$268.90
82	Wat & Sew Imprv Dist #2012-1	\$22,207.50
83	Wat & Sew Imprv Dist #2015-1	\$6,200.00
84	Wat & Sew Imprv Dist #2016-1	\$9,490.00
85	Water System Repair & Replace	\$4,000.00
86	Water Bond Fund 05	\$4,830.00
87	Water Rev Bond Fund Phase II	\$3,450.00
88	Water Tower Fund	\$11,315.00
89	Water Treatment Fund	\$31,271.29
35590	Walsh County Auditor	\$7,497.87
91	Walsh County Sheriff's Dept	\$56.00
8474-95	Salaries	\$28,605.91
AW	US Treasury	\$9,845.95
AW	NDPERS	\$17.27
AW	NDPERS	\$773.50
AW	NDPERS	\$761.00
AW	NDPERS	\$5,852.53
AW	NMPA	\$161,638.20
AW	PSN (Payment Services Network)	\$4.95
AW	First United Bank	\$18.95
AW	NSF-Returned Customer Utility Check	\$525.00
AW	ND ST Tax Commissioner	\$1,231.54
<b>Special Funds</b>		
10132	First United Bank	\$16,940.00
10133	Municipal Utilities	\$414.21
10134	PR Economic Development Corp	\$7,500.00
<b>Debt Service &amp; Bond Funds</b>		
6166	Bank of North Dakota	\$8,534.50
6167	First United Bank	\$5,625.00

Anderson moved and Lundquist seconded to approve the end of year transfers and budget adjustments as presented by City Administration. Upon roll call vote, all present voted aye. M/C.

City Administration is asking for approval of the CDARS renewal recommendations as presented. Lundquist felt all the CDARS should be cashed in and deposited in the regular bank accounts. Thompson and Berg felt because of FDIC limits the funds should be deposited in a money market account vs a regular bank account. They also reminded the Council that some of the CDARS cannot be cashed in as they are set aside to make the final payment on some of the bonds. Lundquist moved and Halvorson seconded to approve cashing in all CDARS as they mature and deposit in a money market, except those held for final bond payments. Upon roll call vote, all present voted aye. M/C.

Anderson moved and Lundquist seconded to approve the financials as presented by City Administration. Upon roll call vote, all present voted aye. M/C.

Being no further business, Lundquist moved to adjourned at 6:19 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, MARCH 11, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, March 11, 2019 at 5:30 PM.

Council President Lundquist called the meeting to order; upon roll call the following were present: Council members, Mike Lorton, Kyle Halvorson, Joe Miller, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent Mayor Dan Stenvold. Others present: Sheriff Ron Jurgens, WC Health Wanda Kratochvil & Sharon Laxdal, Derek Pokrzywinski, Joe Fietek, Mike Helt, Curt Sarkilahti and Marcus Lewis.

**Additions and Changes to Agenda:** Add to Unfinished Business #2 Schedule Special Meeting to go over the survey Dakota Dynamics and remove from New Business #1 Auto Read Meters.

**Comments and Questions From Citizens:** Wanda Kratochvil addressed the Council regarding the Dugout Bar. Complaints have been filed by customers and the owner Warren Denault has been issued several citations over the last three years for breaking the state smoking law in public buildings and restaurants. There has been a blatant disregard for the smoking law even though Laxdal has held educational classes on the smoking laws. WC Health is recommended suspension since the citations have not help curb the smoking actions. Jurgens stated suspension is the next step in the process. Laaveg is waiting for a response from attorneys across the state. Miller moved and Halvorson seconded to send a warning letter from the Park River City Council to Warren Denault stating the next step is closure or suspension of his liquor license. Council directed Thompson to draft and send the letter to Denault. Upon roll call vote, all present voted aye. M/C.

**Approval of Minutes:** Anderson moved, and Miller seconded to accept the minutes from the February 11, 2018 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Kristen Laxdal, of First United Bank, provided information to the Council regarding CDARS. She explained there are other options available to cover city funds. Council decided to keep cashing in CDARS as approved at the February meeting.

Halvorson was contacted by Dakota Dynamics informing him the survey has been completed and is asking when the Council could meet and go over the results. A special meeting will be held on March 19<sup>th</sup> at 5:30 pm.

**Committee Reports:**

*Ward Reports:* Miller questioned if there is any kind of help or some kind of insurance to help homeowners with frozen water lines. City Administration will check with other cities to see what they recommend to their customers. Halvorson commented on how many out-of-towner people he noticed in the local businesses this week. Many of them are here for games, tournaments or other activities in which their families participate. In turn this helps boost the City's economy.

**New Business:**

Michael and Amber Helt submitted an application for abatement or refund of taxes for 2018 on their property located at 117 Everett Ave. Assessor Berg completed an assessment visit and upon running the valuation report noted the total true and full value should be \$168,680. Helt mentioned that they paid more for the property than the asking price to increase the chance of having the highest offer on the property. They are asking that the true and full value to the property be reduced from \$180,500 to \$168,680. The Assessor's recommendation is to approve the request to reduce the true and full value from \$180,500 to \$168,680; a decrease of \$11,820 for the year 2018. Halvorson moved and Anderson seconded a resolution to accept the Assessor's recommendation as reported. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** None

**Public Works:** Larson reported three interviews were conducted for the water plant position and narrowed down the applications to one who will be offered the position.

**Auditor & Assessor Reports:**

Lorton moved and Kubat seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities**

35592	Postmaster	\$304.08
93	Aflac	\$151.98
94	Discovery Benefits	\$135.00
95	BC/BS of North Dakota	\$6,326.20
96	2016 Electrical Upgrade	\$8,000.00
97	AE2S	\$1,130.50
98	PB Properties III LLC	\$1,060.18
99	AmeriPride Services, Inc	\$281.41
35600	Animal Elskan Inn	\$120.00
1	Border States Electric Supply	\$449.04
2	Arnold Braaten	\$200.00
3	Cardmember Service	\$359.88
4	City of Fargo	\$28.00
5	Productivity Plus Account	\$1,185.99
6	Consolidated Waste, LTD.	\$17,991.95
7	Core & Main	\$36.00
9	Discovery Benefits, Inc	\$11.00
35610	Ethanol Products, LLC	\$1,472.48
11	Ferguson Waterworks #2516	\$1,665.48
12	Funded Depreciation	\$3,751.00
13	GF Depreciation	\$1,667.00

14	Graymont (WI) LLC	\$7,074.27
15	Hawkins Inc	\$568.50
16	Jim's Super Valu	\$25.07
17	Liberty Business Systems, Inc	\$11.55
18	Light & Water Dept	\$4,729.74
19	Lon's Hardware	\$296.58
35620	Montana Dakota Utilities	\$1,018.58
21	Municipal Government Academy	\$30.00
22	ND Dept Health Chem Lab	\$28.25
23	ND One Call Inc.	\$1.20
24	Nodak Electric Cooperative	\$5,877.65
25	Northdale Oil, Inc	\$2,128.18
26	North Star Coop	\$2,000.97
27	Polar Communications	\$867.35
28	PR Economic Development Corp	\$30.00
29	Glenn Rost	\$250.00
35630	Samson Electric LTD	\$1,071.00
31	Sillers, Laaveg, & Wenzel	\$825.00
32	Summertime Inc	\$75.14
33	Sunshine Kids Center	\$200.00
34	US Bank Equipment Finance	\$166.13
35	Verizon Wireless	\$268.90
36	Wat & Sew Imprv Dist #2015-1	\$6,200.00
37	Wat & Sew Imprv Dist #2016-1	\$9,490.00
38	Wat Sys Repr & Replace	\$4,000.00
39	Water Bond Fund 05	\$4,830.00
35640	Water Rev Bond Fund Phase II	\$3,450.00
41	Water Tower Fund	\$11,315.00
42	Water Treatment Fund	\$30,115.57
43	Wayne's Variety	\$6.99
44	Walsh County Auditor	\$12,387.24
45	Walsh County Press	\$728.69
46	WSI	\$4,848.22
47	Ye Olde Medicine Center	\$15.75
48	North Star Addition T.I.F.	\$22,856.41
49	PR Airport Authority	\$4,264.91
35650	PR Park District	\$2,917.59
51	PR Public Library	\$4,265.58
52	Special Assessment Fund	\$201.77
53	Void	\$0.00
54	ST Improve Dist 2013-1	\$163,044.00
55	ST Improve Dist #2017-1	\$28,677.06
56	ST Improve Dist #2018-1	\$13,456.00
57	Wat & Sew Imprv Dist #2012-1	\$3,701.25
58	ST Improvement Dist #2012-2	\$1,612.92
59	ST Improvement Dist #7	\$7,561.69
8496-8518	Salaries	\$27,375.32
AW	US Treasury	\$8,921.77
AW	First United Bank	\$13.85
AW	NDPERS	\$16.99
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$5,290.00
AW	NMPA	\$155,726.36
AW	PSN	\$4.95
<b>Debt Service</b>		
6168	Bank of North Dakota	\$0.50

Lorton moved and Halvorson seconded to approve the financial reports. Upon roll call vote, all present voted aye. M/C.

Being no further business, Anderson moved to adjourned at 6:07 PM.

ATTEST:



**PROCEEDINGS OF  
CITY BOARD OF EQUALIZATION**

**Published Subject to the Governing Body's Review and Revision**

**BOARD OF TAX EQUALIZATION MEETING, CITY OF PARK RIVER,  
NORTH DAKOTA, MONDAY, APRIL 8, 2019, AT 6:45 P.M.**

The Park River City Council met as the Board of Equalization in the City Council Room at 6:45 PM on Monday, April 8, 2019. Mayor Stenvold called the meeting to order with the following present: Council Members Robert Lundquist III, Dennis Kubat, Keith Anderson; City Assessor/Deputy Auditor Ann Berg, City Coordinator/Auditor Nancy Thompson, & Public Works Director Dennis Larson. By Phone Council member Kyle Halvorson. Absent: Council members Mike Lorton and Joe Miller.

No one from the public attended the meeting.

Berg stated she continues to work on equalizing prices throughout each subdivision but some subdivisions will require increases in 2020 & 2021 to bring them in line within their respective subdivision. Several other properties throughout the community had residential valuation increases to bring them within State guidelines and others due to sales and assessment visits. Assessments need to stay in line with the market because if the sales to assessment ratio, as calculated by the County Tax Director, get too far out of alignment the State will place a blanket increase on the entire community.

Berg reported that 19 building permits for new construction were issued; 19 properties were bought or sold; five properties were demolished; assessment visits, lot equalization, and sales added to the \$1,703,040 increase in valuation.

Lundquist moved and Anderson seconded to accept the City Assessor's report and adjustments for the year 2019. Upon roll call, all voted aye. M/C.

With no further business, the meeting adjourned at 6:53 PM.

**ATTEST:**

\_\_\_\_\_  
Nancy Thompson      City Auditor

\_\_\_\_\_  
Dan Stenvold                      Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, APRIL 8, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, April 8, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. By phone: Kyle Halvorson & Joe Miller. Absent: Mike Lorton. Others present: Marcus Lewis, Derek Pokrzywinski and Joe Fietek.

**Additions and Changes to Agenda:** Add to New Business #2 Approve NMPA Director & Alternative & #3 Toews Farm Lease. Add to Mayor's Comments Public Library.

**Comments and Questions From Citizens:** Joe Fietek questioned if the additional raise given to the Public Works employees was taken back when the comp hours were brought back. Halvorson explained the amount of the raise was scaled back rather than based on the comp time. Fietek questioned using City funds for donations the City has made to the daycare, after prom party and other events. Mayor Stenvold explained the funds are taken from the Municipal Utility fund, not the General Fund, and he feels the City should give back for events Fietek mentioned along with school events like the state tournaments the students participate in. Fietek questioned the health care premiums the City pays. Stenvold mentioned it would be covered later in the agenda.

Marcus Lewis from First Care Health Center announced the hospital received a \$319,000 grant from the Leona Helmsley Foundation which will be used to update the x-ray department. Lewis mentioned the hospital used a portion of their 1% sales tax funds to purchase 16 new beds for the hospital. Lewis stated they will be holding their Kid's Safety Funday again this year. He asked if 5<sup>th</sup> St E from Briggs Ave S east to the alley could be closed along with the alley. This event will include the WC Sheriff's Dept, PR Ambulance and PR Fire Dept. Lundquist moved and Anderson seconded to have PWD Larson work with Lewis on street closures for Kid's Safety Funday. Upon roll call vote, all voted aye. M/C.

**Approval of Minutes:** Lundquist moved, and Anderson seconded to accept the minutes from the March 11, 2019 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** PWD Larson reported he checked on water and electrical meters with the City of Warren and said they are about \$350,000 to \$400,000. Some cities install the meters in their spare time and it could take up to 4 years. Miller asked if there is any salvage in the old meters. Larson said the brass in the water meters could be salvaged but there is nothing in the electric meters. Lundquist would like Larson to do more checking and get estimates with and without labor to install the meters. Miller mentioned checking into the meters that can tie in with fiber. Money would come out of the water funds to pay for the meters.

Thompson asked the Council if they would be available to attend a meeting with Dakota Dynamics to go over the survey. The dates available are Wednesday, April 24<sup>th</sup> at 6:00 PM or Thursday, May 2<sup>nd</sup> at 6:00 PM. The meeting is set for Wednesday, April 24<sup>th</sup> at 6:00 PM.

**Committee Reports:** *Ward Reports:* Nothing to report.

*Sales Tax Recommendation:* Lundquist moved and Kubat seconded to approve from Capital Improvements \$18,964.23 to St Improve Dist #7 for the City's share of the loan payment. Upon roll call vote, all present voted aye. M/C. This is the last payment on the special assessment.

**New Business:**

Thompson and Berg reported they along with and Councilman Anderson and Patty Hensel of Consolidated Waste met with the BC/BS representative and were notified the premiums for the health insurance will increase 16.8%. Currently the City is on a "grandfathered" plan which means the City can keep their current plan as long as the contribution percent stay the same; 100% of a single plan, 92% of a single + dependent, and 65% of a family plan. The monthly premium for a family plan will increase from \$1,381.00 to \$1,612.50, the single + dependent from \$935.00 to \$1,092.10 and the single plan premium will increase from \$531.00 to \$620.20. Lundquist moved to keep the plan as is and raise the cap on the City's contribution toward the health insurance premium from \$897.65 to \$1,040.13 per month for a family plan, from \$860.20 to \$1,004.73 on a single + dependent and from \$531.00 to \$620.20 for a single plan to keep within the base established in 2009 which would keep the City's grandfathered status in effect. Anderson seconded, and upon roll call vote, all voted aye. M/C.

Lundquist introduced the following Resolution:

RESOLUTION

**WHEREAS**, the City of Park River is a member of the Northern Municipal Power Agency for the purpose of purchasing power to meet electricity needs for the City of Park River.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, that Dennis Larson is hereby appointed to represent the City of Park River on the Board of Directors of NMPA through April 30, 2020 and

**BE IT FURTHER RESOLVED**, that Dan Stenvold is appointed as the City of Park River's representative on the Advisory Council of NMPA through April 30, 2020.

Kubat seconded the foregoing Resolution and upon roll call vote, all voted aye. Motion carried.

Lee Toews of Larry Toews Farm LLP would like to renew the farm lease on the lagoon land for another three years for \$2,505.00 per year. Lundquist moved and Kubat seconded to renew the farm land lease for an additional three years at \$2,505.00 per year. Upon roll call vote, all voted aye. M/C.

**Mayor's Comments:** Mayor Stenvold appointed Becky Chyle to the Special Assessment Commission. Halvorson moved and Lundquist seconded to approve the appointment of Chyle to the Special Assessment Commission. Upon roll call vote, all voted aye. M/C.

The Public Library Board met and discussed breaking out the costs as requested by Superintendent Kirk Ham of the PR Area School Dist #8. Ham would like to break out costs for all the expenses incurred for the Public Library. Stenvold said Thompson, Berg and himself will meet and discuss expenses.

**Public Works:** Larson informed the Council that Spring clean-up will start on Tuesday, May 14<sup>th</sup>. Residential electric customers are asked to call the water plant at **284-6399** before 4:00 PM, Monday, May 13<sup>th</sup> to sign-up for pick-up.

Larson Reported Jasper Schneider is the new general manger of NMPA. He comes with a lot of experience in utilities.

Miller asked if Larson would see if the county or state are doing any paving in the area and see if the bike path could be chip sealed.

Larson mentioned the Coyote plant is down for an overhaul and found an additional \$2.5 million in additional repairs will need to be done.

**Auditor & Assessor Reports:**

Lundquist moved and Kubat seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities:**

35660	Postmaster	\$289.10
61	Aflac	\$151.98
62	Discovery Benefits	\$135.00
63	2016 Electrical Upgrade	\$8,000.00
64	AmeriPride Services, Inc	\$281.41
65	Banyon Data Systems, Inc	\$795.00
66	Ann E Berg	\$311.77
67	Border States Electric Supply	\$634.81
68	Cardmember Service	\$81.42
69	City of Fargo	\$28.00
35670	Productivity Plus Account	\$538.17
71	Consolidated Waste, LTD.	\$18,125.45
72	Dale's Small Engine Repair LLC	\$130.00
73	Discovery Benefits, Inc	\$11.00
74	Funded Depreciation	\$3,751.00
75	General Funded Depreciation	\$1,667.00
76	Hach Company	\$230.49
77	Hawkins Inc	\$1,654.86
78	Jim's Super Valu	\$54.73
79	Pete Kelly	\$2,300.00
35680	Kringstad Ironworks INC	\$476.82
81	Leon's Building Center, Inc	\$5,595.37
82	Liberty Business Systems, Inc	\$27.86
83	Light & Water Dept	\$4,729.74
84	Lon's Hardware	\$112.44
85	Montana Dakota Utilities	\$762.86
86	Municipal Government Academy	\$340.00
87	ND One Call Inc.	\$15.35
88	Tanner Nelson	\$55.37
89	Nodak Electric Cooperative	\$5,500.00
35690	Northdale Oil, Inc	\$1,455.09
91	North Star Coop	\$1,566.25
92	Polar Communications	\$944.33
93	420-Praxair Distribution Inc	\$194.95
94	Best Western + Ramkota Hotel	\$338.40
95	Glenn Rost	\$250.00
96	Safe T Pull	\$300.00
97	Sillers, Laaveg, & Wenzel	\$825.00
98	Sterling Carpet One	\$375.99
99	T&R Electric Supply Co. Inc	\$16,500.00
35700	Team Laboratory Chemical Corp	\$2,904.50
1	Nancy Thompson	\$70.86
2	US Bank Equipment Finance	\$166.13
3	Verizon Wireless	\$448.89
4	Wat & Sew Imprv Dist #2015-1	\$6,200.00
5	Wat & Sew Imprv Dist #2016-1	\$9,490.00
6	Water System Repair & Replace	\$4,000.00
7	Water Bond Fund 05	\$4,830.00
8	Water Rev Bond Fund Phase II	\$3,450.00
9	Water Tower Fund	\$11,315.00
35710	Water Treatment Fund	\$34,644.64
11	Walsh County Auditor	\$4,137.37
12	Walsh County Press	\$488.41
13	Tanya Wieler	\$2,500.00
14	WSI	\$23.69

15	Ye Olde Medicine Center	\$22.31
8519-37	Salaries	\$26,598.15
AW	US Treasury	\$8,613.50
AW	BC/BS of North Dakota	\$79.78
AW	NDPERS	\$0.18
AW	NDPERS	\$16.99
AW	NDPERS	\$761.00
AW	NDPERS	\$5,400.08
AW	NDPERS	\$761.00
AW	PSN (Payment Services Network)	\$4.95
AW	NMPA	\$147,233.45
AW	BC/BS of North Dakota	\$8,212.00
AW	First United Bank-ACH Chg	\$19.00
<b>Special Fund:</b>		
10135	ST Improvement Dist #7	\$18,964.23
<b>Debt Service &amp; Bond Fund:</b>		
6169	ND Public Finance	\$18,964.23
6170	Bank of North Dakota	\$19,501.04
6171	First United Bank	\$241,478.69
6172	US Bank	\$81,228.75

Kubat moved and Anderson seconded to approve the financial reports. Upon roll call vote, all present voted aye. M/C.

Being no further business, Anderson moved to adjourned at 6:30 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, APRIL 24, 2019 AT 6:00 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, April 24, 2019 at 6:00 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Joe Miller. Others present: Tanya Wieler of Dakota Dynamics, Stefan Linstad, Patty Hensel and Josh Irvine.

**Additions and Changes to Agenda:** Mayor Stenvold noted there are two items on the agenda; 1. Hillcrest Alcohol License and 2. Survey Review.

**Business:**

Hillcrest Country Club submitted a license renewal form with a \$300 check and is asking to renew their license for April 1 to June 30, 2019. Lorton moved and Halvorson seconded to approve the license renewal as submitted. Upon roll call vote, all present voted aye. M/C.

Tanya Wieler of Dakota Dynamics provided information on the survey results she conducted with employees and the Council. Scores are based as 1 – 4 with one strongly agree and a four strongly disagree. A score of 2 or less indicates contentment and is a positive response; above 2 *could* indicate an area of concern; 3 or higher indicates an area where a definite need for improvement can be identified.

Scores for survey sections are as follows: Morale 1.6 which is somewhat misleading as agency morale seems to be suffering. Image 1.8; Work Performance and Recognition 2.2; Supervision 2.2; Upper Departmental Management 2.5; Communication 2.4; Salary & Benefits 1.7; Work Environment/Resources 1.9; Staffing 2.0; Teamwork/Coworkers 2.0; Your Job 2.1; Professionalism of Department 2.1; Strategic Planning 2.1.

Wieler provided several recommendations but wanted to give those in attendance time to absorb all of the information before any decisions are made. Wieler was asked if she would help with policy review, hiring and firing, interview prospective employees, personnel problems, evaluations, salary administration and general HR questions. Wieler is willing to work with the City as needed.

Another review meeting will be held on Wednesday, May 22 at 6:00 pm.

Being no further business, Lundquist moved to adjourned at 7:14 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, MAY 13, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, May 13, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Mike Lorton, Kyle Halvorson & Joe Miller. Others present: Daryl Larson, Marcus Lewis, Eugene Bossert, Laura Alkofer and Joe Fietek. Councilmember Mike Lorton arrived at 5:35 pm.

**Additions and Changes to Agenda:** None.

**Comments and Questions From Citizens:** Daryl Larson, President of the Planning & Zoning Committee, presented an update on the zoning map. Laaveg suggested tabling the zoning map until the map is updated with the current information. Larson presented pictures of garbage stands on the front berms of residential properties. Larson stated they should not be a permeant fixture and should be moved to the sides or back of the property so they are out of sight. Larson mentioned that not all houses or businesses have street addresses on them and felt this makes it difficult for emergency services to locate the correct building, especially if they are new to the area. Larson mentioned the Planning & Zoning Committee discussed having the City hire a compliance officer to take care of non-serious offences in the City such as long grass, junk vehicles, messy yards etc. Most of the ordinances have nothing to back them up and perhaps having an automatic fine for certain items could help curb these issues. Larson also presented name changes to the following streets/avenues: 135<sup>th</sup> Ave NE to Thunder Road, 67<sup>th</sup> Place NE (by old sales barn) to Easy Street, 67<sup>th</sup> Street NE going to Thompson Brothers & Consolidated Waste to Prairie Road and mentioned there are addresses for the baseball diamonds and campground.

Joe Fietek, on behalf of the bike path committee, questioned what happened to the \$2,700 raised through fundraising for the bike path. Berg responded it was transferred from the forestry fund to the general fund when the state eliminated the forestry funding. He asked if it could be put into a separate checking/savings account and when fundraisers are held the money would be added. The funds could then be used for bike path upgrades & maintenance. Mayor Stenvold added bike path bank account to new business.

**Approval of Minutes:** Lundquist moved, and Anderson seconded to accept the minutes from the April 8, 2019 regular meeting with the following correction to the BC/BS entry; Add after the contribution percent stay (within 5% of the percents setup at the beginning of the grandfathered plan.) Also move Laaveg from present to absent. Upon roll call vote, all present voted aye. M/C. Lundquist moved, and Anderson seconded to accept the minutes from the April 8, 2019. Board of Equalization meeting as presented. Upon roll call vote, all present voted aye. M/C. Lorton moved, and Kubat seconded to accept the minutes from the April 24, 2019 Special meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Zoning map update approval was tabled until the map is physically updated by AE2S.

City Administration and Public Works have been working with AE2S on additional maps and updates. Several years ago, the City started a mapping project. Since then changes have been made to the water and sewer infrastructure, zoning, along with new additions and streets to the city. City Administration is looking for a parcel and address map along with updating the Zoning map. AE2S submitted a quote for the work along with a timeline to complete the work as follows: estimate two months to complete; Parcel map \$3,335; Address map \$1,121; Zoning map updates \$921; and Utility map updates \$1,037 for a total of \$6,434. Once the updates are completed the City employees will be able to update the mapping information which will save the City money. The parcel map will also be available for the public to view online. Having the address and parcel maps will help employees quickly locate a specific property in town when customers call looking for information rather than going through several different software applications and books. These maps are part of the ongoing capital improvement plan and funding is available from the General/Municipal Utilities Funded Depreciation or the Sales Tax Capital Improvements as were the previous projects and updates. Lundquist moved and Anderson seconded to approve the quote from AE2S on the mapping project and using Sales Tax Capital Improvement funds. Upon roll call vote, all voted aye. M/C.

**Committee Reports:** *Ward Reports:* Reported: A sign needs to be added on Southview Dr. Questioned what can be done about substandard houses in the City, garbage along streets, and pallet filled back yards along with some of the buildings along the railroad tracks. A contract has been sent to Scott Boura, building inspector for the City of Graton, but he has not returned it. Until a building inspector is contracted to help the City not much can be done. Kubat asked if there is a penalty for raking/blowing leaves and grass clippings into the streets and alleys. Currently there is no ordinance prohibiting either, but the public is asked to sweep or blow them onto their berms as when it rains, they go into the storm sewers and could cause them to become plugged.

*PR Community Club:* Thompson reported the Community Club has scheduled a Community Impression meeting on Saturday, September 18<sup>th</sup> at 1:00 pm. Members from the Hankinson team will present their findings to the Park River Community. She also reported a committee of Susan Phelps, Ruth Jelinek and Ian Myrdal are in charge of the CanDak bicycle tour which will be staying in Park River on August 7<sup>th</sup>. Laaveg mentioned the following should be added under Committee Reports: PR Community Club and PR Park District.

**New Business:**

Kringstad Ironworks filed for an Application For Property Tax Exemption For Improvements To Commercial and Residential Buildings. The building permit was issued on October 1, 2018 but the application for exemption was received on April 9, 2019. Improvements begun before the Council passed the resolution do not qualify for an exemption as per application guidelines from the ND State Tax Commissioner's Office. Though an application for exemption was not filed prior to the current assessment date the abatement procedure is available to the property owner with regard to the value of the building prior to the renovation, alteration or addition. Anderson moved to approve the application. Motion died due to lack of second. Lundquist questioned if Kringstad knew the application needed to be turned in before the construction started and was not aware of the stipulation. Lundquist moved and Kubat seconded to approve the application. Upon roll call vote the following voted aye; Lundquist and Kubat with Anderson and Lorton voting nay. Mayor Stenvold broke the tie by voting nay. Motion denied. Berg will send a letter notifying Kringstad that his application was denied and an abatement must be filed. Lundquist told City Administration to add the information to the City website and make up packets to hand out with building permits. He was informed the information was listed on the website but they would add applications to the building permits.

Lundquist moved and Lorton seconded to approve a resolution per NDCC 40-1-09 designating the Walsh County Press as the official city newspaper for publication of all City of Park River notices and legal proceedings. Upon roll call vote, all present voted aye. M/C.

Larson reported he interviewed several people for the Water Treatment Plant operator position. The biggest obstacle among the applicants is they live 20-25 miles one-way out of City limits. Larson is recommending hiring Jake Olson and Gavin Halvorson as summer help starting at \$11.00 per hour. Lundquist moved and Lorton seconded to authorize Larson to receive applications, setup interviews and hire employees and

bring the information to the Council for final approval. Upon roll call vote, all present voted aye. M/C. Thompson recommended hiring Amy Kubat at \$12.00 per hour to provide janitorial services for the City office building and auditorium. Lundquist moved and Lorton seconded to approve the recommendation and hire Kubat. Upon roll call vote Lorton, Lundquist and Anderson voted aye with Kubat abstaining. M/C. Berg recommended hiring Eugene Bossert to help gather data for assessment purposes this summer. Bossert would measure buildings, make sketches and take pictures of the exterior of the property after which she would verify the measurements before certifying the information. Laaveg felt it would be a liability to the City and recommended not hiring Bossert. Lundquist tabled the matter to find out if other cities our size are using data collectors. Berg will check with Linda Leadbetter, State Supervisor of Assessments, to see if the City can hire someone to serve as a data collector and check with other assessment jurisdictions and present a report at the special meeting on May 22, 2019.

Lundquist moved and Lorton seconded to approve the American Legion transferring their Alcohol License to the Coliseum for the following events: 5-18 Ellingson/Evenson wedding; 5-30 Domestic Violence Fundraiser; 6-22 Fredrick/Eidenschink wedding; and 6-29 Syvertson/Flaten wedding. Upon roll call vote, all present voted aye. M/C.

The intersection at 5<sup>th</sup> St E/ W & Briggs Ave S has very poor visibility and vehicles must be ½ way through the intersection before oncoming traffic is able to be seen. Larson reported eliminating 1 space on both east and west sides should fix the visibility issue. Yellow stripes would be added to notify drivers it is a no parking spot. Lundquist moved and Kubat seconded to eliminate the two parking spots on the intersection as noted above. Upon roll call vote, all present voted aye. M/C.

Lorton moved and Anderson seconded to approve Hillcrest Country Club moving their Alcohol License to the City hall auditorium on July 5<sup>th</sup> for a fundraiser. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Anderson seconded to establish a Bike Path Committee bank account and transfer the \$2,700 from the General Fund into the account with Stenvold and Thompson as signers on the account. Upon roll call vote, all voted aye. M/C.

**Mavor's Comments:** Stenvold has received complaints regarding open burning within City limits. The only burning allowed is in recreational fire pits with clean unpainted or untreated wood. No trash, plastic or other debris is allowed. City Administration will post Ordinance 17.a on the City Website Events Calendar, Facebook page, Polar Cablevision and in the WC Press as a reminder.

**Public Works:** N/A

**Auditor & Assessor Reports:**

Lundquist moved and Lorton seconded to approve payment of the following bills and the financial reports. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities:**

35716	Nodak Electric Cooperative	\$138.53
17	Postmaster	\$234.36
18	Postmaster	\$235.00
19	Aflac	\$151.98
35720	Discovery Benefits	\$135.00
21	2016 Electrical Upgrade	\$8,000.00
22	AmeriPride Services, Inc	\$284.75
23	Animal Elskan Inn	\$120.00
25	Cardmember Service	\$470.21
26	City of Fargo	\$28.00
27	Productivity Plus Account	\$647.46
28	Comstock Construction	\$8.45
29	Consolidated Waste, LTD.	\$18,062.20
35730	Discovery Benefits, Inc	\$11.00
31	Brady Duff	\$85.06
32	East Side Garage	\$181.95
33	Ethanol Products, LLC	\$1,136.82
36	Graymont (WI) LLC	\$6,892.91
37	Hawkins Inc	\$309.00
38	Heartland Gas Co.	\$58.75
39	HR Collaborative	\$100.00
35740	Jim's Super Valu	\$64.19
41	Pete Kelly	\$350.00
42	Lake Agassiz Water Authority	\$250.00
43	Leon's Building Center, Inc	\$637.71
44	Liberty Business Systems, Inc	\$57.60
46	Lon's Hardware	\$97.79
47	Montana Dakota Utilities	\$339.19
49	ND One Call Inc.	\$26.06
35750	NMPA	\$1,270.87
51	Nodak Electric Cooperative	\$5,393.14
52	Northdale Oil, Inc	\$962.62

53	North Star Coop	\$881.52
54	Opp Construction	\$2,037.00
55	Polar Communications	\$912.30
56	PR Airport Authority	\$1,463.89
57	PR Park District	\$3,273.89
59	Quill Corporation	\$300.22
35760	Glenn Rost	\$250.00
61	Samson Electric LTD	\$160.00
62	SanGrait's Auto Service	\$269.80
63	Sensus USA Inc.	\$470.60
64	Sillers, Laaveg, & Wenzel	\$750.00
65	Andrea Sluke	\$45.00
66	Special Assessment Fund	\$15.71
67	ST Improve Dist #2017-1	\$2,376.63
68	ST Improve Dist #2018-1	\$1,702.88
69	ST Improvement Dist #7	\$601.66
35770	Team Laboratory Chemical Corp	\$2,055.00
71	Thatcher Company of Montana	\$8,998.00
72	US Bank Equipment Finance	\$170.21
73	Verizon Wireless	\$267.80
74	Wat & Sew Imprv Dist #2015-1	\$6,200.00
75	Wat & Sew Imprv Dist #2016-1	\$9,490.00
77	Water Bond Fund 05	\$4,830.00
78	Water Rev Bond Fund Phase II	\$3,450.00
79	Water Tower Fund	\$11,315.00
35780	Water Treatment Fund	\$40,692.13
81	Wayne's Variety	\$9.56
82	Walsh County Auditor	\$3,338.93
83	Walsh County Press	\$745.56
84	Widseth Smith Nolting & Assoc	\$648.08
8538-59	Salaries	\$26,942.32
AW	US Treasury	\$8,721.30
AW	NDPERS	\$761.00
AW	NDPERS	\$16.99
AW	NDPERS	\$761.00
AW	NDPERS	\$5,534.15
AW	FUB-NSF Ck for Light Bill	\$475.00
AW	BC/BS of North Dakota	\$79.78
AW	BC/BS of North Dakota	\$1,738.50
AW	PSN (Payment Services Network)	\$4.95
AW	First United Bank	\$19.30
AW	NMPA	\$147,233.45
<b>Special Funds:</b>		
10136	Red River Regional Council	\$3,119.00
<b>Debt Service &amp; Bond Fund:</b>		
6173	Bank of North Dakota	\$31,754.07

Being no further business, Lundquist moved to adjourn at 7:11 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor



**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, MAY 22, 2019 AT 6:00 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, May 22, 2019 at 6:00 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Michael Lorton. Others present: Tanya Wieler of Dakota Dynamics, Stefan Linstad and Patty Hensel.

**Additions and Changes to Agenda:** Mayor Stenvold noted there are four items on the agenda; 1. Praska Abatement 2. Data Collector 3. Purchase North Star Lots 4. Survey Review.

**Business:**

James Praska submitted an application for abatement or refund of taxes for 2018 on his property located at 910 Code Ave S. Assessor Berg completed an assessment visit and upon running the valuation report noted the total true and full value should be \$180,980. He is asking that the true and full value to the property be reduced from \$203,110 to \$180,980. The Assessor's recommendation is to approve the request to reduce the true and full value from \$203,110 to \$180,980; a decrease of \$22,130 for the year 2018. Miller moved and Halvorson seconded a resolution to accept the Assessor's recommendation as reported. Upon roll call vote, all present voted aye. M/C.

Assessor Berg presented a report on data collectors used by other jurisdictions as requested by Council. Berg sent a request to NDAAO, North Dakota Association of Assessing Officers, and received replies ranging from do not use-have enough staff with several counties using data collectors as they do not have any certified assessors. Berg also contacted Linda Leadbetter, ND State Supervisor of Assessors, and her response was data collectors can assist in any part of the assessment process. The data collector's work must be verified by a certified assessor prior to the Board of equalization meeting. Lundquist moved and Miller seconded to hire Eugene Bossert as a data collector to help the Assessor and pay him \$11.00 per hour. Upon roll call vote, all present voted aye. M/C.

PR Economic Development Corp is wanting to purchase the unsold lots, 1-5, 18-22 and lot 11, in North Star Addition. The price is \$25,000 for all the unsold lots. The recommendation to the Council is to purchase the lots using the Sales Tax Economic Development Funds. Miller moved and Kubat seconded to approve the purchase of the remaining North Star Addition lots and funded as mentioned above. Upon roll call vote, all present voted aye. M/C. Miller would like the PR Eco Dev Corp submit a monthly financial report to the Council.

Tanya Wieler of Dakota Dynamics went over several scenarios the City could put into place as the next step in the review process. She suggested having all employees and Council fill out a HR audit survey on how things work in the City. Stenvold mentioned the employees will meet as a group once a month to discuss new information and any questions that have come up during the month. Laaveg suggested placing a deadline on the survey to give Wieler time to compile the answers and present then to the Council at the June 10 Council meeting. May 31<sup>st</sup> was the deadline date chosen. Lundquist moved and Kubat seconded to have Council and employees complete the survey by May 30<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Wieler mentioned using the Village which could offer an employee's assistance program. Halvorson received information but did not get a quote for services. They do offer two hours of training which is included in the contract price. Stenvold felt the Village should be contacted and have them come to the June 10<sup>th</sup> meeting and present a list of services they provide. Lundquist moved and Halvorson seconded to have Halvorson contact the Village and have them come to the June 10<sup>th</sup> meeting to present information and made it mandatory all employees attend the Council meeting on June 10<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Wieler mentioned the Council meeting may not work with the Village hours of operation. Lundquist moved and Miller seconded to hold a special meeting with Wieler, the Village, Council members and make it mandatory all employees attend. Date to be determined. Upon roll call vote, all present voted aye. M/C.

Being no further business, Kubat moved to adjourned at 6:55 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

## Official Minutes for Monday, June 10<sup>th</sup>, 2019, Park River City Council Meeting 5:30 PM

**Council Members Present:** Mayor Dan Stenvold, President Robert Lundquist III, VP Kyle Halvorson, Joe Miller, Mike Lorton, Dennis Kubat and Keith Anderson. **Absent:** None. **City Employees Present:** Auditor/Coordinator Nancy Thompson, City Administration Patty Hensel & (PWD) Dennis Larson  
**City Attorney Present:** Tracy Laaveg. **Public** – Christin Bata, Joe Fietek, Eugene Bossert, Layne Ensrude (First Health Care), Sherriff Ron Jurgens and WC Deputy Patrick Morland.

**Meeting called to order by Mayor Stenvold at 5:30 PM; upon roll call the above Council Members were present.**

**Changes / additions to Agenda:** Add Code Compliance Officer to unfinished business and remove hiring summer help under unfinished business and remove transfer CD's to Money Market under new business.  
**Motion** by Anderson, second by Lorton to accept the agenda; Ayes to all present. Motion carries.

### Public Portion

**Christin Bata** – A 5K Run/Walk will be held July 6<sup>th</sup>. Road barriers from the city are needed to block off and barricade streets for the 5k route. **Motion** by Lundquist, second by Lorton for Bata to work with (PWD) Larson on closing off and barriers of streets for that day; Ayes to all present. Motion carries.

**Sherriff Jurgens**–Introduction of Patrick Morland, the new WC Deputy hired to cover Park River.

**Layne Ensrude (First Care Health Center)** – Ensrude reported First Care Health Center received the “Best Practice Award” in the category of patient satisfaction as determined by the IVantage Health Analytics. The award was announced by the National Rural Health Association. Ribbon cutting for the new addition will be June 14<sup>th</sup> at 2pm. There will also be tours of the addition over the 4<sup>th</sup> of July.

### Approve meeting Minutes

**Motion** by Anderson, second by Halvorson to approve May 13, 2019 minutes with changes under comments change unfished business to new and under new business add a y to Am; Ayes to all present. Motion carries.

**Motion** by Miller second by Lorton to approve May 22, 2019 Special meeting minutes; Ayes to all present. Motion carries.

### Unfinished Business

- **Village E.A.P** –Halvorson contacted the Village and spoke with Jara. Tentatively, there is a scheduled presentation for Monday, June 24<sup>th</sup> at 5:30 PM. This will take about an hour and she will have a contract ready to sign at that time if deemed appropriate. Cost is \$ 1,500.00 a year for 50 employees and under. This includes Part-time depending on their hours worked. Thompson will talk to Parks & Rec Director Jesse Irvine about this program to see if Park Board wants to include their part time employees.

Thompson questioned if Consolidated Waste could be included as the city has ownership in the business.

Lundquist suggest that the formal orientation be done the night of June 24th at 6:30 with Council, employees and Tanya Wieler, of Dakota Dynamics. Halvorson asked Thompson to contact Wieler about attending.

- **Vehicle Impound Lots** – Lundquist gave an update which included estimated cost for impounding and towing. The daily fee would be around \$10.00 and the towing could be up to \$150.00 per vehicle

depending on how easy or hard it is to get at the vehicle. Upon further discussion, Council decided an actual cost is needed before Laaveg drafts a contract. Lundquist will contact J. Sangrait and get actual cost. City Ordinance will need to be amended to allow impounding outside of city limits.

- **Code Compliance officer** – Thompson will check with NDRIF to see if a position like this would be cover under them.

### Committee/ Ward Reports

- **Wards** – Miller was contact by a home owner in North Star Addition regarding Economic Development’s purchasing of the vacant lots. Council discussed sale of lots. Mayor Dan was contacted regarding an overabundance of cats on Veterans. Sheriff Jurgens was contacted regarding same issue and suggest to the resident to set live traps.
- **Community Club** – Thompson gave an update to Council to let them know a subcommittee was formed for the CaNDak bike tour. The first meeting will be Tuesday at noon. Thompson will keep them update on this event. Miller was part of the Community Impression group that went to Hankinson on Saturday June 8<sup>th</sup> to give their review. Mayor Dan discussed Hankinson’s review of Park River and the areas deemed needing work. One of those being the City website, Thompson will contact GovOffice and get prices for updating the website.

### New Business

- **Alcohol Beverage License Renewals** - Alcohol Beverage License Renewal applications are filled out and have been received. The utility bills for all are current as well as property taxes. ***Motion by Miller, second by Anderson** to approve the beverage licenses renewals for the period of July 1, 2019 to June 30, 2020 ,American Legion \$1,200; Warren Denault (Dug Out Bar & Grill) \$1,600; PB Prosperities II, LLC., (Alexander House) \$1,600; Curtis Sarkilahti (Top Hat Bar) \$1,600; The Club Bar & Lounge \$1,600; and North Star Coop \$1,200.00; Hillcrest Country Club, Inc, \$300. Hillcrest Country Club, Inc., is from July 1 ,2019 to September 30, 2019. Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries.*
- **Transfer Alcoholic Beverage License** – American Legion requested to have their liquor license transferred to the Legion Coliseum on July 3, 20 and City Hall July 21 and September 7, 14, 20, 28 of 2019. ***Motion by Lundquist, second by Lorton** to approve the American Legion’s request to have their license transferred to the Legion Coliseum on above listed dates; Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries.*
- **July 3<sup>rd</sup> Street dance** - Curtis Sarkilahti was in and talked to Thompson on behalf of the Briggs Ave S bars regarding the street dance 7-3-19 and to have beer gardens in front of their establishments. WC Sheriff Ron Jurgens has yet to receive the dance contract but will approved the dance contract when the signed contract comes in. Two deputies (paid for by the city) will be required for the dance. ***Motion by Halvorson, seconded by Lundquist** to approve the street dance, beer gardens request and have the City pay for policing the street dance per approval on dance contract from WC Sheriff Ron Jurgens. Upon roll call vote, all present voted aye.*
- **Bike Path Committee** – Joe Fietek gave an update to Council regarding Committee meeting held in May. Council’s approval is needed for the following: dead trees on the east side of the path needing to be cut down/removed and a place to store the chemicals bought. Larson said to tie a yellow ribbon around the ones that need to be removed and the City will take care of them. The chemicals can be stored were the city keeps there’s.

Fietek brought up a discussion from 2018 and the city purchasing extra garbage cans for the Bike path. This was never approved and the Bike path Committee would like Council to approve the purchase of them. Fietek also brought up the \$3,500 that was put in the 2019 budget for the Bike Path and would like those funds to be transfer into the New Bike Path account. Council discussed Fietek request for the Bike Path Committee. **Motion** by Halvorson, second by Anderson that up to \$3,000.00 can be spent on purchasing more garbage cans for the Bike Path and the funds will come out of the city sanitation fund #604; Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries. **Motion** by Miller, second by Kubat to transfer the budgeted Bike Path funds of \$3,500.00 out of the City account and transfer into the new Bike Path account Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries.

- **Auditors Bond** – Council approval of the yearly Resolution setting Auditor bonds at \$2,00,000. **Motion** by Anderson, second by Lorton to approve the Resolution setting the Auditors Bond Ayes; Lundquist, Miller, Lorton, Kubat, Halvorson & Anderson Nays; none. Motion carries

**Mayor's Comments** – Done in Committee reports

**Public Works** – Larson let Council he had another applicant for the Publics Work's/Water Treatment plant full time position and would like to hire him.

Lundquist discussed with Council that the City departments mangers should be able to hire their temporary employees. Larson mentioned to Council that the hay land bids for Green Acres are due the end of the week. **Motion** by Lundquist, second by Halvorson to approve the hiring of Christopher Kartes for the Publics Work's/Water Treatment position at an hourly starting rate of \$15.35; Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries.

**Motion** by Lundquist, second by Anderson that from here on out the department managers of the city can hire their own temporary employees; Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. Motion carries.

**Motion** by Lundquist, second by Miller to accept the highest bid for Green Acres hay land; Upon roll call vote: Ayes; Halvorson, Lorton, Miller, Lundquist, Kubat & Anderson Nays; none. M/C.

**Update & Business: City Auditor**

- **The May financials and June bills were reviewed.**

Miller was wondering if the Water Treatment Joint Powers committee has met so monies owed to the city can be paid back. Larson let Council know end of July is being looked at for a meeting.

**Motion** by Anderson, second by Miller to approve May financials. Ayes; Lundquist, Miller, Lorton, Kubat, Halvorson & Anderson Nays; none. Motion carries **Motion** by Lundquist, second by Halvorson to approve June's payments for bills. Ayes; Lundquist, Miller, Lorton, Kubat, Halvorson & Anderson Nays; none. Motion carries

Motion to be adjourned by Miller at 6:38pm.

Attested to: \_\_\_\_\_  
Nancy Thompson, Auditor/Coordinator

By: \_\_\_\_\_  
Dan Stenvold, Mayor

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**June 2019 Check**

<b>Mun Util &amp; Gen Fund</b>				
008583	Anderson, Keith E	\$2,401.10	35835	Water Rev Bond Fund Phase II \$3,450.00
008584	Halvorson, Kyle M	\$1,985.52	35836	Water Tower Fund \$11,315.00
008585	Kubat, Dennis J.	\$2,216.40	35837	Water Treatment Fund \$40,935.26
008586	Lorton, Michael S	\$1,800.82	35838	Walsh County Auditor \$10,626.58
008587	Lundquist Ill, Robert H	\$2,401.10	35839	Walsh County Press \$919.59
008588	Miller, JoeyT	\$1,985.52	35840	William E. Young., Inc. \$636.31
008589	Stenvold, Daniel J	\$4,167.00	35841	City of Fargo \$28.00
			35842	2016 Electrical Upgrade \$8,000.00

035785	Postmaster	\$234.08	35843	Northern Municipal Power	\$129,130.07
				Agenc	
035786	AFLAC	\$151.98	35844	PSN (Payment Services Network)	\$4.95
035787	Discovery Benefits	\$135.00	8560-		
035788	Acme Tools	\$95.87	8582	Salaries	\$28,608.45
035789	AmeriPride Services, Inc	\$550.42	AW	US Treasury	\$9,268.74
035790	Animal Elskan Inn	\$240.00	AW	First United Bank	\$19.35
035791	Aqua-Pure Inc.	\$1,681.47	AW	BCBS of ND	\$12,375.00
035792	Border States Electric Supply	\$400.00	AW	PSN	\$4.95
035793	Cardmember Service	\$66.05	AW	NDPERS	\$16.99
035794	City of Fargo	\$0.00	AW	NDPERS	\$761.00
035795	Productivity Plus Account	\$1,887.82	AW	NDPERS	\$761.00
035796	Consolidated Waste, LTD.	\$19,034.45	AW	NDPERS	\$5,643.00
035797	Core & Main	\$164.44			
035798	Dale's Small Engine Repair LLC	\$335.00			
035799	Diamond Vogel Paint	\$1,073.50			
<b>Debt Service&amp; Bonds</b>					
<b>Fund</b>					
035800	Discovery Benefits, Inc	\$11.00	6174	ND Public Finance	\$16,960.77
035801	KENNY DUSEK	\$100.00	6175	City of Grafton	\$12,379.02
035802	Farmers Union Service Assoc	\$29,716.84	6176	City of Park River	\$25,266.45
035803	Funded Depreciation	\$3,751.00	6177	First United Bank	\$16,940.00
035804	General Funded Depreciation	\$1,667.00	6178	Polar Communications	\$11,052.72
035805	Hansons Auto & Implement	\$1,186.28	6179	Red River Regional Council	\$23,718.88
035806	Hawkins Inc	\$3,471.12	6180	WC Job Development Authority	\$21,662.93
035807	Jim's Super Valu	\$45.78			
035808	Liberty Business Systems, Inc	\$56.90			
035809	Light & Water Dept	\$3,961.56			
035810	lindell's Mowing	\$500.00	10137	First United Bank	\$16,940.00
035811	Lon's Hardware	\$261.89	10138	ST Improve Dist #2017-2	\$82,855.19
035812	Montana Dakota Utilities	\$188.87			
035813	Michael Kilmer Construction	\$1,220.00			
035814	MMUA	\$1,711.00			
035815	Morgan Printing	\$49.00			
035816	ND One Call Inc.	\$61.20			
035817	Nodak Electric Cooperative	\$5,500.00			
035818	Northdale Oil, Inc	\$323.61			
035819	North Star Coop	\$907.53			
035820	ODB Company	\$1,961.98			
035821	Polar Communications	\$977.31			
035822	PUKLICH CHEVROLET	\$36,643.00			
035823	RENDEZVOUS REGION TOURIS	\$100.00			
035824	Glenn Rost	\$250.00			
035825	Samson Electric LTD	\$2,873.25			
035826	Sillers, Laaveg, & Wenzel	\$840.00			
035827	SKORHEIM ARNOLAESTATE	\$100.00			
035828	Team Laboratory Chemical Corp	\$4,772.00			
035829	US Bank Equipment Finance	\$170.21			
035830	Verizon Wireless	\$271.01			
035831	Wat & Sew Imprv Dist #2015-1	\$6,200.00			
035832	Wat & Sew Imprv Dist #2016-1	\$9,490.00			
035833	Water System Repair & Replace	\$4,000.00			
35834	Water Bond Fund 05	\$4,830.00			

*Motion to be adjourned by Miller at 6:38pm.*

Attested to: \_\_\_\_\_  
Nancy Thompson, Auditor/Coordinator

By: \_\_\_\_\_  
Dan Stenvold, Mayor



**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONDAY, JUNE 24, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Monday, June 24, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members Michael Lorton, Kyle Halvorson, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Joe Miller. Others present: Tanya Wieler of Dakota Dynamics, Jara Enger of The Village, Galen Bosh, Chris Kartes, Stefan Linstad and Patty Hensel. Josh Irvine at 5:53 pm.

**Additions and Changes to Agenda:** None

**Business:**

PWD Larson reported three bids were received for the Green Acres Addition hay land in the amounts of \$1,86.56, \$1,700.00, and \$750.00. Lundquist moved and Anderson seconded to accept the high bid of \$1,816.56 submitted by Arlyn Askim if he agrees to the terms of the lease and if not award it to the next highest bidder. Upon roll call vote, all present voted aye. M/C.

Jara Enger of The Village presented information on the products and services they provide. They provide Employee Assistance Programs (EAPs) in multiple ways, ranging from organization wide to one-on-one services to employees. They provide assistance in the areas of emotional health, relationship issues, drug & alcohol issues, workplace issues along with financial and legal consulting. The plan cost is \$1,500 per year and would cover up to 50 full time employees. The contract would cover employees, from the City of Park River, Consolidated Waste, Volunteer Fire Dept, Ambulance members, Parks & Rec, City Council and Park Board members. The plan would go into effect on July 1, 2019. Lundquist moved and Lorton seconded to approve the plan contract as presented for one year at \$1,500 and cover up to 50 people. Upon roll call vote, all present voted aye. M/C.

Tanya Wieler of Dakota Dynamics went over survey results but had only received 11 of the 18 surveys handed out. She stated the Council and employees need to get on the same page as the Council needs to find out what procedure's employees follow and the tasks they complete and employees need to have the Council to support and acknowledge them. Laaveg questioned what the cost would be; if it was a flat fee or retainer. Wieler proposed starting with a three-month period with a cost of \$4,500 or \$1,500 per month. Wieler will start and meet with the Employee Relations Committee and would start with the audit and operations report. Lundquist moved and Halvorson seconded to approve a three-month contract in the amount of \$4,500 with Tanya Wieler of Dakota Dynamics for the months of July, August and September 2019. Upon roll call vote, Anderson voted nay with Lorton, Halvorson, Lundquist and Kubat voting aye. M/C.

Being no further business, Lundquist moved to adjourned at 6:40 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JULY 8, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, July 8, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Mike Lorton, Kyle Halvorson & Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Eugene Bossert, Joe Fietek, Mike Helt, Jeff Hall, Patty Hensel and Lori Seim.

**Additions and Changes to Agenda:** None.

**Comments and Questions From Citizens:** Lundquist moved and Kubat seconded to place Nancy Thompson on paid administrative leave. No reason was given for the motion. Tanya Wieler of Dakota Dynamics will meet with staff. A Special meeting was scheduled for Wednesday, July 10, 2019 at 5:30 pm. Upon roll call vote, Council voted as follows: Lorton, Halvorson, Lundquist and Kubat voted aye with Miller and Anderson voting nay. M/C.

Helt asked what the following checks listed in the June minutes paid for: Why Mayor and Councilmembers check amounts were different, Farmers Union Service Association and Puklich Chevrolet. Berg responded the Mayor receives \$400 for Regular and \$50 per Special meetings and Council receives \$200 for Regular and \$50 per Special meetings which they attend and are not paid if absent so amounts vary; Farmers Union is for insurance and Puklich Chevrolet is for the 2019 Tahoe police vehicle.

**Approval of Minutes:** Lorton moved, and Anderson seconded to accept the minutes from the June 10, 2019 regular meeting as presented. Upon roll call vote, all present voted aye. M/C. Lorton moved and Anderson seconded to approve the minutes from the June 24, 2019 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Laaveg reported an agreement has been drafted for the impound storage lot with Jim and James SanGrait. Still to be determined are insurance and revising the ordinance to allow for an impound lot outside of City limits.

Miller moved and Anderson seconded to approve Eugene Bossert as the Assessor's Department Data Collector at \$15 per hour. Bossert will work three days per week and the Assessor will verify the work before submitting to the Walsh County Tax Director. Upon roll call vote, all present voted aye. M/C.

**Committee Reports:** *Ward Reports:* Reported the representative of Woodrow Moffet's estate should be contacted regarding complaints of tires and junk in the yard which creates a breeding ground for mosquitoes. A letter will be sent giving the representative five days to clean up the yard. If the yard is not cleaned up in the allotted time given, the City will clean the yard and assess the charges to the property. Miller questioned if mosquito fogging is being done. Larson reported they started fogging but the fogger broke and the same thing happened the next night and they are working on getting it fixed.

*Bike Path:* Fietek reported the committee met on June 18, 2019. Walsh County has fogged their portion of the west bike path and submitted an estimate of \$2,000 for fogging the City's portion of the west bike path. They also discussed garbage cans, trees for the west bike path and flower beds. Fietek reported there have been vehicles driving on the bike path when there should be none. Plans for having a wine walk in the fall with all proceeds going to the bike path repair and maintenance fund are being discussed.

*PR Community Club:* Helt reported July 4<sup>th</sup> inflatable games, music and other events sponsored by the Community Club went over very well. The Community Club is now gearing up for the CanAm Bike Tour which will spend one night in Park River. Helt mentioned the possibility of designating Hankinson as a sister city. In closing, Helt mentioned there is a great need for volunteers to help with events throughout the year and thanked everyone who took time out of the holiday to help.

*PR Park District:* There have been some issues at the new ball diamonds with water pressure but they are looking for solutions.

**New Business:** Lundquist moved and Anderson seconded to approve the American Legion transferring their Alcohol License to the Coliseum on July 27<sup>th</sup> for the Schmitz Wedding Anniversary celebration. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Lorton seconded to approve the first reading of Ordinance 17 Section 7 paragraph 4 revision from "any other place within the" to "any secured location designated by the" City for impoundment. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** Stenvold asked Lori Seim of First Care Health Center to report on the 5K Rn/Walk helped on Saturday, July 6<sup>th</sup>. Seim reported there were 65 participants. Stenvold would like to see the event moved to the west bike path rather than shutting down Briggs Ave S which affects the businesses and post office. Stenvold questioned if signs stating "No outside private fireworks allowed during the fireworks display" should be put up to eliminate the possibility of spectators getting hurt.

**Public Works:** Larson spoke with Sharon Lipsh of the WC Highway Dept to see if they could chip seal 135t Ave NE, the estimate is approximately \$30,000 which would be paid by using funds from the St Improvement Dist #2015-1. Larson was given permission to put the chip seal on the schedule.

**Auditor & Assessor Reports:**

Halvorson moved and Miller seconded to approve payment of the following bills and financials. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities:**

35843	Postmaster	\$349.40
44	Aflac	\$151.98
45	Discovery Benefits	\$135.00
46	2016 Electrical Upgrade	\$8,000.00
47	Advanced Engineering &	\$1,131.80
48	AmeriPride Services, Inc	\$287.81
49	Animal Elskan Inn	\$240.00
35850	Ann Pohanka	\$88.00
51	Aqua-Pure Inc.	\$3,736.52
52	Border States Electric Supply	\$81.12
53	Butler Machinery Co	\$5,353.02

54	Cardmember Service	\$716.90
55	City of Fargo	\$28.00
56	Grand Forks Utility Billing	\$118.19
57	Productivity Plus Account	\$2,177.11
58	Consolidated Waste, LTD.	\$18,451.45
59	Country Media, Inc	\$55.00
35860	Discovery Benefits, Inc	\$11.00
61	Ethanol Products, LLC	\$891.40
62	Farmers Union Service Assoc	\$820.00
63	Funded Depreciation	\$3,751.00
64	General Funded Depreciation	\$1,667.00
65	Graymont (WI) LLC	\$7,022.19
66	Hawkins Inc	\$1,368.10
67	Hensel, Patricia	\$81.20
68	Jim's Super Valu	\$115.88
69	Dennis L Larson	\$20.00
35870	Leon's Building Center, Inc	\$57.17
71	Liberty Business Systems, Inc	\$69.57
72	Light & Water Dept	\$3,652.42
73	Lindell's Mowing	\$1,100.00
74	Lon's Hardware	\$308.99
75	Andrew Martinson	\$119.20
76	Montana Dakota Utilities	\$94.11
77	MMUA	\$1,711.00
78	Morgan Printing	\$97.00
79	ND Dept of Health	\$10.00
35880	ND Dept of Health/Chem-Lab	\$32.96
81	ND One Call Inc.	\$83.45
82	State Fire & Tornado Fund	\$6,382.98
83	Nodak Electric Cooperative	\$5,300.00
84	Northdale Oil, Inc	\$1,328.93
85	North Star Coop	\$914.91
86	Polar Communications	\$867.24
87	PR Airport Authority	\$95.99
88	PR Park District	\$60.69
89	PR Public Library	\$95.99
35890	PSN (Payment Services Network)	\$4.95
91	RENDEZVOUS REGION TOURISM COUN	\$900.00
92	Glenn Rost	\$250.00
93	Samson Electric LTD	\$56.96
94	Sillers, Laaveg, & Wenzel	\$1,020.00
95	Special Assessment Fund	\$4.73
96	Strata Corporation	\$955.50
97	Team Laboratory Chemical Corp	\$1,442.00
98	US Bank Equipment Finance	\$170.21
99	Verizon Wireless	\$271.01
35900	Wat & Sew Imprv Dist #2015-1	\$6,200.00
1	Wat & Sew Imprv Dist #2016-1	\$9,490.00
2	Water System Repair & Replace	\$4,000.00
3	Water Bond Fund 05	\$4,830.00
4	Water Rev Bond Fund Phase II	\$3,450.00
5	Water Tower Fund	\$11,315.00
6	Water Treatment Fund	\$45,714.01
7	Wayne's Variety	\$14.97
8	Walsh County Auditor	\$11,892.35
9	Walsh County Press	\$702.70
35910	Walsh County Sheriff's Dept	\$500.00
11	WC Transportation	\$75.00
12	Ye Olde Medicine Center	\$22.35
8590-18	Salaries	\$30,545.29
AW	US Treasury	\$12,657.52
AW	NDPERS	\$16.99
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00

AW	NDPERS	\$5,600.21
AW	BC/BS of ND	7,503.72
AW	NMPA	\$128,759.60
AW	First United Bank-ACH Chg	\$19.20
AW	First United Bank-Court DB	\$36.96
AW	First United Bank-GFMU DB	\$36.96
<b>Special Funds</b>		
10139	Bank of North Dakota	\$25,000.00
<b>Debt Service &amp; Bond Fund</b>		
6181	First United Bank	\$25,008.06

Being no further business, Lundquist moved to adjourn at 6:27 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, JULY 10, 2019 AT 5:30 PM.**

**Approved Minutes Published and Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, July 10, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, and Assessor/Deputy Auditor Ann Berg. Others present: Tanya Wieler of Dakota Dynamics, Laurie Larson Joe Fietek, Nancy Thompson, Allison Olimb, Mike Helt and Patty Hensel.

**Business:** Tanya Wieler of Dakota Dynamics reported she visited with the City Administrative staff. Issues within City Administration have been present for some time and are not attributed to one individual. An email sent by the Deputy Auditor brought things to a head but issues were not solely due to the email. Some of the items discussed with employees were poor time management, errors, poor supervisory skills, not open to change, poor communication and team work. Wieler feels the structure of the Park River Government needs to be considered when determining if employees are a good fit for their positions or if restructuring is needed. Concerns shared with staff have never been explicitly explained to them. In order to address performance deficiencies an employee must know what the deficiencies are. Wieler is recommending these employees be placed on a Performance Improvement Plan for a period of three months to improve their performance. Wieler will conduct meetings with the two employees every other week to measure progress and provide some accountability. The plan does not guarantee continued employment rather it designates a period of time to monitor continued improvement. In addition, several statements sent in the email were erroneous and some statements have been clarified. Wieler is recommending a written reprimand is appropriate for this incident. Lundquist moved and Kubat seconded to have Wieler prepare the reprimand letter and remove Thompson from administrative leave and to return to work at 8:00 AM on Thursday, July 12<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Miller asked the Mayor for permission to speak. Miller stated what happened at Monday's meeting was wrong in many ways on how they acted as a Council. Miller voted no on the action but is part of the Council and also takes blame as he should have spoken up at that time. Miller mentioned debate was cut/ended and that it is affront to democracy, not good for the citizens of the community and is not something that builds team work or relationships but rather it disrupts, corrupts and creates problems we don't need. Miller continued that with his experience so far with this Council, it has problems with transparency. The Council needs to be the leaders, we have to set the example otherwise there will continue to be problems. When we build this new directive on how we are going to organize our government there needs to be transparency and openness. It's not just a good idea rather it is the law. Kubat is glad Wieler is on board to help the City work through these types of issues.

Laaveg mentioned there are opportunities for boards to have training on team building and communication issues and this is something that may come out of the restructuring and the Council may have to put in some more time.

Berg is asking the Council to add two more signers for all banking functions. Currently only the Mayor and Auditor are authorized to sign. If one of them is out of town, checks cannot be issued. Additional signers were added when Tom Larson was ill but they were taken off when Halldorson was hired for the Coordinator position and the number of signers did not change when Thompson was hired. Miller moved and Lorton seconded that in addition to authorized signers Mayor Stenvold and Auditor Thompson that the Council President Robert Lundquist III and Council Vice President Kyle Halvorson be added as signatories for all City of Park River banking activities. Upon roll call vote, all present voted aye. M/C.

Larson reported an individual has approached him about purchasing 204 Prospect Avenue South. Lundquist moved and Miller seconded to advertise the property on bids with the caveat that the structures are demolished and cleaned up within 60 days of purchase. Upon roll call vote, all present voted aye. M/C.

The Park River Community Club is hosting the CanAm Bike Tour on August 7<sup>th</sup> and 8<sup>th</sup>. They are asking for permission to block off the west half of 5<sup>th</sup> Street East on the north side of the City Hall Auditorium for the participants bicycles. In addition, they are asking permission to block off the City office building parking lot for customized bicycles. Miller moved and Halvorson seconded to grant the request. Upon roll call vote, all present voted aye. M/C.

Lundquist moved to adjourned at 5:56 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONDAY, AUGUST 5, 2019 AT 5:00 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Monday, August 5, 2019 at 5:00 PM.

Mayor Dan Stenvold called the meeting to order; and upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Council member Michael Lorton arrived at 5:09 pm and Public Works Director (PWD) Dennis Larson arrived at 5:13 pm. Absent: City Attorney Tracy Laaveg, Others present: Marcus Lewis.

**Business:** Preliminary 2020 General Fund Budget and Grant Money

City Administration went over the preliminary budget and worksheets with the Council. They explained the total valuation from the Walsh County Auditor's Office was not received until this morning. This figure is used to give a value to each mill. Last year the City milled 93.544. Using 93.544 mills with a value of \$2,680.55 per mill would generate \$250,748. Which is \$11,019 short of what preliminary budget expenses are estimated at for 2020. Miller moved and Halvorson seconded to decrease the General Fund Budget by \$10,000. Upon roll call vote, Lorton, Halvorson, Miller, Kubat and Anderson voted aye with Lundquist voting nay. M/C.

Thompson informed the Council there is some grant money available from the ND State Water Commission for water infrastructure. The grant is a 60/40 split of which the City's share would be 40%. Council all agreed an application should be submitted for the grant opening.

Stenvold asked Thompson if there was anything she wanted to add regarding the preliminary budget. Thompson responded since this is the preliminary budget it would be smart to not make any cuts but rather wait until the final budget meeting. She explained if cuts are made on the preliminary budget and something else needs to be added to the budget, we will not be able to add it to the final budget. On the final budget we cannot make increases; we can only make decreases. Lundquist moved and Kubat seconded to increase the General Fund Budget by \$10,000 back to \$261,767. Upon roll call vote, Halvorson, Lundquist, Kubat and Lorton voted aye with Miller and Anderson voting nay. M/C.

Lundquist moved to adjourn at 6:16 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, AUGUST 12, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, August 12, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: City Attorney Tracy Laaveg. Others present: Joe Fietek, Marcus Lewis, Laura Alkofer. Public Works Director (PWD) Dennis Larson arrived at 5:37, Council member Mike Lorton arrived at 5:39, Dan Young at 5:43, and Sheriff Ron Jurgens at 5:50 PM.

**Additions and Changes to Agenda:** None.

**Comments and Questions From Citizens:** Lewis of FCHC said the 5K event went very well but they are looking at changing the route next year. He talked with the business owners along Briggs Ave S and discussed the possibility of blocking off one lane with cones. The money raised was donated for a sensory wall at the Park River Area School District #8.

Thompson mentioned the State will start cutting funding for ambulance and EMT services which could impact our services. Dan Young on behalf of the PR Vol. Ambulance stated the local ambulance is not looking for funding from the City at this time, they just wanted to let the City know. Not a lot of information has been sent out on the exact dollar amount cut in House Bill 1268. Currently the WC EMT is paid by the county sales tax. More information will be forwarded as it is received.

Sheriff Jurgens informed the Council that he has hired a new officer for Park River, Alex Schnetzer will start on September 3<sup>rd</sup> and will train with a couple of his officers.

**Approval of Minutes:** Miller moved, and Kubat seconded to accept the minutes from the July 8, 2019 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Lundquist moved and Miller seconded to approve the minutes from the July 10, 2019 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C. Kubat moved and Lorton seconded to approve the minutes from the August 5, 2019 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Lundquist moved and Halvorson seconded to approve the Second reading of Ordinance 17 Section 7 paragraph 4 revision from "any other place within the" to "any secured location designated by the" City for impoundment. Upon roll call vote, all present voted aye. M/C.

**Committee Reports:** *Ward Reports:* None.

*Bike Path:* Fietek reported the Committee approved bills in the amount of \$529.66 for chemicals and trees. The west bike path was fogged from west County Road 12B to Homme Dam as approved by the Committee.

*PR Community Club:* Thompson reported the CanDak Bicycle Tour event went very well. The riders were impressed with the provisions provided by the Community and might possibly have Park River as the start and stopping point for the event next year.

*PR Park District:* Irvine reported the pump issue for the sprinkler system at the ball diamonds has been fixed. The baseball complex had 750,000 tons of Agri-lime delivered. They are looking for someone to pick up the fencing at Fargo. A cement cripple wall will be poured for a backstop and a net backstop will be used to protect spectators from foul balls above the cripple wall. The bids are in for the grand stand and the bids for the concession stand will be done next. Irvine also mentioned that he received used hockey boards and will use them for the outdoor skating rink. They are also looking at having a portable warming house made that could be moved and used for other events after the skating season. In 2020 the new playground will be installed at the sports complex in the Green Acres Addition.

**New Business:** Council discussed what should be done with the 2013 Ford Explorer police vehicle. W.C. sold their vehicle to a taxi service from Chicago. Council asked Lundquist to come up with a price point for selling the vehicle and report back at the next meeting.

Thompson reported there was one bid received for the property at 204 Prospect Ave N that the City had for sale on bids. Marco Eklund submitted a bid of \$500 to purchase the property. Eklund will need to tear down and remove the structure in 60 days. Miller moved and Anderson seconded to accept Eklund's bid of \$500 for the property. Upon roll call vote, all present voted aye. M/C.

The Baptist Church is asking permission to block off 4<sup>th</sup> St W from the corner of Code Ave S to the alley west of the church for their picnic on August 25<sup>th</sup>. Lundquist moved and Lorton seconded to approve the request. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** Stenvold mentioned a couple of property owners have been questioning why they are still getting billed for spraying when no spraying or fogging is being done, while most people he spoke with commented they would rather continue to pay the fee so money is available to preform mosquito control when needed. There have been repair issues the end of last year and again this year with the fogger. Miller suggested purchasing a new fogger since there are funds available for one. Lundquist moved and Lorton seconded to leave the monthly fee at \$4.00 and change the description on the bills to say Mosquito Control. Upon roll call vote, Lorton, Halvorson, Lundquist, Anderson voted aye with Miller and Kubat voting nay. M/C.

**Public Works:** Building of the new shop was tabled until the September 9<sup>th</sup> meeting. Larson was approached about selling approximately 20 yards of millings. The Council had previously decided to keep the millings for street and alley repairs. Larson was told to let the individual know the millings are not for sale.

**Auditor & Assessor Reports:**

Kubat moved and Lorton seconded to approve payment of the following bill. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities**

35913	Postmaster	\$348.00
14	Postmaster	\$74.00
15	2016 Electrical Upgrade	\$8,000.00
16	Airborne Custom Spraying, Inc.	\$2,900.00
17	AmeriPride Services, Inc	\$285.81
18	Aqua-Pure Inc.	\$2,147.78
19	Ann E Berg	\$277.50
35920	Border States Electric Supply	\$1,473.70

21	Cardmember Service	\$197.90
22	City of Fargo	\$28.00
23	Productivity Plus Account	\$18.03
24	Consolidated Waste, LTD.	\$19,073.70
25	Dale's Small Engine Repair LLC	\$114.87
26	Daniel Degree	\$150.00
27	Discovery Benefits	\$135.00
28	Discovery Benefits, Inc	\$11.00
29	Ecolab Pest Elim Div	\$250.00
35930	Carolynn Erickson	\$100.00
31	Ethanol Products, LLC	\$1,981.78
32	Brandon Frovarp	\$21.71
33	Funded Depreciation	\$3,751.00
34	Donna Galloway	\$300.00
35	General Funded Depreciation	\$1,667.00
36	GF Utility Billing	\$118.50
37	Graymont (WI) LLC	\$5,740.81
38	Hawkins Inc	\$2,266.71
39	Jim's Super Valu	\$60.58
35940	Ryan Larson	\$165.00
41	Liberty Business Systems, Inc	\$43.64
42	Light & Water Dept	\$4,083.34
43	Lindell's Mowing	\$500.00
44	Lon's Hardware	\$371.72
45	Montana Dakota Utilities	\$98.93
46	ND Dept of Environmental Quality	\$240.11
47	Newman Traffic Signs	\$1,745.07
48	Nodak Electric Cooperative	\$5,580.47
49	Northdale Oil, Inc	\$1,052.51
35950	North Star Coop	\$1,563.68
51	PDQ Sanitary Services, Inc	\$500.00
52	Polar Communications	\$851.21
53	PR Community Club	\$150.00
54	PR Park District	\$3,327.21
55	Quill Corporation	\$424.49
56	Riteway Business Forms	\$747.67
57	Glenn Rost	\$250.00
58	Samson Electric LTD	\$962.43
59	SanGrait's Auto Service	\$587.51
35960	Sillers, Laaveg, & Wenzel	\$1,397.00
61	Simmons Multimedia USA	\$52.00
62	Strata Corporation	\$4,990.36
63	The Village Family Service Center	\$1,500.00
64	US Bank Equipment Finance	\$170.21
65	Valley Sprayers, Inc	\$237.50
66	Verizon Wireless	\$535.23
67	Wat & Sew Imprv Dist #2015-1	\$6,200.00
68	Wat & Sew Imprv Dist #2016-1	\$9,490.00
69	Water System Repair & Replace	\$4,000.00
35970	Water Bond Fund 05	\$4,830.00
71	Water Rev Bond Fund Phase II	\$3,450.00
72	Water Tower Fund	\$11,315.00
73	Water Treatment Fund	\$51,934.66
74	Wayne's Variety	\$16.64
75	Walsh County Auditor	\$12,547.22
76	Walsh County Press	\$503.80



77	WC Three Rivers Soil Cons Dist	\$111.00
78	Tanya Wieler	\$1,500.00
AW	Ye Olde Medicine Center	\$31.60
8619-48	Salaries	\$34,383.28
AW	US Treasury	\$10,917.07
AW	NDPERS	\$761.00
AW	NDPERS	\$0.28
AW	NDPERS	\$17.27
AW	NDPERS	\$761.00
AW	NDPERS	\$6,113.38
AW	NMPA	\$139,703.74
AW	NMPA	-\$3,835.84
AW	Aflac	\$151.98
AW	BC/BS of North Dakota	\$10,532.20
AW	ND ST Tax Commissioner	\$1,158.11
AW	First United Bank	\$19.40
AW	Special Assessment Fund	\$6.67
AW	PR Airport Authority	\$135.40
AW	PR Public Library	\$136.21
AW	ST Improve Dist #2018-1	\$285.26
AW	ST Improvement Dist #7	\$490.72
AW	Bike Path Fund	\$3,500.00
AW	PSN	\$4.95
<b>Debt Service &amp; Bond Fd</b>		
6182	Bank of North Dakota	\$33,825.00
6183	Bank of North Dakota	\$46,605.00
6184	First United Bank	\$0.00
6185	US Bank	\$82,531.25
AW	Main Street Checks	\$36.96
<b>Special Funds</b>		
10140	North Star Coop	\$25,000.00

Miller moved and Halvorson seconded to approve the financials as presented. Upon roll call vote, all present voted aye. M/C.

Being no further business, Lundquist moved to adjourn at 6:37 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING MEETING, MONDAY, AUGUST 12, 2019 5:15 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held A Public Hearing on a petition for non-conforming use for commercial use in a residential zoned area on Monday, August 12, 2019 at 5:15 PM.

Mayor Stenvold called the hearing to order with the following Present: Council members Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Council member Mike Lorton, City Attorney Tracy Laaveg and Public Works Director (PWD) Dennis Larson. Others present: Joe Fietek and Agatha Frisby.

No one was present to contest the request. Anderson moved and Miller seconded to grant Frisby's request for non-conforming use of a residentially zoned property for commercial use. Upon roll call vote, all voted aye.

Hearing was adjourned at 5:21 PM.

\_\_\_\_\_  
Dan Stenvold, Mayor

ATTEST: \_\_\_\_\_  
Ann Berg, Deputy Auditor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, SEPTEMBER 9, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, September 9, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Richard O'Shea, Laura Alkofer, Lori Seim of FCHC.

**Additions and Changes to Agenda:** Add Public Library to Committee Reports.

**Comments and Questions From Citizens:** Richard O'Shea questioned why his taxes on his property in City limits went up while his taxes for his property went down.

Lori Seim reported tickets for FCHC Harvest Fest on September 20<sup>th</sup> are still available.

**Approval of Minutes:** Lorton moved, and Halvorson seconded to accept the minutes from the August 12, 2019 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Anderson moved and Miller seconded to approve the minutes from the August 12, 2019 Public Hearing for variance as presented. Upon roll call vote, all present voted aye. M/C. Richard O'Shea left at 5:45 pm.

**Unfinished Business:** Lundquist reported he checked with the car dealer sales department on the 2013 police vehicle and because of the extensive idling time, they estimated the value at or about \$5,000. He called the dealership in Chicago and reported they would like a chance to purchase the vehicle. Lundquist moved and Miller seconded to have Thompson put the 2013 police vehicle out for bids and to run the ad for 2 weeks and PWD Larson was instructed to have his employees remove any police related items from the 2013 police vehicle within two weeks so when bids come in the vehicle is ready to go. Upon roll call vote, all present voted aye.

PWD Larson reported the engineer still has not signed off on the proposed new street department shop and he will see if the contractors will still honor their bid prices. The estimated cost for the building, apron, sidewalks, water and electric is about \$450,000 with yearly payments of approximately \$53,000. Kubat moved and Lundquist seconded to look into building the shop, see what the final cost will be and not to exceed \$500,000. Upon roll call vote, all present voted aye.

**Committee Reports:** *Ward Reports:* Lundquist reported the following: Question of resident building a pole type shed in Kensington Addition; Thompson reported there currently is nothing in our ordinances or in Planning and Zoning that prohibits this type of construction. Asked if during snow removal in the winter to alternate which side of the street snow is blown onto. PWD Larson mentioned the wind direction is the primary factor on which side the snow is blown onto plus if there are vehicles parked, driveways and sidewalks they try to avoid these areas. Lundquist asked if a building permit was submitted for a shed being built on property close to 2<sup>nd</sup> St W and Harris Ave S. Thompson reported no building permit was turned in by the property owner. He also received a complaint of numerous pallets in the backyard of a property. This constitutes a nuisance along with a fire hazard. Thompson said she would write a letter notifying the property owner to clean up the pallets or the City will do it and special assess the cost to the property owner. One of the WC Deputy's will serve the property owner with the letter. Lundquist felt there should be a fine of \$250 to \$500 when no building permit is submitted for improvements to the property. A resident contacted him regarding squatters in one of the trailer houses and they are dumping human waste outside. The impound contract has been signed and junk vehicles can now be removed. Lundquist was told that North Star Coop has a pile of dirt on the north side of the fuel storage tanks that is contaminated. Thompson has an email out to the Health Department on other issues and will tell them about this matter also. Anderson reported he had been contacted regarding the money in the Mosquito Fund. Fogging equipment will need to be updated and Council felt the charge should be kept at \$4 per month.

*Bike Path:* Thompson reported the committee will meet in two weeks and is working on a fundraiser.

*PR Community Club:* Thompson reported the Halloween Bash along with the Spud Bar for the WC Fair are in the works. There has been no follow-up report from the CanDak Bike Tour.

*PR Park District:* Irvine reported the baseball diamonds are really taking shape with the Agri lime going down in the infields. Fencing is going up on all of the diamonds and turf will be added to the Legion baseball infield.

*Public Library:* Halvorson updated the Council stating that the PRAS Dist #8 Superintendent Kirk Ham proposed a different way to pay the school for housing and managing the public library. Rather than paying \$2,500 per quarter plus summer reading program expenses and for the online library program he proposed \$500 per month plus actual expenses. Discussion was had on eliminating the public library hours during the school hours for safety reasons. Public Library hours would be Tuesdays & Thursdays evenings from 6:30 to 8:30 pm and on Saturday. Halvorson moved and Miller seconded to pay \$500 per month rent and have the school bill the City for actual expenses incurred by the Public Library. Upon roll call vote, all present voted aye.

**New Business:** Art of Touch Salon & Spa owner Lindsay Spoonland submitted an application for a Food and Beverage Specialty Alcohol License. She is adding a gluten free, sandwich and soup meal assortment and would like to serve alcoholic beverages with the meals. Miller moved and Halvorson seconded to approve Spoonland's application contingent on proof of restaurant licensing from the State of ND. Upon roll call vote, all present voted aye. M/C.

Ordinance 4.a. Sections 1, 2 and 3 regarding building permits was presented to the Council. Action on the ordinance was tabled and referred to the contracts & policies committee for review.

Due to the Columbus Day Holiday falling on October 14<sup>th</sup>, City Administration asked that the Council meeting be moved from the 14<sup>th</sup> to Tuesday, October 15<sup>th</sup> at 5:30 PM. Lorton moved and Lundquist seconded to move the meeting to the 15<sup>th</sup> as requested. Upon roll call vote, the following voted aye; Lorton, Miller, Lundquist and Anderson with Halvorson and Kubat voting nay. M/C.

**Mayor's Comments:** Stenvold informed the Council that WC Deputy Patrick Moreland is seeking permission to live in Pisek which is one mile outside the 5-mile limit as his fiancé owns a home there. Council questioned the extra mileage and if the vehicle should be left in Park River. Miller moved and Anderson seconded to approve Moreland's request to live in Pisek and allow him to drive the police vehicle back and forth between Park River and Pisek during his working hours. Upon roll call vote, all present voted aye.

**Public Works:** PWD Larson announced fall cleanup has been set to start on Tuesday, October 8<sup>th</sup>. Residential utility customers are asked to call the Water Plant at 701.284.6150 by 4:00 PM, Monday, October 7<sup>th</sup> to schedule a pickup. No branches or construction debris are allowed.

Lundquist moved and Anderson seconded to have PWD Larson get bids for engineers and the okay to have boring done. Upon roll call vote, all present voted aye. Laaveg instructed the Council that a resolution creating and defining the boundaries of street improvement district # 2020-1 will need to be approved.

**Auditor & Assessor Reports:**

Anderson moved and Kubat seconded to approve payment of the following bill. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:**

35980	Adapco, Inc	\$935.89
81	Ecolab Pest Elim Div	\$125.00
82	Postmaster	\$238.00
83	Discovery Benefits	\$135.00
84	Advanced Engineering &	\$56.00
85	AmeriPride Services, Inc	\$285.81
86	Aqua-Pure Inc.	\$1,761.58
87	Banyon Data Systems, Inc	\$1,185.00
88	Ann E Berg	\$299.91
89	Border States Electric Supply	\$5,137.04
35990	Eugene Bossert	\$7.48
91	City of Fargo	\$28.00
92	Productivity Plus Account	\$504.89
93	Dale's Small Engine Repair LLC	\$61.44
94	Discovery Benefits, Inc	\$11.00
95	Ferguson Waterworks #2516	\$2,335.94
96	Funded Depreciation	\$3,751.00
97	General Funded Depreciation	\$1,667.00
98	Hawkins Inc	\$537.50
99	Janet Toews	\$1.36
36000	Jet-Way Multiple Services	\$3,395.00
1	Jim's Super Valu	\$75.72
2	Jocelyn McCormack	\$127.53
3	Liberty Business Systems, Inc	\$66.12
4	Lindell's Mowing	\$500.00
5	Lon's Hardware	\$213.88
6	ND Dept of Environmental Qual	\$18.54
7	Newman Traffic Signs	\$35.62
8	Nick Holcomb	\$79.87
9	Nodak Electric Cooperative	\$5,100.00
36010	Northdale Oil, Inc	\$947.82
11	North Star Coop	\$1,197.65
12	Polar Communications	\$854.93
13	Quill Corporation	\$350.32
14	Radisson Hotel Bismarck	\$84.60
15	Glenn Rost	\$250.00
16	Samson Electric LTD	\$124.30
17	Sanitation Products Inc	\$3,253.13
18	Sensus USA Inc.	\$1,715.95
19	Sillers, Laaveg, & Wenzel	\$750.00
36020	US Bank Equipment Finance	\$170.21
21	Verizon Wireless	\$271.80
22	Water Smith, Inc	\$5,679.00
23	Wayne's Variety	\$5.16
24	Walsh County Auditor	\$9,223.41
25	Walsh County Press	\$655.84
26	Tanya Wieler	\$1,500.00
27	Consolidated Waste, LTD.	\$18,459.70
28	2016 Electrical Upgrade	\$8,000.00
29	Cardmember Service	\$141.77
36030	Joel Hylden	\$227.88
31	Interstate Power Systems	\$220.00
32	Light & Water Dept	\$3,193.38
33	Montana Dakota Utilities	\$102.63
34	Wat & Sew Imprv Dist #2015-1	\$6,200.00
35	Wat & Sew Imprv Dist #2016-1	\$9,490.00
36	Water System Repair & Replace	\$4,000.00
37	Water Bond Fund 05	\$4,830.00
38	Water Rev Bond Fund Phase II	\$3,450.00
39	Water Tower Fund	\$11,315.00
36040	Water Treatment Fund	\$41,548.57

8649-75	Salaries	\$30,461.65
AW	US Treasury	\$9,753.10
AW	BC/BS of North Dakota	\$12,204.70
AW	NDPERS	\$17.27
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$5,952.84
AW	Aflac	\$151.98
AW	Wat & Sew Imprv Dist #2016-1	\$16,767.00
AW	NMPA	\$134,096.72
AW	PSN (Payment Services Network)	\$4.95
AW	PR Airport Authority	\$1,207.80
AW	PR Public Library	\$1,207.80
AW	First United Bank	\$19.40
AW	Special Assessment Fund	\$0.90
AW	PR Public Library	\$19.51
AW	PR Airport Authority	\$19.51
AW	ST Improve Dist #2017-1	\$505.22
AW	Wat & Sew Imprv Dist #2016-1	\$4,830.00
<b><u>Special Funds:</u></b>		
10141	Advanced Engineering &	\$3,860.40
10142	PR American Legion	\$5,000.00
10143	First United Bank	\$16,940.00
<b><u>Debt Service &amp; Bond Fund:</u></b>		
6186	First United Bank	\$80,625.00

Lorton moved and Halvorson seconded to approve the financials as presented. Upon roll call vote, all present voted aye. M/C.

Being no further business, Lundquist moved to adjourn at 7:30 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING and SPECIAL MEETING, MONDAY, SEPTEMBER 9, 2019 AT 5:00 PM.**

**Published Subject to the Governing Body's Review and Revision**

Mayor Stenvold called the special meeting to order stating the purpose was to conduct a Public Hearing to allow the public a chance to comment on or protest the proposed 4.11 mill/ 4.34% City tax levy increase for the 2020 budget year and other agenda items.

Present: Council members: Lorton, Halvorson, Miller, Lundquist, Kubat and Anderson, City Attorney Laaveg, PWD Larson, City Coordinator/Auditor Thompson, and Assessor/Deputy Auditor Berg. Absent: None. Others present: Laura Alkofer and Richard O'Shea.

Since no one present objected to the mill levy increase, Mayor Stenvold called for a motion. Lundquist moved and Anderson seconded to approve the 2020 final budget and 4.11 mill/4.34% increase. Upon roll call vote, all present voted aye. M/C.

There being no further business, the meeting was adjourned at 5:25 pm.

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Dan Stenvold, Mayor

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, OCTOBER 2, 2019 AT 5:30 PM.**

**Approved Minutes Published and Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, October 2, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Coordinator/Auditor and Assessor/Deputy Auditor Ann Berg. Absent: City Attorney Tracy Laaveg & Public Works Director (PWD) Dennis Larson.

**Business:** Mayor Stenvold asked the Council member to waive the \$50 special meeting pay as the meeting will only take a few minutes and would save the City some money. Lundquist moved and Halvorson seconded that the Mayor and Council members would not receive the \$50 special meeting pay for this meeting. Upon roll call vote all voted aye. M/C.

The purpose of the meeting is to accept a bid for the 2013 Ford Explorer police vehicle that was put up for bids. Thompson informed the Council that two bids were received from dealerships from Chicago IL in the amounts of \$5,500 and \$7,000. Lundquist moved and Lorton seconded to accept the bid from Chicago Motors in the amount of \$7,000 in the form of a cashier's check. Upon roll call vote all voted aye. M/C.

Miller moved to adjourned at 5:35 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, TUESDAY, OCTOBER 15, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Tuesday, October 15, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Council member Mike Lorton. Others present: Dustin Slaamond, Kimberly Lundquist, Harold Myrdal, Patty Hensel, Joe Fietek, Mike Helt, FCHC Marcus Lewis and Shelle Berg, WC Sheriff Ron Jurgens and Deputy Patrick Moreland.

**Additions and Changes to Agenda:** None.

**Comments and Questions From Citizens:** WC Sheriff Jurgens reported to the Council that Deputy Alex Schnitzer submitted his resignation on Monday, October 14<sup>th</sup>. Shelle Berg of FCHC asked if people could use the City Hall Auditorium for walking during the winter months. Marcus Lewis of FCHC informed those present of the Wine, Women & Wellness event on Saturday, October 19<sup>th</sup>. Council informed Deputy Moreland that he could reside in Pisek and drive the police vehicle back and forth to work. This would cut down on response time for calls.

**Approval of Minutes:** Halvorson moved, and Anderson seconded to accept the minutes from the September 9, 2019 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Lundquist moved and Miller seconded to approve the minutes from the September 9, 2019 Final Budget Hearing as presented. Upon roll call vote, all present voted aye. M/C. Lundquist moved, and Anderson seconded to accept the minutes from the October 2, 2019 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Thompson informed the Council that in order to complete the documents for the city shop loan she needs the following information for First United Bank: Who will be authorized to sign the loan documents, the actual amount of the money borrowed for the loan and length of loan. Laaveg mentioned a construction contract is needed which would include a schedule of construction, liquid damages and other necessary information along with dates. Larson reported the engineers signed off on the 80'x120' building. Miller asked if there were any additional costs not included in the bids. Larson reported another approximately \$57,000 would be needed for air compressors, aprons, sidewalks and footings. Miller asked if a 60'x120' shop would be large enough and what the cost difference is between steel and wood framing. Larson stated a 120' long shop would not work as this has been set aside for future water storage needs. Using steel framing rather than wood costs approximately an additional \$80,000. Council felt the City should re-bid the project late winter or early spring and open bids at that time. Halvorson moved and Lundquist seconded to table the building until spring. Upon roll call vote, the following voted aye: Halvorson, Miller and Lundquist with Kubat and Anderson voting nay. M/C.

Laaveg felt review of Ordinance 4a. Sections 1, 2, 3 for Building Permits should be sent to the Zoning Committee so they can meet and enact a penalty for building without a permit. In regards to substandard buildings the City needs a certified building inspector in order to continue. Lundquist moved and Miller seconded the first reading of an amendment to Ordinance 4a. Section 1 to take out the \$500 and strike out "with an estimated cost of more than five hundred (\$500). Upon roll call vote, the following voted aye: Halvorson, Miller, Lundquist and Kubat with Anderson voting nay. M/C.

Stenvold reported Park River School District #8 and the Park River Public Library agreed to an amended Joint Powers agreement. This agreement changes how PRASD #8 is paid for managing the Public Library. The amount paid to PRASD #8 will change from \$2,500 quarterly to \$500 per month and the City shall reimburse the PRASD for all actual costs related to the city library including salary and benefits for city librarian, books, supplies, contracted services and other expenses that may arise. Payments will be made on a quarterly basis. (A copy of the amended agreement is on file at the City Auditor's office).

**Committee Reports:** *Ward Reports:* None.

*Bike Path:* Fietek reported Newman Signs contacted him regarding trees blocking the billboard at the intersection of Hwy 17 E and 135Ave NE. Four to six trees would need to be removed on either side of the sign. The trees in question are healthy, mature and beautiful and Fietek felt they should be left alone. If nothing is done with the trees Newman will take down the sign. The sign is located on private property and the Council felt this is between the property owner and Newman Sign. Lundquist moved and Miller seconded to leave the trees alone. Upon roll call vote, all present voted aye.

*PR Community Club:* Thompson reported the Spud Bar for the WC Fair will start on Thursday. The Halloween Bash is in the works with the Lyric Theatre showing a free movie for the tweens. Super Santa Saturday in December is the next planned event.

*PR Park District:* No report.

*Public Library:* Under Old Business.

**New Business:** Thompson reported industrial lots 12-14 in Block 3 of Green Acres Addition have been sold to Pastorek Construction for \$18,750. Laaveg reported the purchase agreement was in order and after paying for updating the abstract and recording fees, the total amount received is \$17,453. Miller moved and Halvorson seconded to approve the purchase agreement with Pastorek Construction for industrial Lots 12-14 in Block 3 of Green Acres Addition. Upon roll call vote, all present voted aye. M/C. Funds will be deposited in the Sales Tax Fund.

Jana Hankey submitted two abatement requests. The property located at 116 Everett Ave was purchased for \$50,000 in December 2018 which was assessed at \$75,000 on June 29, 2018 and Hankey is asking for a reduction of \$25,000 to the purchase price. Berg spoke with WC Tax Director Ed Sevigny regarding the abatement request. Berg recommended denying the \$25,000 request and instead approve a \$13,000 abatement to the improvements bring the total land and improvement value to \$62,000. Miller moved and Lundquist seconded to deny Hankey's request and allow an abatement of \$13,000 to a new total value of \$62,000. Upon roll call vote, all present voted aye. M/C. Hankey requested an abatement of \$4,350 on Lots 4-5 Block 30 Original Townsite. Berg recommended denying the \$4,350 request as lot sales in less desirable areas do not support the request. Miller moved and Lundquist seconded to deny Hankey's \$4,350 abatement request. Upon roll call vote, all present voted aye. M/C.

Bruce Toews DBA Western Valley Wash LLC submitted an application for a five-year 100 percent tax exemption on improvements. Miller moved and Halvorson seconded to move the topic to the end of the agenda. Upon roll call vote, all present voted aye. M/C.

Halvorson moved and Miller seconded to approve the transfer request of the Club to the Park River City Hall Auditorium on February 14, 2020 for the gala sponsored by the Park River Community Club. Upon roll call vote, all present voted aye. M/C.

Miller moved and Lundquist seconded to approve FCHC request to close 5<sup>th</sup> Street East on the north side of the City Hall Auditorium from Briggs Ave S to the alley for the Wine, Women and Wellness event on Saturday, October 19<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** Stenvold informed the Council he had attended the Mayor's conference and felt the City should look at installing some charging stations for electric cars. They are about \$60,000 each for credit card controlled quick charge stations. Governor Burgum's Main Street initiative was discussed. This program is run through the regional council in each area. Stenvold stated Toby Zikmund has received a



grant and would like to paint a mural on the south side of Main Hair Care. Millennials are looking for more bike paths and safe walking paths close to downtown. Stenvold complimented the street crew for the great job on snow removal. Lundquist moved and Anderson seconded to pay the street department crew who worked on Sunday, October 13<sup>th</sup> time-and-a-half. Upon roll call vote, all present voted aye. M/C.

**Public Works:** No report.

**Auditor & Assessor Reports:** Anderson moved and Miller seconded to approve the 2019 year to date budget to actual expenses as of 9-30-2019. Upon roll call vote, all present voted aye. M/C.

Kubat moved and Anderson seconded to approve payment of the following bill and financials. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:**

36041	Radisson Hotel Fargo	\$190.00
42	Postmaster	\$425.30
43	Discovery Benefits	\$135.00
44	2016 Electrical Upgrade	\$8,000.00
45	AmeriPride Services, Inc	\$287.71
46	Aqua-Pure Inc.	\$1,311.40
47	Mike Bohn	\$150.00
48	Border States Electric Supply	\$3,998.00
49	GALEN BOSH	\$117.96
36050	Cardmember Service	\$280.13
51	City of Fargo	\$28.00
52	Productivity Plus Account	\$147.98
53	Consolidated Waste, LTD.	\$18,499.70
54	Ferguson Waterworks #2516	\$171.70
55	Funded Depreciation	\$3,751.00
56	General Funded Depreciation	\$1,667.00
57	Graymont (WI) LLC	\$7,215.52
58	Hawkins Inc	\$1,074.73
59	Jet-Way Multiple Services	\$9,668.75
36060	Jim's Super Valu	\$53.64
61	Kadmas, Lee & Jackson, Inc	\$830.65
62	Langdon Fire Equipment	\$647.00
63	Leon's Building Center, Inc	\$17.99
64	Liberty Business Systems, Inc	\$49.53
65	Light & Water Dept	\$3,165.28
66	Stefan Linstad	\$200.00
67	Lon's Hardware	\$146.31
68	Montana Dakota Utilities	\$131.52
69	Michael Kilmer Construction	\$787.50
36070	MMUA	\$1,711.00
71	Municipal Government Academy	\$30.00
72	ND Dept of Environmental Qual	\$18.54
73	ND One Call Inc.	\$51.05
74	ND Sewage Pump Lift Station	\$1,087.00
75	NDLC	\$1,861.00
76	Nodak Electric Cooperative	\$4,304.92
77	Northdale Oil, Inc	\$896.37
78	North Star Coop	\$999.79
79	Polar Communications	\$857.61
36080	Quill Corporation	\$446.32
81	Radisson Hotel Bismarck	\$761.40
82	Glenn Rost	\$250.00
83	Sanitation Products Inc	\$33.84
84	Sillers, Laaveg, & Wenzel	\$1,005.00
85	Dan Stenvold	\$460.52
86	Sunshine Kids	\$200.00
87	Thatcher Company of Montana	\$8,998.00
88	Nancy Thompson	\$200.00
89	US Bank Equipment Finance	\$170.21
36090	Wat & Sew Imprv Dist #2015-1	\$6,200.00
91	Wat & Sew Imprv Dist #2016-1	\$9,490.00

92	Water System Repair & Replace	\$4,000.00
93	Water Bond Fund 05	\$4,830.00
94	Water Rev Bond Fund Phase II	\$3,450.00
95	Water Tower Fund	\$11,315.00
96	Water Treatment Fund	\$29,627.44
97	Wayne's Variety	\$24.47
98	Walsh County Auditor	\$10,869.96
99	WC County Record	\$39.00
36100	Walsh County Fair Association	\$200.00
1	Walsh County Press	\$136.02
2	Tanya Wieler	\$1,500.00
3	Discovery Benefits, Inc	\$11.00
4	Cardmember Service	\$2,264.25
8675-8699	Salaries	\$30,127.21
AW	US Treasury	\$9,612.72
AW	ND ST Tax Commissioner	\$1,239.20
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$5,896.65
AW	Aflac	\$151.98
AW	BC/BS of North Dakota	\$0.00
AW	First United Bank	\$19.65
AW	General Fund	\$227.88
AW	General Fund	\$459.88
AW	NMPA	\$123,727.77
AW	PSN (Payment Services Network)	\$4.95
<b>Special Funds:</b>		
10144	Walsh County Highway Dept	\$25,480.55
<b>Debt Service &amp; Bond Fund:</b>		
6187	Bank of North Dakota	\$19,501.04
6188	First United Bank	\$29,127.13
6189	US Bank	\$15,806.25

Continuance of Western Valley Wash LLC's request for an exemption. Laaveg read from NDCC 40-57.1-03 under municipality's authority to grant or revoke tax exemptions. Upon interpretation, of commencement of construction, it was felt the project was already in progress with site dirt work in progress and did not qualify for the exemption. Miller moved and Halvorson seconded to deny Western Walsh Was LLC's request for abatement. Upon roll call vote, Halvorson, Miller, Kubat and Anderson voted aye with Lundquist abstaining. M/C. *(Addition/correction to minutes approved at the 11-12-2019 City Council meeting as follows: Miller added upon interpretation of language of NDCC it was felt the exemption should be denied due to failure to meet required steps required by the ND Department of Commerce.)*

Being no further business, Lundquist moved to adjourn at 7:55 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, TUESDAY, NOVEMBER 12, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Tuesday, November 12, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Harold Myrdal, Patty Hensel, Joe Fietek, Mike Helt, FCHC Marcus Lewis, WC Sheriff Ron Jurgens, Laura Alkofer and Allison Olimb.

**Additions and Changes to Agenda:** None.

**Comments and Questions From Citizens:** Joe Fietek stated the minutes do not reflect what really happened at the meeting and people should be informed; perceived performance issues should not be raised in public but rather done in private; a business owner was slandered by a Councilman three times for which the City could be held liable. Mike Helt felt the meeting minutes do not represent the "circus" last month's meeting was and the Council meetings should be televised so the public can actually see what is happening at the meetings. Stenvold asked Councilman Halvorson to check into what steps would need to be done in order to televise meetings. Marcus Lewis of FCHC informed those present that FCHC passed a four-year testing inspection by the ND St Health Dept. The area covered is tools for care givers and the information is free to the public.

**Approval of Minutes:** Miller moved, and Halvorson seconded to accept the minutes from the October 15, 2019 Regular Meeting with the following: *(Addition/correction to minutes approved at the 11-12-2019 City Council meeting as follows: Miller added; upon interpretation of language of NDCC it was felt the exemption should be denied due to failure to meet required steps required by the ND Department of Commerce.)* Upon roll call vote, the following voted aye: Kubat, Anderson, Lorton, Halvorson and Miller with Lundquist voting nay. M/C.

**Unfinished Business:** Lundquist moved and Anderson seconded to approve the second reading of an amendment to Ordinance 4a. Section 1 to take out the \$500 and strike out "with an estimated cost of more than five hundred (\$500). Upon roll call vote, all present voted aye. M/C.

**Committee Reports:** *Sales Tax Committee:* Recommended approving the following payments from: Economic Development Fund – a \$10,367. Flex PACE interest buydown for Western Valley Wash payable to the Bank of ND; \$16,940. to pay S.I.D. #2017-2 Green Acres Dr. loan payment; and \$1,469.82 to KLJ for twin home design in North Star Addition. Miller moved and Anderson seconded approving the three above mentioned payments. Miller questioned the twin home design bill and protective covenant for North Star Addition. Myrdal, President of the PR Economic Developmental Corp, responded the five center lots in North Star Addition will be used to construct five twin homes for a total of 10 new residential dwellings. The homes will be built on slabs and have separate HOA fees to take care of mowing and snow removal with everything laid out including sidewalks, trees and the buildings. Approximately 75% of the current property owners are okay with the proposed idea. Information will need to be released to the public, find a builder to construct the units and will be about a \$5,000,000 project. Upon roll call vote the following voted aye: Anderson, Lorton, Halvorson, Miller and Kubat with Lundquist abstaining. M/C. Recommended approving the following payments from: Capital Improvement Fund – \$350 to S.I.D. #7 to cover unpaid specials; \$850 loan to North Star Addition T.I.F. for loan payments; \$1,930.20 to AE2S for mapping which includes street address, zoning and parcel number maps with updates to water & sewer maps. Miller moved and Lundquist seconded to approve the three mentioned payments above. Upon roll call vote, all present voted aye. M/C. A bill for \$23,497 to 2C Plbg & Drain Cleaning failed recommendation due to lack of motion. Council questioned what the bill was for. Larson stated the bill is for a special order of plumbing supplies for the new shop. Miller moved and Halvorson moved to pay for the bill from the Municipal Utilities account. Upon roll call vote, all present voted aye. M/C.

*PR Economic Development Corp:* Looking at setting up a matching \$5,000 grant for main street building front upgrades.

*Bike Path:* No report.

*PR Community Club:* Thompson reported the Halloween Bash was very well received. Super Santa Saturday in December is the next planned event. A gala will be held on February 14, 2020.

*PR Park District:* No report.

*Public Library:* No report

**New Business:** Laaveg presented information to the Council to think about for the future. Municipal Judge Glenn Rost will not be running for another term. There has been nothing on the docket for the past three months. In addition, there has been a turnover of different officers which decreases revenues and in addition there are extra expenses when a female is picked up and besides jail time, they must be transported to Grand Forks. In the past three years expenses have far outpaced the revenues received for fines and perhaps the Council should look at eliminating the Municipal Court and send everything to District court. Sherriff Jurgens reported all fines paid at the District Court level go to Bismarck, Walsh County does not get to keep the funds. Laaveg presented a couple of options for the Council to consider.

The Christmas Lighting Contest was discussed. Thompson reported on the ballot option used last year for voting. There were many ballots where a couple of people voted numerous times and listed one address on all three lines. Lundquist moved and Lorton seconded to exclude last year's winners from the contest and limit each person to one ballot and to list a different property on each line. Winners will receive an energy credit on their January utility bill as follows: 1<sup>st</sup> Place-\$250.00, 2<sup>nd</sup> place \$150.00 and 3<sup>rd</sup> place \$100.00. Upon roll call vote, all present voted aye. M/C.

**Mayor's Comments:** Stenvold informed the Council he had spoken with Brent Arndt about taking over the building inspectors' position. Arndt agreed to accept the position and will speak with the former building inspector Pete Kelly on if he needs additional training. Stenvold spoke with Leon Schmitz regarding the material bid for the proposed city shop. Changing the building from 80' wide to 60' would save approximately \$10,000. Stenvold tasked the Building & Grounds Committee to have all information advertised with a bid opening date of March 1<sup>st</sup> 2020.

**Public Works:** Larson reported the heavy snowfall caused some further damage to the north building roof structure. Equipment was moved in case the roof collapsed. Larson stated that survey work is being conducted on Hilltop Drive today. This project would be done as a special assessment project in 2020. Water and sewer projects for 2020 were discussed. Option 1 would be Wadge Ave S from 5<sup>th</sup> St W to 8<sup>th</sup> St W; Harris Ave S from 5<sup>th</sup> St W to 7<sup>th</sup> St W; and 3<sup>rd</sup> St W from Wadge Ave S to Park Ave S which would have water and sewer lines replaced in 2020 with paving done in 2021. Council questioned upgrading more of Wadge Ave S or other areas. They decided to bid Option 1, as listed above; with Option 2 as Hwy 17 to 3<sup>rd</sup> St W; and Option three Wadge Ave S 3<sup>rd</sup> St W to 5<sup>th</sup> St. Council would like Larson to produce a color-coded map for their reference showing what work has been done and what areas still need to be completed. Lundquist moved and Miller seconded to approve the three options listed above for the 2020 water & sewer project. Upon roll call vote, all present voted aye. M/C.

**Auditor & Assessor Reports:** Berg provided a report on assessment visits she has completed in the last two years to the Council. As of November 8<sup>th</sup>, a total of 405 properties have had assessment visits completed with 521 remaining. Of the 521 properties remaining, 127 are commercial and 394 are residential. Thompson presented the bills and financial reports for approval. Halvorson moved and Kubat seconded to approve payment of the following bills and financial reports. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:**

36105	Postmaster	\$237.16
6	Discovery Benefits	\$135.00
7	2016 Electrical Upgrade	\$8,000.00
8	2C Plumbing & Drain Cleaning	\$23,497.00
9	Acme Tools	\$80.87
36110	AmeriPride Services, Inc	\$288.29
11	Aqua-Pure Inc.	\$2,691.37
12	Banyon Data Systems, Inc	\$795.00
13	Ann E Berg	\$435.06
14	Border States Electric Supply	\$5,691.64
15	Eugene Bossert	\$72.85
16	Cardmember Service	\$662.31
17	City of Fargo	\$28.00
18	Grand Forks Utility Billing	\$118.50
19	Productivity Plus Account	\$254.72
36120	Consolidated Waste, LTD.	\$18,878.70
21	Dale's Small Engine Repair LLC	\$82.41
22	DFD Express Inc	\$3,748.50
23	Discovery Benefits, Inc	\$11.00
24	Ethanol Products, LLC	\$2,349.47
25	Ferguson Waterworks #2516	\$2,073.48
26	Funded Depreciation	\$3,751.00
27	General Funded Depreciation	\$1,667.00
28	Graymont (WI) LLC	\$6,008.94
29	Hach Company	\$263.10
36130	Hawkins Inc	\$609.50
31	Jim's Super Valu	\$70.61
32	Kringstad Ironworks Inc	\$938.08
33	Liberty Business Systems, Inc	\$41.59
34	Light & Water Dept	\$3,830.41
35	Lon's Hardware	\$203.93
36	Montana Dakota Utilities	\$336.93
37	Patrick Moreland	\$89.24
38	Municipal Government Academy	\$30.00
39	ND Dept of Environmental Qual	\$18.54
36140	ND One Call Inc.	\$37.20
41	Newman Traffic Signs	\$218.94
42	Void	\$0.00
43	Void	\$0.00
44	Nodak Electric Cooperative	\$5,454.83
45	North Plains Utility Contract	\$12,626.00
46	Northdale Oil, Inc	\$1,128.04
47	Northwestern Equip, Inc	\$108.56
48	North Star Coop	\$1,340.71
49	Polar Communications	\$910.09
36150	PR Park District	\$4,013.21
51	Quill Corporation	\$168.09
52	Best Western + Ramkota Hotel	\$89.99
53	Glenn Rost	\$250.00
54	Michael Schildberger	\$6.57
55	Sillers, Laaveg, & Wenzel	\$780.00
56	Swanson Flo	\$8,435.74
57	Team Laboratory Chemical Corp	\$612.50
58	US Bank Equipment Finance	\$170.21
59	Wat & Sew Imprv Dist #2015-1	\$6,200.00

36160	Wat & Sew Imprv Dist #2016-1	\$9,490.00
61	Water System Repair & Replace	\$4,000.00
62	Water Bond Fund 05	\$4,830.00
63	Water Rev Bond Fund Phase II	\$3,450.00
64	Water Tower Fund	\$11,315.00
65	Water Treatment Fund	\$30,557.12
66	Walsh County Auditor	\$21,901.90
67	Walsh County Press	\$493.92
68	WC Water Resource District	\$2,771.22
69	Dakota Weis	\$53.78
36170	Ye Olde Medicine Center	\$29.07
71	North Star Coop	\$240.28
72	Verizon Wireless	\$72.42
73	Leon's Building Center	\$56.90
74	WC Record	\$49.00
75	Dale Pecka	\$195.00
8700-22	Salaries	\$31,662.06
AW	US Treasury	\$10,296.74
AW	First United Bank-ACH Chgs	\$19.65
AW	FUB-NSF Check for Util Bill	\$590.05
AW	NDPERS	\$17.27
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$6,145.81
AW	BC/BS of North Dakota	\$10,855.91
AW	NMPA	\$132,286.73
AW	PSN (Payment Services Network)	\$4.95
AW	Aflac	\$151.98
<b>Special Funds:</b>		
10145	AE2S	\$1,930.20
10146	First United Bank	\$16,900.00
10147	Kadrmars, Lee & Jackson, Inc	\$1,469.82
10148	First United Bank	\$40.00
AW	North Star Addition TIF	\$850.00
AW	ST Improvement Dist #7	\$350.00
<b>Debt Service &amp; Bond Fund:</b>		
6190	Bank of North Dakota	\$31,754.07

Being no further business, Lundquist moved to adjourn at 6:34 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**PUBLIC HEARING OF THE PARK RIVER CITY COUNCIL, TUESDAY, NOVEMBER 12, 2019, AT 5:15 P.M.**

Mayor Stenvold called the hearing to order with the following present: Councilmen Lorton, Halvorson, Kubat and Anderson, City Attorney Tracy Laaveg, City Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Councilmen Miller and Lundquist, and Public Works Director Dennis Larson. Others: Tessa Peterka and Ginger Peterka.

Mayor Stenvold stated the purpose of the meeting was to conduct a Public Hearing for Tessa Peterka's request for a non-conforming use permit to open a dog grooming business in a residential area. Thompson informed those present the petition and required signatures were in order. No one present protested the request for the non-conforming use petition.

Anderson moved and Lorton seconded to approve Peterka's request for a non-conforming use permit. Upon roll call vote all present voted aye. M/C.

Stenvold and the Council asked Peterka when she expected her business would be opening. Peterka stated she is waiting for some equipment to be delivered and installed but hoped by the end of November. All present wished Peterka well on her new business venture.

There being no further business, the meeting was adjourned at 5:19 PM.

**ATTEST:**

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Mayor Dan Stenvold,

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, DECEMBER 9, 2019 AT 5:30 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held their regular meeting of the Park River City Council on Monday, December 9, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson and Mike Lorton-(at 5:33), City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Otter Tail Power: Scott Sigette, Chris Waltz and Jeremy Rham, PR Municipal Airport-Glen Wharam, Kara Hanson, Jeff Dahlen, Dale Holand, Joe Fietek, Mike Helt, Mark Bata, Jesse Chalich, Randy Hahn, Tom Burchill at 5:40 and Allison Olimb at 5:41.

**Additions and Changes to Agenda:** Add to Committee #6 Buildings and Ground – Lights, add under New Business – #4Website.

**Comments and Questions From Citizens:** None.

**Approval of Minutes:** Anderson moved, and Kubat seconded to approve the minutes from the November 9, 2019 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Halvorson moved, and Kubat seconded to approve the minutes from the November 9, 2019 Public Hearing as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Laaveg reported law enforcement has written up the Dug-Out Bar & Grill owner Warren Denault for smoking in the establishment for the second time this year. Owner Warren Denault was served papers and appeared in court. The sentence is suspending his alcoholic beverage license for five days. The bar will be closed for one day on December 27<sup>th</sup> and if this happens again the remaining four days will be enforced.

Thompson informed Council she spoke with Brent Arndt he is still interested in the being the city's building inspector and would like to start after the first of the year. He would be a part time employee so he will be covered by W.S.I. Lundquist moved and Anderson seconded to hire Arndt as a part time employee at \$18 per hour as of January 1, 2020. Upon roll call vote, all present voted aye. M/C.

**Committee Reports:** *Employee Relations:* Chairman Halvorson gave a report on recommendations from the Employee Relations meeting held on November 25<sup>th</sup>. All employees given a 2% across the board raise. Christmas bonus: all full-time employees will receive \$300 each in Park River Bucks and year-round part-timers a \$150 in Park River Bucks. Reported Berg left a message stating she feels she is fairly compensated and asked that her 2020 proposed increase be used to purchase an unbudgeted server. Miller moved and Kubat seconded to give all employees the 2% increase and use money from capital improvements to purchase the server and use Park River Bucks for employee Christmas bonuses as presented. Upon roll call vote, Kubat, Anderson, Lorton, Halvorson and Miller voted aye with Lundquist voting nay. M/C. Proposed that all Public Works employees testing costs and expenses will be paid by the City instead of one time, which was tabled until correct wording is determined. Testing is held for seven weeks in the spring and at the end of October and PWD Larson was asked to check if newer water/wastewater training materials are available.

Halvorson also checked with NDLC regarding training for Mayors and City Councils and found out there are training sessions on How to Run A Meeting and one for Code of Ethics and felt all members should plan to attend this training. These classes are available in July or August after the June elections.

*PR Community Club:* Thompson reported it seemed like there was a good turnout for Super Santa Saturday considering the out of town hockey games. A gala will be held on February 14, 2020 for Valentine's day.

*Sales Tax Committee:* Recommended approving the following payment from: Capital Improvement Fund – a \$12,058.57 payment for a leased tractor. Miller moved and Lundquist moved to approve the payment. Upon roll call vote, all present voted aye. M/C. Glen Wharam, representing the Park River Municipal Airport Authority, requested funding for two projects. The terminal building received some unnoticed damage during a summer storm which caused the roof to start leaking. Insurance will not cover the damage. The seconded project is for the removal of obstacles. If the identified obstacles are not removed the F.A.A. will no longer provide federal funding for Park River's airport projects. If the Airport receives any grant monies, the monies will be reimbursed to the Sales Tax Capital Improvement by the PR Airport. Miller moved and Lundquist seconded to approve the Sales Tax recommendation and pay the Park River Airport Authority \$7,874 to fix the roof. Upon roll call vote, all present voted aye. M/C. Kubat moved and Anderson seconded to approve the Sales Tax recommendation and pay the Park River Airport Authority \$27,350 to remove and bury the obstacles with partial repayment if grant monies are received. Upon roll call vote, all present voted aye. M/C.

*Building and Grounds:* Anderson checked into replacing the old fluorescent lights in the Council room and lobby area and the three offices with new L.E.D. fixtures. The cost to re-lamp the Council lights is \$705 and \$880 for the lobby/office lights. There may be a 50% energy grant available which will be applied for if the project meets the criteria. Halvorson moved and Kubat seconded to approve the re-lamping. Upon roll call vote, all present voted aye. M/C

Committees with nothing to report: *Bike Path, PR Park District, PR Economic Development Corp and Public Library.*

**New Business:** Lundquist moved and Lorton seconded to approve the following resolutions for Hilltop Drive:

**City of Park River, North Dakota  
Resolution Creating and Defining The Boundaries For  
Street Improvement District No. 2020-1**

**And**

**City of Park River, North Dakota  
Resolution Directing The Preparation of Engineer's Report and Cost Estimate For  
Street Improvement District No. 2020-1**

(Copies of entire resolutions can be viewed at the City Auditor's office)

Upon roll call vote, all present voted aye. M/C.

Halvorson reported he checked with Polar Communications about televising Park River City Council meetings and they are not interested at this time. Costs would run approximately \$6,000 to \$8,000. Other options available to the City are purchasing a camera and setting up a YouTube account to broadcast meetings or use a cell phone to broadcast to Facebook. Halvorson thought instead of spending money to live broadcast the meetings we should fix the circus. Lundquist disagreed that the meeting was a circus and felt he was being singled out but was only trying to protect his business.

Miller contacted Otter Tail Power Company (OTP) to present information on electrical generation, support and distribution service options to the Council. Representatives from OTP, Chris Waltz, Jeremy Rham and Scott Sigette appeared and presented options for wheeling, maintenance and acquisition for electrical supply and service for the City. Currently the City of Park River has a contract with Northern Municipal Power Agency through 2042 for electrical supply.

Laaveg presented information to the Council regarding changes in ADA laws which would require future changes to the City website accessibility.

**Mayor's Comments:** Stenvold informed the Council Tanya Wieler of Dakota Dynamics will be sending out her recommendations based on her last survey.

**Public Works:** Larson reported the Water Treatment Joint Powers board met. They would like \$67,025.57 transferred from the Joint Powers Reserve to cover revenue short falls from 2016-2018. The board will meet in February to go over 2019 figures.

**Auditor & Assessor Reports:** Thompson presented the following bills for approval. Anderson moved and Halvorson seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C. Kubat moved and Miller seconded transferring \$65,000 from the Municipal Utility Electric Fund to the General Fund. Upon roll call vote, all present voted aye. Anderson moved and Lundquist seconded to approve the financial reports. Upon roll call vote, all voted aye.

**General Fund & Municipal Utilities:**

36176	Postmaster	\$343.24
77	Discovery Benefits	\$135.00
78	2016 Electrical Upgrade	\$8,000.00
79	AmeriPride Services, Inc	\$288.29
36180	Animal Elskan Inn	\$120.00
81	Cardmember Service	\$67.00
82	City of Fargo	\$28.00
83	Productivity Plus Account	\$149.59
84	CNH Industrial Retail Acct	\$12,058.57
85	Consolidated Waste, LTD.	\$18,563.70
86	DFD Express Inc	\$2,499.00
87	Discovery Benefits, Inc	\$11.00
88	Funded Depreciation	\$3,751.00
89	Donna Galloway	\$197.00
36190	General Funded Depreciation	\$1,667.00
91	Grafton Auto Electric, Inc	\$55.69
92	Do Not Use	\$211.00
93	Hawkins Inc	\$923.59
94	IAAO	\$220.00
95	Jim's Super Valu	\$110.51
96	Liberty Business Systems, Inc	\$21.53
97	Light & Water Dept	\$4,261.34
98	Lon's Hardware	\$417.15
99	ND One Call Inc.	\$16.80
36200	ND Rural Water Systems Assoc	\$245.00
1	NDAAO Secretary/Treasurer	\$30.00
2	NDAMPS	\$100.00
3	NDLC	\$170.00
4	Nodak Electric Cooperative	\$6,247.90
5	Northdale Oil, Inc	\$1,104.20
6	North Star Coop	\$1,143.80
7	Polar Communications	\$1,706.27
8	PR Park District	\$48.55
9	Quill Corporation	\$597.16
36210	Glenn Rost	\$250.00
11	Samson Electric LTD	\$99.00
12	Sillers, Laaveg, & Wenzel	\$787.50
13	US Bank Equipment Finance	\$170.21
14	Verizon Wireless	\$72.42
15	Wat & Sew Imprv Dist #2015-1	\$6,200.00



16	Wat & Sew Imprv Dist #2016-1	\$9,490.00
17	Water System Repair & Replace	\$4,000.00
18	Water Bond Fund 05	\$4,830.00
19	Water Rev Bond Fund Phase II	\$3,450.00
36220	Water Tower Fund	\$11,315.00
21	Water Treatment Fund	\$30,496.05
22	Wayne's Variety	\$66.50
23	Walsh County Auditor	\$6,492.01
24	Walsh County Press	\$531.26
25	Aqua-Pure Inc.	\$1,296.01
26	First United Bank	\$2,850.00
27	MDU	\$765.67
AW	BC/BS of ND	\$11,201.20
8723-43	Salaries	\$765.67
AW	US Treasury	\$8,926.11
AW	First United Bank	\$19.70
AW	NDPERS	\$17.27
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$5,745.67
AW	PSN (Payment Services Network)	\$93.95
AW	NMPA	\$145,208.43
AW	Aflac	\$151.98
<b>Special Funds:</b>		
10149	PR Airport Authority	\$35,224.00
<b>Debt Service &amp; Bond Fund:</b>		
6191	US Bank	\$500.00

Being no further business, Anderson moved to adjourn at 6:59 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor

**Unapproved Minutes Published and Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, December 18, 2019 at 7:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg & Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Tanya Wieler of Dakota Dynamics, Joe Fietek, Laurie Larson and Patty Hensel.

**Business:** Mayor Stenvold stated the purpose of the meeting is for Tanya Wieler, of Dakota Dynamics, to present her final assessment report. This is an informational meeting only and no action will be taken at this time.

Wieler provided following recommendations:

1. Review and update policy manual and provide to all staff
2. Adopt a Code of Ethics developed for all staff and Council
3. Review job descriptions as too many areas overlap and tasks need to be fine tuned
4. Performance improvement plans with two employees have been completed and noted improvements have been made; and employees are doing the jobs in which they were hired to do
5. Morale-leadership must balance the needs of the citizens with the needs of the employees
6. Leadership & Communication-have clearly defined roles and focus on transparent and concise communication
7. Assess organizational structure-is current structure working-work on accountability and balancing workload
8. A contract with Village Business Services for an Employee Assistance Program has been signed by the City-services and training hours over those contracted would be charged at a set rate per hour/mile-could help with a change model for management tool-leadership development training classes & one-on-one leadership coaching-assist with developing and refining job descriptions

Wieler provided a one-page template for strategic planning and preliminary Code of Ethics & Standards of Conduct to the Council as guides.

Thompson was asked to check with NDSU extension and UND to find a facilitator for strategic planning meetings.

Anderson moved to adjourned at 8:29 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor