

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JANUARY 13, 2020 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 13, 2020 at 5:30 PM.

Mayor Dan 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: Jeff Dahlen, Dale Holand, Joe Fietek, Leah Skjerven, Derek Pokrzywinski, Bernie Kringstad of Kringstad Ironworks Inc, Marcus Lewis of FCHC and Jarda Solc-engineer with AE2S.

Additions and Changes to Agenda: None.

Comments and Questions From Citizens: Dale Holand, property owner, reported the twin home proposed development issues in North Star Addition have been resolved; it will not happen. Jeff Dahlen felt the money spent on the renderings was foolish. Thompson reported the renderings can be used to promote and develop another area in town.

Marcus Lewis reported the showing of "Suicide the Ripple Effect" at the Lyric Theatre last week was sold out and approximately 15-20 people were turned away. There will be another free showing of the movie on February 3rd. Lundquist thanked FCHC for promoting the event. Lewis announced FCHC is supporting the BIO Girls program in Park River.

Bernie Kringstad, owner of Kringstad Ironworks Inc, appeared to provide information on a welding club. Even though the program is geared toward college students, Kringstad felt if high school students were given the opportunity and experience in welding, they may take up the trade. Kringstad explained the welding club would design and fabricate one outdoor sculpture per year, which could be displayed in Park River. Kringstad II has the equipment and staff on-site to help the club members develop and produce the public art. If the club could draw members from surrounding towns, up to 40-50 miles away, the sculpture(s) could be rotated and displayed in a different town each year. Kringstad said details and logistics along with fundraising will need to be decided before implementing this type of a program.

Approval of Minutes: Miller moved, and Kubat seconded to approve the minutes from December 9, 2019 Regular Meeting as presented. Discussion: Lundquist felt the minutes were not a full reflection of what occurred at the meeting and wondered why unapproved minutes were sent to the newspaper for publication before Council viewed them. Berg responded that ND CC requires meeting minutes be submitted to the newspaper within seven days of the meeting. Thompson asked if Council would like a copy of the unapproved minutes sent to them prior to submission to the newspaper and she could send them out. Lundquist felt it was a good idea. Upon roll call vote, the following voted aye Miller, Kubat, Anderson with Lundquist voting nay. M/C.

Unfinished Business: Thompson presented a proposal in the amount of \$4,400 from Terracon for soil testing to a depth of ten feet on Hilltop Dr for streets and a project for underground utilities and street reconstruction. Lundquist moved and Kubat seconded to approve payment of the Terracon bill. Upon roll call vote, all present voted aye. M/C.

Jarda Solc, engineer with AE2S, presented a feasibility report on the Street Improvement District (SID) #2020-1 (Hilltop Dr) project to the Council. His recommendations are to have a discussion with the property owners as the price tag for the project is quite high and if sidewalks are added to bid them as a separate option. Miller asked what the savings would be to gravel the street and, in a few years, do the paving. Solc responded that if the street is repaired and graveled it would save approximately \$120,000; but by waiting several years to pave the street, paving costs might increase, which would still be assessed to the property owners. Miller asked if it was possible to only use a three-inch layer to pave the street and do a two to three-inch overlay at a later date. Solc replied it could be done and could be bid as an option. Lundquist questioned how the property owners feel about the project. Mayor Dan replied he had spoken to a couple of the property owners and they would like it done. Solc felt the City should speak with the property owners to let them know how much the assessments would be.

Miller moved and Anderson seconded to approve the following resolution for SID #2020-1:

**City of Park River, North Dakota
Resolution Approving Engineer's Report and Directing
Preparation of Detailed Plans and Specifications
For Street Improvement District # 2020-1**

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

Lundquist moved and Anderson seconded to approve the following resolution for SID #2020-1:

**City of Park River, North Dakota
Resolution Approving Engineer's Detailed Plans and Specifications
For Street Improvement District # 2020-1**

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

Lundquist moved and Anderson seconded to approve the following resolution for SID #2020-1:

**City of Park River, North Dakota
Resolution of Necessity and Opportunity To
Protest Street Improvement District # 2020-1**

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

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

The date of the hearing, to present written letters of protest from the property owners, is set for February 24th at 7:30 PM in the City Council room located at 514 Brigs Ave S.

Committee Reports: *Bike Path:* Fietek reported the committee will be meeting next week.

PR Community Club: Thompson reported tickets for the gala are on sale. The gala will be held on February 14, 2020 for Valentine's day.

Sales Tax Committee: Recommended approving the following payments from the Economic Development Fund: \$7,500 to PR Dev Corp for yearly operating expenses. Anderson moved and Miller moved to approve the payment. Upon roll call vote, all present voted aye. M/C. \$3,340.50 to KLJ for final payment of the twin home renderings. Council questioned if use of funds for the renderings was legal and if they should even approve. Mayor Stenvold asked three times for a motion to approve; died due to lack of motion. \$16,940 per quarter to First United Bank for loan payments for Green Acres Drive. Lundquist moved and Kubat seconded to approve the quarterly payments. Upon roll call vote, all present voted aye. M/C. Laaveg read from Ordinance 21 that "City Council shall approve Sales Tax Committee recommendations".

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

New Business: City governing bodies, at their regular meeting in January of each even-numbered year, shall designate depositories of public funds, which meet the pledge of security requirements. Lundquist moved and Miller seconded to designate the Bank of North Dakota, Citizen's State Bank, First United Bank, and Gate City Bank as depositories for the City of Park if eligible. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Kubat seconded to approve transfer of the Dug-Out Bar & Lounge alcohol license to the City Hall Auditorium for the following dates: 2-8-2020 wedding and 2-14-2020 for the PR Community Club gala. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Stenvold asked the Council what the next step should be with Tanya Wieler of Dakota Dynamics as there has not been a strategic plan done in over ten years. Thompson stated a City-wide Strategic Plan had been completed in 2010 and was updated in 2016 but nothing had been done to address public works staff and administration. Thompson is currently working with the NDSU extension service on finding a facilitator and a date to start working on a strategic plan. Miller felt communication was at the base of the issue and felt the office and plant staff should meet monthly. Lundquist stated minutes should be taken at the meeting. Laaveg felt rather than take minutes a report could be presented by an employee to the Council.

Public Works: Larson reported the Joint Powers Committee, Stenvold, Miller and Anderson, will meet with PWD Larson on Tuesday to go over water treatment costs and possible expansion of services by Walsh Rural Water District. The Joint Powers Board will meet next week.

Auditor & Assessor Reports: Thompson presented the following bills for approval. Anderson moved and Kubat seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C. Miller moved and Lundquist seconded to approve the financial reports. Upon roll call vote, all voted aye.

ND CC 40-01-09.01 states that cities shall publish a schedule of Employee Salaries. The following 2020 salaries were approved by the Council at the December 9, 2019 Council meeting; PWD D Larson \$94,348.80; Public Works Staff - Stefan Linstad, \$45,801.60, Galen Bosh \$37,232.00, Joshua Irvine \$39,769.60, Dee Jay Johnson \$37,960.00, Christopher Kartes \$32,572.80, Administrative Staff – Auditor/City Coordinator Nancy Thompson \$60,195.12; Assessor/Deputy Auditor Ann Berg \$52,540.80, Billing Clerk Patricia Hensel \$39,374.40, Janitorial Staff – Amy Kubat \$12.24 per hour, Park District Manager Jesse Irvine \$32,468.80.

General Fund & Municipal Utilities:

36228	Postmaster	229.04
36230	2016 Electrical Upgrade	8,000.00
31	Advanced Engineering &	321.70
32	AmeriPride Services, Inc	288.29
33	Aqua-Pure Inc.	1,296.01
34	ASCAP	363.00
35	Border States Electric Supply	2,807.52
36	Cardmember Service	26.76
37	City of Fargo	28.00
38	Productivity Plus Account	989.31
39	Consolidated Waste, LTD.	18,425.70
36240	Dale Pecka	650.00
41	Dale's Small Engine Repair LLC	13.99
42	Discovery Benefits, Inc	11.00
43	East Side Garage	91.50
44	EDND	275.00
45	Ethanol Products, LLC	904.27
46	Funded Depreciation	3,751.00
47	Donna Galloway	80.00
48	General Funded Depreciation	3,890.00
49	Graymont (WI) LLC	7,349.58
36250	Hawkins Inc	314.00
51	Jim's Super Valu	51.70
52	Chad Johnson	74.26
53	Kringstad Ironworks INC	1,466.21
54	Daryl Larson	1,165.50
55	Leon's Building Center, Inc	966.49
56	Liberty Business Systems, Inc	121.87
57	Light & Water Dept	4,963.94
58	Lon's Hardware	261.01
59	Montana Dakota Utilities	918.86
36260	Michael Kilmer Construction	4,702.50
61	Michael Todd & Company, Inc	2,278.00
62	MMUA	375.00
63	ND Clerks Assoc	100.00
64	ND Dept of Environmental Qual	37.08

65	ND One Call Inc.	3.05
66	Nodak Electric Cooperative	6,776.63
67	Northdale Oil, Inc	1,655.23
68	North Star Coop	1,400.81
69	Polar Communications	854.33
36270	PR Economic Development Corp	30.00
71	PR Park District	1,447.30
72	Quill Corporation	161.86
73	Rendezvous Region Tourism	1,000.00
74	Glenn Rost	250.00
75	Samson Electric LTD	138.15
76	SanGrait's Auto Service	1,794.05
77	Sanitation Products Inc	181.03
78	Sillers, Laaveg, & Wenzel	1,897.50
79	US Bank Equipment Finance	170.21
36280	Verizon Wireless	360.66
81	Wat & Sew Imprv Dist #2015-1	6,200.00
82	Wat & Sew Imprv Dist #2016-1	9,490.00
83	Water System Repair & Replace	4,000.00
84	Water Bond Fund 05	4,830.00
85	Water Rev Bond Fund Phase II	3,450.00
86	Water Tower Fund	11,315.00
87	Water Treatment Fund	29,923.22
88	Walsh County Auditor	6,759.74
89	Walsh County Highway Dept	1,311.00
36290	WC Record	51.08
91	Walsh County Treasurer	3,052.22
8744-70	Salaries	34,158.26
AW	US Treasury	11,020.95
AW	NDPERS	17.27
AW	NDPERS	761.00
AW	NDPERS	761.00
AW	NDPERS	5,946.56
AW	NMPA	158,921.45
AW	BC/BS of North Dakota	11,201.20
AW	PSN (Payment Services Network)	4.95
AW	Special Assessment Fund	10.15
AW	ST Improve Dist #2018-1	142.40
AW	PR Airport Authority	201.82
AW	PR Public Library	204.26
AW	PR Airport Authority	1,472.84
AW	PR Public Library	1,472.84
AW	First United Bank	19.60
AW	Aflac	151.98

Special Funds:

10150	First United Bank	16,940.00
10151	PR Economic Development Corp	7,500.00
10152	Walsh County Treasurer	453.76

Being no further business, Lundquist moved to adjourn at 6:35 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, FEBRUARY 11, 2020 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, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Kyle Halvorson, Robert Lundquist III, Dennis Kubat, 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: Joe Fietek, Sheriff Ron Jurgens, Deputy Randell Baker, Laura Alkofer, Brian Osowski of AMKO Advisors, LLC, Derek Pokrzywinski and Neil Puente.

Additions and Changes to Agenda: Add City Shop to Unfinished Business #1.

Comments and Questions From Citizens: Joe Fietek mentioned Otter Tail Power was here a couple of months ago and said they could save power customers about 20% on their electric bills. Stenvold said the last time Otter Tail was in Park River there was little to no maintenance done. Larson & Anderson met with an Otter Tail representative last week, it was Larson and Anderson's opinion that no action should be taken.

Sheriff Jurgens introduced Deputy Randell Baker to the Council. Baker will be assigned to the Park River office.

Neil Puente questioned why he was being billed for three water meters & sewer charges in his commercial building. He also questioned the assessed value of his home. Thompson & Larson will check into the water and sewer charges and get back to Puente. Berg will contact Puente regarding his assessed value.

Approval of Minutes: Anderson moved, and Lundquist seconded to approve the minutes from the December 18, 2019 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C. Kubat moved and Anderson seconded to approve the minutes from the January 13, 2020 Regular Meeting with the following correction: Under New Business add River after Park (City of Park if eligible). Upon roll call vote, all present voted aye. M/C. Lundquist moved, and Kubat seconded to approve the minutes from the January 27, 2020 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C.

Unfinished Business: Information for the proposed new City shop was presented. Anderson reported one contractor will honor his original bid with the three other contractors increasing their bids, by about two percent, due to an increase in materials. Lundquist thought there had been discussion that the entire project would be rebid this spring not just updating the bids. Lundquist moved and Halvorson seconded to rebid the project minus the drain materials. Halvorson, Miller, Lundquist, and Kubat voted aye with Anderson voting nay. M/C. The ad for bids will be in the Walsh County Press and the Walsh County Record with bids due by the March 9th Council meeting.

Committee Reports: *PR Community Club:* Thompson reported tickets sales are doing well for the Valentine's gala that will be held this Friday, February 14, 2020

Sales Tax Committee: Berg went over the sales tax reports with the Council and reported a .55% increase for January.

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

New Business: Brian Osowski, of AMKO Advisors, LLC, presented information to the Council regarding the upcoming September call date for the Water Tower Bond Series 2014. Osowski explained the current interest rates are quite low and substantial savings could be realized if the bond is refinanced in June. The reports presented will be gone through and Osowski will be contacted should the Council decide to refinance.

Anderson moved and Halvorson seconded to approve the following resolution for #2020-2 Funding:

**City of Park River, North Dakota
Resolution of Governing Body of Applicant**

Resolution authorizing filing of application with the ND Department of Environmental Quality for a loan under the Safe Drinking Water Act Amendments. (Entire Resolution may be viewed at the Auditor's office). Upon roll call vote, all present voted aye. M/C.

Mayor's Comments: Stenvold informed the Council that City Attorney Tracy Laaveg has turned in a letter of resignation effective June 2020 and is not seeking re-appointment. Miller asked if an intern from UND could sit in on meetings. Laaveg stated since they are not licensed, they would still have to work under a licensed attorney.

Public Works: Larson reported he will be attending a meeting of the ND State Water Commission in Bismarck on Thursday. The City has been applying for water project funding for the past several years. The project is over \$1,000,000 and the cost share would be 65% from the State and 35% from the City.

Auditor & Assessor Reports: Thompson presented the following bills for approval. Anderson moved and Lundquist seconded to approve payment of the following bills and financial reports. Upon roll call vote, all present voted aye. M/C.

General Fund & Municipal Utilities

36292	Postmaster	\$349.70
93	NDWPCC	\$40.00
94	Discovery Benefits	\$160.00
95	2016 Electrical Upgrade	\$8,000.00
96	AmeriPride Services, Inc	\$288.29
97	Aqua-Pure Inc.	\$2,579.08
98	Void	\$0.00
99	Void	\$0.00
36300	Border States Electric Supply	\$59.76
1	Norman & Alice Carlson	\$57.02
2	City of Fargo	\$28.00

3	Productivity Plus Account	\$856.69
4	Consolidated Waste, LTD.	\$18,194.45
5	Core & Main	\$1,612.36
6	Dale Pecka	\$585.00
7	Discovery Benefits, Inc	\$50.00
8	Ethanol Products, LLC	\$696.96
9	Farmers Union Service Assoc	\$11.00
36310	Void	\$0.00
11	Funded Depreciation	\$3,751.00
12	General Funded Depreciation	\$1,110.00
13	GovOfficeLLC	\$550.00
14	Hach Company	\$227.48
15	Hawkins Inc	\$1,337.14
16	Jim's Super Valu	\$34.36
17	Kringstad Ironworks INC	\$1,050.37
18	Kringstad Septic Tank Srv	\$200.00
19	Lake Agassiz Water Authority	\$250.00
36320	Light & Water Dept	\$6,088.10
21	Judith Linstad	\$29.28
22	Lon's Hardware	\$260.11
23	MDU	\$1,008.31
24	MMUA	\$1,711.00
25	ND Dept of Environmental Qual	\$18.54
26	ND One Call Inc.	\$7.20
27	NDLC	\$30.00
28	Nodak Electric Cooperative	\$6,855.47
29	Northdale Oil, Inc	\$1,556.60
36330	North Star Coop	\$2,116.71
31	Polar Communications	\$891.65
32	PR Community Club	\$156.00
33	PR Park District	\$5,566.72
34	Glenn Rost	\$250.00
35	Samson Electric LTD	\$2,059.41
36	Sanitation Products Inc	\$121.03
37	Toews Building	\$1,868.00
38	Void	\$0.00
39	US Bank Equipment Finance	\$303.61
36340	Verizon Wireless	\$215.92
41	Wat & Sew Imp Dist #2015-1	\$6,200.00
42	Wat & Sew Imp Dist #2016-1	\$9,490.00
43	Water System Repair & Replace	\$4,000.00
44	Water Bond Fund 05	\$4,830.00
45	Water Rev Bond Fund Phase II	\$3,450.00
46	Water Tower Fund	\$11,315.00
47	Water Treatment Fund	\$9,819.68
48	WC Auditor	\$8,332.48
49	WC Press	\$1,791.21
36350	WC Sheriff's Dept	\$615.98
51	WSI	\$4,302.76
8771-91	Salaries	\$30,289.93
AW	US Treasury	\$9,951.09
AW	Aflac	\$151.98
AW	NDPERS	\$17.33
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$6,213.14
AW	NMPA	\$155,995.86
AW	PSN (Payment Services Network)	\$4.95
AW	BC/BS of ND	\$11,201.20
AW	ND ST Tax Comm	\$1,272.52

AW	Special Assessments	\$5.91
AW	PR Airport Authority	\$119.62
AW	PR Public Library	\$120.75
AW	St Imp Dist #	\$150.71
AW	Special Assessments	\$96.79
AW	St Imp Dist #2012-2	\$1,568.18
AW	PR Airport Authority	\$2,041.73
AW	PR Public Library	\$2,041.73
AW	St Imp Dist #2018-1	\$9,425.70
AW	North Star Add TIF	\$11,260.48
AW	St Imp Dist #2013-1	\$163,044.00
AW	PR Airport Authority	\$1,296.61
AW	PR Public Library	\$1,296.61
AW	First United Bank	\$19.45
AW	Wat & Sew Imp Dist #2012-1	\$3,595.50
AW	St Imp Dist #2017-1	\$7,713.86

Special Funds

10153	First Care Health Center	\$202,900.75
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Debt Service & Bond Fd

6192	Bank of North Dakota	\$4,080.00
6193	Bank of North Dakota	\$3,375.00
6194	First United Bank	\$4,875.00
6195	US Bank	\$36,518.75

Anderson moved and Kubat 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.
(The entire document can be viewed at the City Auditor's office or under City of Park River's website Govt-Council Minutes)

Kubat moved and Halvorson seconded to approve and publish the 2019 EOY financial statement of receipts and distributions. Upon roll call vote, all present voted aye. M/C.

Being no further business, Lundquist moved to adjourn at 6:21 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, MARCH 9, 2020 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 9, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson, and Mike Lorton-(at 5:35), City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Kyle Halvorson. Others present: Margaret Mach of BCBS of ND, Marcus Lewis, Joe Fietek, Mike Helt, Laura Alkofer, Derek Pokrzywinski and Neil Puente.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Marcus Lewis of FCHC reported the Federated Church basement is available for citizens to use for walking Monday-Friday 8AM to 10AM. A *Powerful Tools for Caregivers*, free class for home caregivers, will start this week. *Stepping On* program class starts in April to help lessen the risk of falls & maintain independence. *Regional Caregiver Forum* will be held on April 7th for caregivers to discuss existing and needed services in our area. FCHC was selected as a *Top 100 Critical Access Hospital* for 2020 putting them in the top 7% nationwide.

Margaret Mach of Blue Cross Blue Shield of ND provided information to the Council regarding the health insurance 11.6 % premium increase effective May 1, 2020. Currently the City is on a grandfathered plan meaning if the City stays within (+ 5 or -5) the same %, as they did in 2010 under the affordable health care plan, they can keep the same plan. If the City were to go on the open market, the premiums, deductibles and out of pocket expenses would be significantly higher than the current plan.

Approval of Minutes: Anderson moved, and Lundquist seconded to approve the minutes from the February 10, 2020 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Kubat moved, and Lundquist seconded to approve the minutes from the February 24, 2020 Special Meeting as presented. Upon roll call vote, all present voted aye. M/C

Unfinished Business: Bids for the City Shop were received from the following companies: Bordertown Construction Inc of Neche, ND; Toews Building of Pisek, ND; Grafton True Value Hardware and Lumber of Grafton, ND; Leon's Building Center, Inc of Park River, ND; 2C Plumbing and Drain Cleaning of Adams, ND; Park River Contracting of Park River, ND together with Presteng Construction of Grafton, ND; and Samson Electric LTD of Park River, ND. The bids were open and were referred to the Buildings and Ground Committee to go through the bids and compare to specs and have a recommendation for the Council. The committee will meet at 5:30 PM on Tuesday, March 10th. A special meeting will be held at a later date to award the bids.

Thompson and Berg and reported they along with Patty Hensel of Consolidated Waste met with the BC/BS representative and were notified the premiums for the health insurance will increase 11.6% with dental and vision remaining the same. Currently the City is on a "grandfathered" plan which means the City can keep their current plan as long as the contribution percent stays the same; 100% of a single plan, 93% of a single + dependent, and 63% of a family plan. The monthly premium for a family plan will increase from \$1,612.50 to \$1,799.70, the single + dependent from \$1,092.10 to \$1,218.90 and the single plan premium will increase from \$620.20 to \$692.20. Lundquist moved and Lorton seconded to keep the plan as is and raise the cap on the City's contribution toward the health insurance premium to keep within the base established in 2010 which would keep the City's grandfathered status in effect and to have the Employee Relations Committee look at during negotiations for next year. Upon roll call vote, Lundquist, Kubat, Anderson and Lorton voted aye with Miller voting nay and with Halvorson absent. M/C.

City Administration reported Brian Osowski of AMKO Advisors called late this afternoon regarding the falling interest rates and are recommending refinancing the Water Tower Bond 2014. In January Osowski reported the interest rate was at 1.65% but as of today is at .513% so there will be additional savings realized over the \$566,517.44 as reported in January. Lundquist moved and Anderson seconded to approve Osowski of AMKO Advisors to advertise the bonds for bids. Upon roll call vote, all voted aye. M/C.

Thompson presented engineering contracts from AE2S for Street Improvement District #2020-1 in the amount of \$37,200 for Hilltop Drive, and for the 2020 utility improvements in the amount of \$97,500. Laaveg reviewed the contracts and deemed them sufficient. Lundquist moved and Anderson seconded to approve the engineering amounts and authorized signing of the contracts. Upon roll call vote, all voted aye. M/C.

Committee Reports: *PR Community Club:* President Mike Helt reported the ND Dept of Commerce will visit Park River on April 2nd. They will go over the Main Street Initiative program and meet with local leaders/employers on keeping Park River a thriving and vibrant community.

Thompson reported that Parks and Recs Manager Jesse Irvine asked if the City had ever intended to plant a shelter belt between the commercial business area and the recreation area in Green Acres Addition. Council responded a shelterbelt was not included in the plans. Committees with nothing to report: *Bike Path, PR Economic Development Corp, Sales Tax, Airport Authority and Public Library.*

New Business: Assessor Berg reported an abatement was received for a 2019 Homestead Credit. The Homestead Credit program is funded through the State of ND. The property owner met all the qualifications and Berg is recommending approval of the abatement request. Miller moved and Lundquist seconded a resolution approving the abatement request for the 2019 Homestead Credit refund. Upon roll call vote, all voted aye. M/C.

Hillcrest Country Club submitted an alcohol license renewal form with a \$300 check and is asking to renew their license from April 1 to June 30, 2020. Miller moved and Anderson seconded to approve the license renewal as submitted. Upon roll call vote, all present voted aye. M/C.

Laaveg informed the Council that Warren Denault, owner of the DugOut Bar and Grill, received a third citation in one year for smoking in the premises. For the last citation he was given a five-day suspension of his alcohol license with one day served and four days were held in abatement. Municipal Court will handle the case and the four days previously abated plus more could be designated. Laaveg also reminded the Council this could be taken into consideration when the alcohol license comes up for renewal. Denault will also appear in District Court.

Mayor's Comments: Stenvold had informed the Council at the February meeting that City Attorney Tracy Laaveg turned in her letter of resignation. Stenvold informed the Council that he is appointing Fleming DuBois and Fleming Law Office of Cavalier, ND as the City Attorney effective as of June 1, 2020.

Public Works: Larson reported he attended a meeting of the ND State Water Commission in Bismarck. The City was awarded a cost share grant not to exceed \$970,000 for water infrastructure updates. The State grant would contribute 60% and City's share would be 40% or approximately \$640,000. Lundquist moved and Kubat seconded to sign the cost share agreement with the State Water Commission. Upon roll call vote, all voted aye. M/C. The Streets and Utilities Committee will meet at 6:00 PM on Tuesday, March 10th to discuss the proposed electrical circuit upgrade.

Auditor & Assessor Reports: Thompson presented the following bills for payment. Miller moved and Anderson seconded to approve payment of the following bills and financial reports. Upon roll call vote, all present voted aye. M/C.

General Fund & Municipal Utilities

36352	Cardmember Services	438.10
53	Postmaster	231.99
54	Discovery Benefits	160.00
55	2016 Electrical Upgrade	8,000.00
56	AE2S	1,293.70
57	PRAS After-Prom Party	100.00
58	PB Properties III LLC	1,003.81
59	AmeriPride Services, Inc	288.29
36360	Aqua-Pure Inc.	1,254.74
61	Cardmember Service	1,047.04
62	City of Fargo	28.00
63	Productivity Plus Account	830.74
64	Consolidated Waste, LTD.	18,194.45
65	Core & Main	1,251.72
66	Dahlen Plumbing & Heating	199.00
67	Dale Pecka	325.00
68	Demester Cleaning	2,834.00
69	Discovery Benefits, Inc	50.00
36370	Docu Shred Inc	114.29
71	Ethanol Products, LLC	857.79
72	Funded Depreciation	3,751.00
73	General Funded Depreciation	10,000.00
74	Grafton Auto Electric, Inc	69.98
75	Graymont (WI) LLC	6,714.37
76	Hawkins Inc	314.00
77	J Mart Inc.	5,710.00
78	Jim's Super Valu	56.43
79	Leon's Building Center, Inc	220.95
36380	Light & Water Dept	5,357.39
81	Lon's Hardware	108.90
82	Montana Dakota Utilities	863.48
83	Michael Kilmer Construction	3,069.70
84	ND Dept of Environmental Qual	18.54
85	Nodak Electric Cooperative	6,000.00
86	Northdale Oil, Inc	627.00
87	North Star Coop	5,125.77
88	Polar Communications	846.08
89	Quill Corporation	1,018.90
36390	Best Western + Ramkota Hotel	172.80
91	Glenn Rost	250.00
92	SanGrait's Auto Service	814.96
93	Sillers, Laaveg, & Wenzel	1,455.00
94	Sunshine Kids	200.00
95	CRA Payment Center	283.95
96	US Bank Equipment Finance	204.61
97	Verizon Wireless	270.55
98	Vessco, Inc	416.32
99	Wat & Sew Imprv Dist #2015-1	6,200.00
36400	Wat & Sew Imprv Dist #2016-1	9,490.00
1	Water System Repair & Replace	4,000.00
2	Water Bond Fund 05	4,830.00
3	Water Rev Bond Fund Phase II	3,450.00
4	Water Tower Fund	11,315.00
5	Water Treatment Fund	9,350.90
6	WC Auditor	12,818.32
7	WC Press	493.02
8	WC Record	280.00
9	William E. Young, Inc.	675.00

8792-13	Salaries	27,254.82
AW	US Treasury	8,887.68
AW	First United Bank	19.60
AW	First United Bank	212.47
AW	NDPERS	17.33
AW	NDPERS	761.00
AW	NDPERS	835.00
AW	NDPERS	5,746.22
AW	NMPA	146,378.75
AW	PSN (Payment Services Network)	4.95
AW	Aflac	151.98
AW	BC/BS of North Dakota	11,201.20
AW	Water Treatment Fund	811.75
AW	Special Assessment Fund	149.14
AW	ST Improvement Dist #2012-2	1,045.45
AW	Wat & Sew Imprv Dist #2012-1	2,397.00
AW	PR Public Library	3,148.24
AW	PR Airport Authority	3,148.24
AW	ST Improve Dist #2018-1	13,876.24
AW	North Star Addition T.I.F.	14,303.77
AW	ST Improve Dist #2017-1	17,242.74
Water Treatment Fund		
AW	Joint Powers Reserve	377.68
AW	Joint Powers Reserve	904.10
AW	Municipal Utilities	41,307.18

Being no further business, Lundquist moved to adjourn at 6:44 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONSDAY, MARCH 16, 2020 AT 5:30 PM.

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 Monday, March 16, 2020 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 and Assessor/Deputy Auditor Ann Berg. Absent: City Coordinator/Auditor Nancy Thompson. Others: Dustin Slaamond

Business:

Buildings and Grounds Committee Chair Anderson went over the bids for the new city shop. Samson Electric LTD electrical bid \$39,679; 2C Plumbing boiler, floor heat & plumbing \$44,002.50; Leon's Building Center materials \$133,861.26; and Toews Building building labor & concrete with labor \$154,000. Larson estimated sidewalks, excavation and aprons would add approximately \$50,000 to the bids. Also needed to be bid out are a fuel fumes exhaust fan with sensors, approximately \$18,000, and a heat recovery unit, approximately \$5,700 but there are a couple of heaters in the old shop which could possibly be used. Miller moved and Halvorson seconded to approve the above-mentioned bids and move forward with the construction of the city shop. Upon roll call, all present voted aye. M/C.

Lundquist, Chair of the Streets and Utilities Committee, reported Larson presented an electrical circuit upgrade at their meeting. Larson went over the upgrade with the Council. In Phase 1, a new circuit will be added to ease brown out and circuit tripping on the east side of the railroad tracks when Walsh Grain Terminals electrical demand increases. In Phase 2, the overhead wires by Northdale Oil, Inc and the Dairy Queen will be placed underground. The cost of Phase 1 to add and bore

is approximately \$114,000 with an additional \$28,000 to bury the wires by Northdale Oil, Inc and the Dairy Queen. Lundquist moved and Anderson seconded a resolution to move forward with bids for Phase 1 and Phase 2 of the Electric Circuit Upgrade 2020-2. Upon roll call bid, all present voted aye. M/C.

Mayor Stenvold informed the Council he received information and costs for advertising for the 2020 Census. Each person counted for the Census will generate about \$1,940 per year in Federal funds for the City and he would like the City to purchase the ads. Simmons Media has a package for 100 30-second messages and will match the messages to be aired on KXPO 1340 and The Rock Farm 101 KAUJ for \$1,000. The WC Press sent a list of ad sizes and costs of which Mayor Stenvold felt four ads in the size of 1/8 or 1/4 page should be run. Miller stated the Census is a Federal agency and it is the Feds job to cover their advertising costs and City funds should not be used to pay for these public service announcements. Council asked if there were funds to cover the advertising and Berg replied that it was not budgeted for. Lundquist moved and Kubat seconded to approve the advertising packages as follows; \$1,000 from Simmons Media and to run a 1/8-page ad in the WC Press for four weeks at \$82.50 per ad and pay for them out of the Municipal Utilities fund. Upon roll call vote Lundquist, Kubat, Anderson, Lorton and Halvorson voted aye with Miller voting nay. M/C.

In lieu of the COVID-19 outbreak the Council discussed what should be done regarding employees and public buildings.

Laaveg reported the ND Judicial system is in the process of suspending some areas of the courts but felt more information would be available in the coming days.

The City buildings will go into lockdown after tonight's meeting. All employees will report to work as scheduled. All doors will be locked and the public is asked to conduct business by phone, mail, email, website, texting and Facebook. Payments can be made via mail, on-line by credit/debit card or by checking account, autopay, in the drop box on the north side of the office building or through the north window above the drop box.

If the employee is currently on vacation and is returning from traveling and have no symptoms, they are to self-quarantine for two weeks and will work remotely from home at their regular pay.

Those employees traveling after March 16th, who become ill while on quarantine will need a Drs note will be required to be off for two weeks with sick pay. Those employees who travel and are exposed or showing symptoms with no note will receive no pay.

Those Employees who are sick from contact while at work will use sick pay for the 2-week quarantine time. The possibility of donating sick time between the employees was suggested. It would be handled on a case by case basis as newer employees may not have earned enough sick time to cover the time off required. Long term employees may be maxed out and may be willing to donate some of their sick time.

A sign will be put up on the front door of the office building, with notices posted on the City website and Facebook page along with an announcement on the Polar Channel notifying the public of the lockdown.

Miller moved to adjourned at 6:21 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, THURSDAY, MARCH 26, 2020 AT 1:00 PM.

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 Monday, March 26, 2020 at 1:00 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present by conference call: Council members Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson, City Attorney Tracy Laaveg and City Coordinator/Auditor Nancy Thompson; In person Public Works Director (PWD) Dennis Larson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Patty Hensel in person and Allison Olimb of the WC Press by conference call.

Business:

Lundquist moved and Kubat seconded to approve the following resolution:

**RESOLUTION #2020- W/S -17
COVID-19 – UTILITY SERVICES**

WHEREAS, on March 13, 2020, President Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States;

WHEREAS, on March 13, 2020, Governor Burgum issued a declaration of a state emergency in response to the public health crises resulting from COVID-19;

WHEREAS, the Park River city Council recognizes the potential financial impact the COVID-19 may have on our residents during the COVID-19 pandemic;

WHEREAS, the Park River city Council recognizes the importance that utilities play in keeping our residents healthy during this COVID-19 pandemic

NOW, THEREFORE, BE IT RESOLVED, the City of Park River adopts the following resolution regarding city owned utility services;

Due to the COVID-19 pandemic, the Park River city Council will refrain from shutting off city owned utilities services to residents whose utility accounts become past due beginning with the March billing going forward. However, if an account becomes three (3) months past due (beginning with the March billing) with no attempt to set up a payment plan, City Employees have the right to shut off services.

Residents whose bills were overdue prior to the March 13, 2020 date when the ND Governor declared a State of Emergency, are **excluded** from this resolution. These residents need to contact the City office immediately and set up a payment plan.

Residents must understand, the utility services provided will continue to be billed at the regular rate on a monthly basis, which means the account balance will continue to increase. Residents are encouraged to contact the City office and set up payment plans to keep your bill within reason.

This emergency resolution will expire when the ND Governor/ City Commission feels the COVID-19 pandemic is under control. Dated this 26th day of March, 2020.

ATTEST

Nancy Thompson, Auditor/Coordinator

Dan Stenvold, Mayor

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

Anderson moved and Lorton seconded to approve the following Health Declaration of Emergency:

**CITY OF PARK RIVER, ND
CITY COUNCIL
HEALTH EMERGENCY DECLARATION,**

WHEREAS, COVID-19 is a severe respiratory illness, caused by the SARS-CoV-2 virus, a new strain of coronavirus that is spread from person to person, posing a threat to the health and safety of the residents of the city of Park River; and

WHEREAS, no drug or vaccine is currently available to treat or prevent COVID-19 and

WHEREAS, the United States Department of Health and Human Services Secretary Alex Azar declared a national public health emergency for COVID-19 on January 27, 2020 and

WHEREAS, the World Health Organization declared COVID-19 a global pandemic on March 11, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States; and

WHEREAS, on March 13, 2020, Governor Doug Burgum issued a declaration of a state emergency in response to the public health crisis resulting from the novel coronavirus (COVID-19); and

WHEREAS, preparedness, response and recovery from the COVID-19 virus requires a whole-of government and whole of community approach across all governments as well as private and nonprofit sectors, and the virus has the risk of substantially endangering the health, safety and property of the citizens of the city of Park River; and

NOW, THEREFORE, BE IT RESOLVED that the Park River City Council declares a State of Health Emergency exists in Park River, ND.

DATED at Park River, North Dakota, this 26th day of March, 2020.

**PARK RIVER CITY COUNCIL
ATTEST:**

Nancy Thompson, City Auditor

Dan Stenvold, Mayor

City Declaring an Emergency

As has been explained in the email from Cody Schulz with the North Dakota Department of Emergency Services, both President Trump and Governor Burgum have issued emergency declarations related to the COVID-19 health emergency. Those declarations make all cities in North Dakota eligible for any federal or state funds that become available to pay for expenses related to the emergency. In other words, cities are not required to declare an emergency to be eligible for these funds. However, cities may still want to declare an emergency to convey to citizens the seriousness of the situation, that the city government is reacting to the emergency and to allow cities to access funds levied under the emergency levy. The emergency declaration also allows the mayor/city commission president to have some emergency powers to take steps to remedy or mitigate the emergency situation.

Here's the process for declaring an emergency:

1. Prior to declaring an emergency, the city should contact its county emergency manager if the city does not have its own emergency manager. You can find contact information for your county emergency manager at
2. Cities should also communicate with their city attorneys prior to declaring an emergency and have their attorneys review the declaration before it is made.
3. The mayor or city commission president has the authority to declare an emergency. The declaration by the mayor/commission president is only effective for 7 days, unless confirmed or extended by vote of the city council or the city commission.
4. The declaration must be filed in the city auditor's office.
5. The declaration must be given prompt and general publicity. In other words, the city should use all its communication channels to provide the public with notice of the emergency declaration. The declaration should be sent to the local media and put on the city's webpage and social media accounts if those resources exist.
6. A copy of the declaration should be provided to the county manager.

City and Park District Office and Facilities during the COVID-19 Emergency

As the COVID-19 emergency unfolds, cities and park districts need to be cognizant of the risks. On March 19, 2020, Governor Burgum issued an executive order stopping the public from entering all state offices without an appointment. All cities and park districts should consider doing the same.

The national strategy to "flatten the curve" is to practice social distancing. One of the ways to do that is to limit public interaction. Cities and park districts can help do this by closing access to public spaces. When doing so, cities and park districts should make sure citizens have contact information- phone number and email- for reaching the city or park district officials if they need to.

Facilities should be creative about providing services during this time. For example, if the library has an online catalogue, the librarian could allow pick up of books at the library or if the park district has equipment that can be utilized by members of the public, it could allow equipment pickup. The point is not to close government to citizens but to provide services in new innovative ways.

Cities, please also be reminding your city residents of what items are appropriate to flush down the toilet. Due to the toilet paper shortage, many alternative products may be being used in its place. Facial tissue, paper towels and wipes will quickly clog a city's sewer system and cause issues for the residents of the city.

Finally, the emerging crises is having huge financial impacts on members of the public. Your city should discuss how it will handle late utility payments/shutoffs during the emergency.

Open Meeting Laws During COVID-19 Emergency

Current law allows cities to hold meetings through electronic means such as a telephone conference or a video conference. One of the requirements attached to holding a meeting through electronic means is that there be a physical location designated where a conference phone is located so the public can listen to the meeting.

With the social distancing practice that is being recommended to combat the spread of the COVID-19 virus, having members of the public attend meetings in person may be problematic. In order to discourage the public from attending the meetings in person, the League suggests that cities make sure citizens know the ways citizens can access the meeting electronically. If any individuals attend the meeting, you should suggest that the attendees sit 6 feet from each other and from any other city officials who is present. Additionally, if someone attends the meeting and appears to be sick, under the current emergency circumstances, the mayor or city commission president should ask that person to leave.

Keep in mind that the current law allows cities to have all members of the governing body call in to a conference line to conduct the city meeting. This may appear in your city as all of your city governing board members sitting in their own homes on a conference call discussing public business with a conference phone in the city's council room for the public to listen to the discussion. Keep in mind that you still need to find a way to provide simultaneous access to the public.

The city should be looking into technology that can be used to accommodate electronic meetings. Some cities are broadcasting their meetings on Facebook Live. Other cities have set up Zoom meetings. The League is also setting up a way for cities to utilize the League's conference call system for meetings.

More information on the League's teleconference service is available at www.ndlc.org/covid19. Keep in mind that whatever system you use should have a way to mute everyone but the governing board members and city officials.

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

Lundquist moved to adjourned at 1:13 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, THURSDAY, MARCH 26, 2020 AT 1:00 PM.

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 Monday, March 26, 2020 at 1:00 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present by conference call: Council members Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson, City Attorney Tracy Laaveg and City Coordinator/Auditor Nancy Thompson; In person Public Works Director (PWD) Dennis Larson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Patty Hensel in person and Allison Olib of the WC Press by conference call.

Business:

Lundquist moved and Kubat seconded to approve the following resolution:

RESOLUTION #2020-1 COVID-19 – UTILITY SERVICES

WHEREAS, on March 13, 2020, President Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States;

WHEREAS, on March 13, 2020, Governor Burgum issued a declaration of a state emergency in response to the public health crises resulting from COVID-19;

WHEREAS, the Park River city Council recognizes the potential financial impact the COVID-19 may have on our residents during the COVID-19 pandemic;

WHEREAS, the Park River city Council recognizes the importance that utilities play in keeping our residents healthy during this COVID-19 pandemic

NOW, THEREFORE, BE IT RESOLVED, the City of Park River adopts the following resolution regarding city owned utility services; Due to the COVID-19 pandemic, the Park River city Council will refrain from shutting off city owned utilities services to residents whose utility accounts become past due beginning with the March billing going forward. However, if an account becomes three (3) months past due (beginning with the March billing) with no attempt to set up a payment plan, City Employees have the right to shut off services.

Residents whose bills were overdue prior to the March 13, 2020 date when the ND Governor declared a State of Emergency, are **excluded** from this resolution. These residents need to contact the City office immediately and set up a payment plan.

Residents must understand, the utility services provided will continue to be billed at the regular rate on a monthly basis, which means the account balance will continue to increase. Residents are encouraged to contact the City office and set up payment plans to keep your bill within reason.

This emergency resolution will expire when the ND Governor/ City Commission feels the COVID-19 pandemic is under control.
Dated this 26th day of March, 2020.

ATTEST

Nancy Thompson, Auditor/Coordinator

Dan Stenvold, Mayor

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

Anderson moved and Lorton seconded to approve the following Health Declaration of Emergency:

**CITY OF PARK RIVER, ND
CITY COUNCIL
HEALTH EMERGENCY DECLARATION,**

WHEREAS, COVID-19 is a severe respiratory illness, caused by the SARS-CoV-2 virus, a new strain of coronavirus that is spread from person to person, posing a threat to the health and safety of the residents of the city of Park River; and

WHEREAS, no drug or vaccine is currently available to treat or prevent COVID-19 and

WHEREAS, the United States Department of Health and Human Services Secretary Alex Azar declared a national public health emergency for COVID-19 on January 27, 2020 and

WHEREAS, the World Health Organization declared COVID-19 a global pandemic on March 11, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States; and

WHEREAS, on March 13, 2020, Governor Doug Burgum issued a declaration of a state emergency in response to the public health crisis resulting from the novel coronavirus (COVID-19); and

WHEREAS, preparedness, response and recovery from the COVID-19 virus requires a whole-of government and whole of community approach across all governments as well as private and nonprofit sectors, and the virus has the risk of substantially endangering the health, safety and property of the citizens of the city of Park River; and

NOW, THEREFORE, BE IT RESOLVED that the Park River City Council declares a State of Health Emergency exists in Park River, ND.

DATED at Park River, North Dakota, this 26th day of March, 2020.

**PARK RIVER CITY COUNCIL
ATTEST:**

Nancy Thompson, City Auditor

Dan Stenvold, Mayor

Lundquist moved to adjourned at 1:13 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, THURSDAY, MARCH 26, 2020 AT 1:00 PM.

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 Thursday, March 26, 2020 at 1:00 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present by conference call: Council members Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson, City Attorney Tracy Laaveg and City Coordinator/Auditor Nancy Thompson; In person Public Works Director (PWD) Dennis Larson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Patty Hensel in person and Allison Olimb of the WC Press by conference call.

Business:

Lundquist moved and Kubat seconded to approve the following resolution:

RESOLUTION #2020-1 COVID-19 – UTILITY SERVICES

(The entire Resolution is listed on the City of Park River website under 3-26-2020 minutes.) Upon roll call vote, all voted aye. M/C.

ATTEST

Nancy Thompson, Auditor/Coordinator

Dan Stenvold, Mayor

Anderson moved and Lorton seconded to approve the following Health Declaration Emergency:

**CITY OF PARK RIVER, ND
CITY COUNCIL
HEALTH EMERGENCY DECLARATION,**

(The entire Declaration is listed on the City of Park River website under 3-26-2020 minutes.) Upon roll call vote, all voted aye. M/C.

ATTEST:

Nancy Thompson, City Auditor

Dan Stenvold, Mayor

Lundquist moved to adjourned at 1:13 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, APRIL 13, 2020 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 13, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Via tele-conference Council members: Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson, and City Attorney Tracy Laaveg. Present in Council Chambers: Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present via tele-conference: Allison Olimb-WC Press, Marcus Lewis-First Care Health Center (FCHC), WC Sheriff Ron Jurgens, Robert Fleming and Dustin Slaamond of Fleming, DuBois & Fleming PLLP.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Marcus Lewis of FCHC reported they have set up a command center and are prepared to respond for any COVID-19 patients. They have curb-side testing available and are asking people to call in before coming to the hospital/clinic. Checkout their Facebook page for posted information on COVID-19, video reports from medical staff and healthy recipes.

PUBLIC HEARING FOR BRIAN ROSTVET PETITION FOR VARIANCE: Rostvet is asking for permission to build a garage on a vacant lot he owns across the street from his house. He has the required number of signatures on his petition for variance. No one was present or called in to protest his request. Anderson moved and Kubat seconded to approve the variance. Upon roll call vote, all voted aye. M/C.

Approval of Minutes: Lorton moved, and Anderson seconded to approve the minutes from the March 9, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Lundquist moved, and Lorton seconded to approve the minutes from the March 16, 2020 Special Meeting as presented. Upon roll call vote, all voted aye. M/C. Miller moved, and Lundquist seconded to approve the minutes from the March 26, 2020 Special Meeting as presented. Upon roll call vote, all voted aye. M/C

Unfinished Business: Thompson presented information on Municipal Court compiled by Laaveg and herself. Laaveg's information listed pros and cons for eliminating or keeping Municipal Court. Thompson's financial information showed since 2017 Municipal Court expenses are \$8,606.29 more than revenues. Laaveg mentioned the City is down to one deputy again and this impacts revenues. Eliminating Municipal Court and sending everything to District Court is an option. Fleming mentioned the City would not receive any revenue but would not have the expenses as all go to District Court. Laaveg and Fleming will do some checking with the state regarding eliminating Municipal Court. Lundquist mentioned tabling the matter until May so research can be completed. Court will stay in effect until the Judge's term expires at the end of June.

Committee Reports: *PR Community Club:* Thompson reported that Food Truck Tuesdays have been cancelled for this year. The Spring city-wide rummage sale has been cancelled but the fall sale is still on the schedule. Committees with nothing to report: *Park District, Bike Path, PR Economic Development Corp, Sales Tax, Airport Authority and Public Library.*

New Business: Assessor Berg reported an abatement was received from Cenex Harvest States for the lot sold to Arlyn Askim. The County split the property rather than transferred the lot. Berg is recommending approval of the abatement request. Miller moved and Anderson seconded a resolution approving the abatement request from Cenex Harvest States for parcel #38-0000-12125-000. 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, 2021 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, 2021.

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

Miller mentioned the possibility of the City helping out businesses that are closed by paying a sum towards their utility bill and perhaps using sales tax funds. City administration responded that the Home Rule Charter does not allow Sales Tax funds to be used in this way. Laaveg informed the Council that a guideline would need to be made in order to treat everyone fairly. Lundquist stated that if the City gives businesses a break than all utility customers should receive one. Stenvold tasked the Streets and Utilities Committee to meet and discuss options.

Mayor's Comments: Stenvold thanked Laaveg for her years of service as the City Attorney and for the hard work she put in on City issues. Fleming, DuBois & Fleming PLLP of Cavalier will become the City Attorneys on May 1, 2020.

Public Works: Larson reported there will be no spring clean-up scheduled in May due to the COVID-19 virus. There is a possibility of scheduling something later in the year.

Larson presented an advertisement for bids for the electrical distribution system upgrade. The ad will run with bids due prior to 2:00 PM May 13, 2020. Construction is scheduled to start after July 4th. Lorton moved and Lundquist seconded to approve the advertisement for bids. Upon roll call vote, all voted aye. Motion carried.

Auditor & Assessor Reports: Thompson presented the following bills for payment. Anderson moved and Lorton seconded to approve payment of the following bills. financial reports. Upon roll call vote, all voted aye. M/C.

General Fd & Municipal Utilities:

36395	Void	\$0.00
36410	Postmaster	\$342.85
11	Discovery Benefits	\$160.00
12	2016 Electrical Upgrade	\$8,000.00
13	Colton Agotness	\$48.71
14	Brandon Almen	\$100.00
15	AmeriPride Services, Inc	\$586.58
16	Aqua-Pure Inc.	\$1,485.89
17	Banyon Data Systems, Inc	\$795.00
18	Ann E Berg	\$348.15
19	Border States Electric Supply	\$153.60
36420	City of Fargo	\$28.00
21	Productivity Plus Account	\$1,090.94
22	Consolidated Waste, LTD.	\$18,403.45
23	Core & Main	\$1,194.16
24	Discovery Benefits, Inc	\$50.00
25	East Side Garage	\$129.30
26	Ethanol Products, LLC	\$1,365.94
27	Funded Depreciation	\$3,751.00
28	General Funded Depreciation	\$5,000.00
29	GovOfficeLLC	\$550.00
36430	Graymont (WI) LLC	\$7,698.23
31	Hanson's Auto & Implement	\$426.83
32	Kaj Havaav	\$69.45
33	Hawkins Inc	\$1,845.80
34	Jim's Super Valu	\$126.27
35	Leon's Building Center, Inc	\$186.54
36	Void	\$10,557.04
37	Lon's Hardware	\$288.40
38	Montana Dakota Utilities	\$712.64
39	Michael Kilmer Construction	\$2,752.20
36440	MMUA	\$1,711.00
41	ND Dept of Environmental Qual	\$31.78
42	ND One Call Inc.	\$4.90
43	NMPA	\$1,319.29
44	Nodak Electric Cooperative	\$6,678.75
45	Northdale Oil, Inc	\$934.26
46	North Star Coop	\$986.56
47	Delvin Owen	\$41.85
48	Polar Communications	\$1,705.67
49	Postmaster	\$240.00
36450	PR Park District	\$2,485.18
51	Riteway Business Forms	\$216.30
52	Glenn Rost	\$250.00
53	Samson Electric LTD	\$169.48
54	SanGrait's Auto Service	\$122.05
55	Sillers, Laaveg, & Wenzel	\$915.00
56	Simmons Multimedia USA	\$222.00
57	Team Laboratory Chemical Corp	\$1,300.00
58	Terracon Consultants, Inc	\$4,400.00
59	Thatcher Company of Montana	\$9,438.00
36460	Void	\$0.00
61	US Bank Equipment Finance	\$409.22
62	Verizon Wireless	\$160.65
63	Wat & Sew Imprv Dist #2015-1	\$6,200.00
64	Wat & Sew Imprv Dist #2016-1	\$9,490.00
65	Water System Repair & Replace	\$4,000.00

66	Water Bond Fund 05	\$4,830.00
67	Water Rev Bond Fund Phase II	\$3,450.00
68	Water Tower Fund	\$11,315.00
69	Water Treatment Fund	\$10,557.04
36470	Walsh County Auditor	\$13,132.57
71	Walsh County Press	\$794.96
72	WC RECORD	\$230.00
73	Ye Olde Medicine Center	\$16.07
74	Light & Water Dept	\$4,579.85
75	The Spin	\$200.00
8814-34	Salaries	\$29,499.42
8814-35	US Treasury	\$9,593.47
AW	First United Bank	\$19.60
AW	Aflac	\$151.98
AW	NDPERS	\$835.00
AW	NDPERS	\$6,075.35
AW	Aflac	\$0.00
AW	NDPERS	\$761.00
AW	NDPERS	\$91.33
AW	PSN (Payment Services Network)	\$4.95
AW	NMPA	\$146,726.64
AW	BC/BS of North Dakota	\$11,201.20
AW	US Treasury	\$264.15
AW	US Treasury	\$188.58
AW	US Treasury	\$4,346.19
AW	US Treasury	\$4,794.55
AW	ND ST Tax Commissioner	\$1,243.01

Debt Service & Bond Fd:

6196	Bank of North Dakota	\$19,501.04
6197	First United Bank	\$240,127.13
6198	US Bank	\$80,806.25

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

Being no further business, Lundquist moved to adjourn at 6:44 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

**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 13, 2020, AT 5:00 P.M.**

The Park River City Council met as the Board of Equalization in the City Council Room and via tele-conference at 5:00 PM on Monday, April 13, 2020. Mayor Stenvold called the meeting to order with the following present by phone: Council Members Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat and Keith Anderson. Present in Council Chambers: Public Works Director Dennis Larson, City Coordinator/Auditor Nancy Thompson, & City Assessor/Deputy Auditor Ann Berg. Others present via tele-conference: Allison Olimb-WC Press.

No one from the public attended or called in to the meeting.

Berg stated she continues to work on equalizing prices throughout the city. Several other properties throughout the community had residential valuation increases to bring them within State guidelines and others due to sales, construction 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 11 building permits for new construction were issued; 33 properties were bought or sold; zero properties were demolished; assessment visits, sales and lot equalization added to the \$2,855,405 increase in valuation.

Halvorson moved and Lundquist seconded to accept the City Assessor's report and adjustments for the year 2020. Upon roll call, all voted aye. M/C.

With no further business, Lundquist moved to adjourn at 5:10 PM.

ATTEST:

Nancy Thompson, City Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, THURSDAY, APRIL 23, 2020 AT 4:30 PM.

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 Thursday, April 23, 2020 at 4:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present by conference call: Council members Mike Lorton, Robert Lundquist III, and Keith Anderson, City Attorney Tracy Laaveg and; In person Public Works Director (PWD) Dennis Larson and Assessor/Deputy Auditor Ann Berg. Absent: Council members Kyle Halvorson, Joe Miller, and Dennis Kubat, and City Coordinator/Auditor Nancy Thompson. Others: Allison Olimb of the WC Press by conference call.

Business:

Lundquist moved and Lorton seconded to approve advertising for bids for the 2020-1 Water Main Replacement Project. Upon roll call vote, all present voted aye. M/C.

PWD Larson informed the Council Kirk Ham, Superintendent of PRASD #8, contacted him about hanging banners on light posts to honor the Class of 2020. Larson wanted the Council members to think about the request and get back to him in the next few days.

Anderson moved to adjourned at 4:40 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, MAY 11, 2020 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 11, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Via tele-conference Council members: Mike Lorton, Kyle Halvorson and Keith Anderson. Present in Council Chambers: Council members: Joe Miller and Robert Lundquist III, City Attorney Dustin Slaamond, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Dennis Kubat. Others present via tele-conference: Allison Olimb-WC Press and Marcus Lewis-First Care Health Center (FCHC).

Additions and Changes to Agenda: Add to Unfinished Business #4 Open City Buildings & Office. Add to Committee Reports #5 Sales Tax. Add to New Business #5 Joe Miller Announcement. Add to Public Works #3 Chip Seal Streets.

Comments and Questions from Citizens: Marcus Lewis of FCHC reported they are prepared to respond for any COVID-19 patients and is thankful for everyone following safe practices and essential personnel.

Approval of Minutes: Miller moved, and Anderson seconded to approve the minutes from the April 13, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Lundquist moved, and Miller seconded to approve the minutes from the April 13, 2020 Board of Equalization Meeting as presented. Upon roll call vote, all voted aye. M/C. Lundquist moved, and Lorton seconded to approve the minutes from the April 23, 2020 Special Meeting as presented. Upon roll call vote, all voted aye. M/C

Unfinished Business: Slaamond presented information on Municipal Court. He contacted Kelly Cole, Walsh County States Attorney regarding sending PR Municipal Court matters to District Court but ultimately it is the WC Commission's decision. Court will stay in effect until the Judge's term expires at the end of June.

Lundquist moved and Halvorson seconded to approve Thompson moving forward with Rural Development Finance Corp funding application for the new city shop. Upon roll call vote, all voted aye. M/C.

Lundquist reported Consolidated Waste, LTD has permission for residents of Park River to haul items to the landfill on Saturday, May 16th & 23rd from 10 AM to 4 PM. Notices will be posted in the WC Press, Polar Cablevision, City of Park River website and the city Facebook page. Information on accepted/unaccepted items and items which will be charged for are listed on the City sites.

Council decided to reopen City buildings and the office to the general public starting on Monday, May 18th and adhering to safe practices. Larson was asked to put up a plexiglass shield at the utility payment counter.

Committee Reports: *Airport Authority:* Airport Manager Glen Wharam reported the obstruction removal process has been completed with trees burned and buried. The new rood has been installed on the General Aviation Terminal. Upcoming projects slated for July/August include crack sealing and repainting runway markings, numbers and the centerline on the landing strip. Requests for grant funding have been submitted for the projects to help off set costs. The Airport received COVID-19 federal funding in the amount of \$20,000. Wharam thanked the Council and Sales Tax Committee for the funds they received earlier this year.

PR Community Club: Thompson reported they will not have the inflatable games for the July 4th celebration due to COVID-19.

Sales Tax: The Committee recommended approving the following requests from the Capital Improvement Funds; \$7,210.00 to AE2S for engineering fees incurred for SID #2020-1 (Hilltop Dr) and \$8,340.00 to AE2S for engineering fees for the Water Improvement Dist #2020-1. Miller moved and Halvorson seconded to approve the Sales Tax Committee's recommendations as presented. Upon roll call vote, all voted aye. M/C.

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

New Business: City Administration was contacted about selling Lot 8 BK 21 O.T. which is located directly south of the First United Bank and City owned parking lots. The lot, with evergreens growing on it, is 25' x 140' in size. Miller moved and Lundquist seconded to advertise in the WC Press that the lot is for sale on bids and will be sold as is. Upon roll call vote, all voted aye. M/C.

Miller moved, and Lundquist seconded to designate the Walsh County Press as official newspaper for the City of Park River. Upon roll call vote, all voted aye. M/C.

City administration is asking for permission to apply for the 50/50 matching Walsh County 2020 ½ Mill Self-Help Program. The project would be used to purchase new city Christmas decorations. Lundquist moved and Lorton seconded to approve the city administration's request to apply and purchase new Christmas decorations. Upon roll call vote, all voted aye. M/C.

Miller moved and Halvorson seconded approving the following resolution.

RESOLUTION TO HOLD FOURTH OF JULY FESTIVITIES

WHEREAS, the City of Park River has long hosted Fourth of July festivities;

WHEREAS, the COVID-19 pandemic has caused great and irreparable harm to the City and world economy;

WHEREAS, conditions have been steadily improving globally and locally;

WHEREAS, a "flatten curve" of infections has been achieved;

WHEREAS, the American spirit of individualism and personal responsibility must be embraced;

WHEREAS, the sense of community and trust must be restored;

THEREFORE, BE IT RESOLVED BY THE CITY OF PARK RIVER, that Fourth of July events will commence as tradition this year, 2020;

BE IT FURTHER RESOLVED THAT, the people and vendors take necessary precautions based on their own wellbeing and desire.

Upon a roll call vote, members voted as follows: Aye, Lorton, Halvorson, Miller, Lundquist and Anderson. Nay: None. Absent: Kubat. M/C.

Mayor Dan Stenvold

Councilmember Miller announced he is resigning his position on the City Council effective May 29, 2020. Miller purchased a house outside of City limits. Stenvold thanked Miller for his service and wished him well.

Mayor's Comments: Stenvold was contacted by Harlan Larson on behalf of the bar owners. Due to the COVID-19 virus owners felt it would be hard to social distance inside their establishments. They are asking if they could serve all alcoholic beverages at their beer gardens during the street dance. Halvorson moved and Miller seconded to allow the bars to serve alcoholic beverages in plastic cups and beer on July 2nd, 3rd and 4th, 2020 in their beer gardens. Upon roll call vote, all voted aye. M/C.

Stenvold was contacted by a resident about a neighboring owner who hauled in fill, raised the level of his property above surrounding properties and built a garage. Now when it rains, water is flowing off of the garage, over the alley into his property thus flooding his garage and yard. Miller felt additional gravel could be hauled onto the alley. Members questioned if the garage has gutters and Miller responded yes. Thompson mentioned this seems like a civil matter between the property owners and not a City issue. When asked if she was correct, Slaamond concurred.

Public Works: MDU has contacted PWD Larson about placing an antenna on top of the water tower. Larson does not have specifics such as size or how it will be attached to the tower. Lundquist felt the issue should be tabled until more information is available.

Lundquist moved and Halvorson seconded to advertise for Public Works summer help. The ad will be on the website and put in the official city newspaper the WC Press. Upon roll call vote, all voted aye. M/C.

Larson mentioned the possibility of chip sealing, which was not budgeted, Prospect Ave, Code Ave S to 5th St W, and 5th St W to the water tower. Larson will check to see if any contractors will be in the area this summer and for pricing.

The NMPA annual meeting will be held via ZOOM on May 20th at 10 AM.

Bid opening on May 20th at 2 PM for Electrical Upgrade #2020-1 project. Bid openings on May 21st at 10 AM for SID #2020-1 (Hilltop Dr) and Water Main Imp Dist # 2020-1 projects.

Auditor & Assessor Reports: Thompson presented the following bills for payment. Lundquist moved and Miller seconded to approve payment of the following bills. financial reports. Upon roll call vote, all voted aye. M/C.

General Fund & Municipal Utilities:

36476	Postmaster	\$235.98
77	Discovery Benefits	\$160.00
78	2016 Electrical Upgrade	\$8,000.00
79	Acme Tools	\$198.72
36480	AmeriPride Services, Inc	\$291.29
81	BG Fire Inc	\$437.61
82	Eugene Bossert	\$6.04
83	Cardmember Service	\$79.35
84	City of Fargo	\$28.00
85	Productivity Plus Account	\$3,119.59
86	Consolidated Waste, LTD.	\$18,403.45
87	Core & Main	\$1,260.88
88	Dale Pecka	\$195.00
89	Dale's Small Engine Repair LLC	\$10.00
36490	DFD Express Inc	\$1,890.00
91	Discovery Benefits, Inc	\$50.00
92	Farmers Union Service Assoc	\$33,017.00
93	Fleming Dubois & Fleming PLLP	\$240.00
94	Funded Depreciation	\$4,813.00
95	General Funded Depreciation	\$5,000.00
96	Graymont (WI) LLC	\$0.00
97	Hansons Auto & Implement	\$434.30
98	Hawkins Inc	\$314.00
99	Shirley Jackson	\$43.29
36500	Jim's Super Valu	\$89.83
1	Light & Water Dept	\$5,179.50
2	Lon's Hardware	\$154.34
3	Montana Dakota Utilities	\$462.89
4	Michael Kilmer Construction	\$1,280.00
5	ND Dept of Environmental Qual	\$18.54
6	ND One Call Inc.	\$27.05
7	Nodak Electric Cooperative	\$4,870.19

8	Northdale Oil, Inc	\$891.08
9	North Star Coop	\$1,001.36
36510	Polar Communications	\$873.72
11	PR Park District	\$3,579.51
12	Quill Corporation	\$100.43
13	Glenn Rost	\$250.00
14	Samson Electric LTD	\$647.27
15	SanGrait's Auto Service	\$42.89
16	Kristine Schulz	\$93.44
17	Sillers, Laaveg, & Wenzel	\$750.00
18	Team Laboratory Chemical Corp	\$139.50
19	Verizon Wireless	\$216.00
36520	Vessco, Inc	\$994.78
21	Wat & Sew Imprv Dist #2015-1	\$6,200.00
22	Wat & Sew Imprv Dist #2016-1	\$9,490.00
23	Water System Repair & Replace	\$4,000.00
24	Water Bond Fund 05	\$4,830.00
25	Water Rev Bond Fund Phase II	\$3,450.00
26	Water Tower Fund	\$11,315.00
27	Water Treatment Fund	\$10,117.38
28	Walsh County Auditor	\$11,499.57
29	Walsh County Press	\$1,079.18
36530	WC Record	\$65.50
8835-57	Salaries	\$29,625.53
AW	US Treasury	\$9,697.91
AW	Aflac	\$151.98
AW	BC/BS of North Dakota	\$11,201.20
1214	First United Bank	\$19.50
AW	NDPERS	\$17.33
AW	NDPERS	\$835.00
AW	NDPERS	\$835.00
AW	NDPERS	\$6,113.53
AW	NMPA	\$134,986.64
1219	PR Public Library	\$578.18
1220	PR Airport Authority	\$578.18
AW	PSN (Payment Services Network)	\$4.95
1218	Special Assessment Fund	\$26.96
1221	ST Improve Dist #2017-1	\$1,309.07
1222	ST Improve Dist #2018-1	\$1,605.93

Debt Service & Bond Fd:

6199	Advanced Engineering &	\$15,550.00
6200	Bank of North Dakota	\$31,754.07
6201	First United Bank	\$37,492.50

Special Fund:

10154	First United Bank	\$16,940.00
10155	St Imp Dist #2020-1 Hilltop Dr	\$7,210.00
10156	Wat Imprv Dist #2020-1 (Main)	\$8,340.00

Berg presented the financial reports. Miller moved and Lorton seconded to approve the financial reports as presented. Upon roll call vote, all voted aye. M/C.

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

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, MAY 27, 2020 AT 7:00 AM.

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, May 27, 2020 at 7:00 AM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present by conference call: Council members Mike Lorton, In person Kyle Halvorson, Robert Lundquist III, Dennis Kubat, and Keith Anderson, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Council member Joe Miller. Others: None.

Business:

Anderson moved and Lundquist seconded to approve to advertise for RFQ Water Improvement Dist #2020-1 engineering. Upon roll call vote, all voted aye. M/C.

Lundquist moved to adjourned at 7:03 AM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JULY 13, 2020 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 13, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Kyle Halvorson, Leah Skjerven, Dennis Kubat and Derek Pokrzywinski, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Cory Seim. Others: Brian Osowski of AMKO Advisors, LLC, Allison Olib-WC Press, and Laura Alkofer.

Additions and Changes to Agenda: Added to Unfinished Business #3 Mosquito Fund and #4 Revisit Speed Limit on Hwy 17.

Comments and Questions from Citizens: Laura Alkofer commented that it is hard to hear Councilmembers speaking as they are turned away from the audience and asked if a microphone could be used during the meetings. Halvorson and Pokrzywinski will check into a microphone and speaker system and report on their findings at next month's meeting.

Approval of Minutes: Skjerven moved, and Halvorson seconded to approve the minutes from the June 8, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Gillespie moved, and Kubat seconded to approve the minutes from the June 23 Re-organizational Meeting as presented. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Skjerven seconded to approve the minutes from the June 30, 2020 Special Meeting as presented. Upon roll call vote, all voted aye. M/C

Unfinished Business: Brian Osowski of AMKO Advisors, LLC updated the Council on re-financing of the 2014 Water Tower Revenue Bonds which has a call date of September 1st. Two bids were received; from Northlands Securities and Robert W. Baird & Co., Inc. Osowski is recommending accepting the bid from Robert W. Baird & Co., Inc. which has a true interest cost of 1.979% over 30 years and will save the City \$793,343.17. In addition to refinancing, an additional \$750,000 will be added to the loan which will cover the costs of the 2020-1 Water Main Improvement project for a total loan of \$2,570,000. Halvorson moved and Pokrzywinski seconded to approve Osowski's recommendation and accept the bid from Robert W. Baird & Co., Inc. with the above-mentioned terms. Upon roll call vote, all voted aye. M/C.

Pokrzywinski moved and Skjerven seconded to approve the following resolution:

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE
OF CITY OF PARK RIVER, NORTH DAKOTA, WATER REVENUE AND IMPROVEMENT
BONDS, SERIES 2014, AND RELATED MATTERS**

(Entire resolution may be viewed at the City Auditor's Office)

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

Slaamod presented an update on Municipal Court to the Council. The matter was discussed at the July 7, 2020 Walsh County Commissioner's meeting. No decision was made as additional information was needed for clarification. All City Ordinances will remain in effect but all tickets and fines will go to District Court if approved by the Commissioners. Slaamod hopes to have a decision from the County for next month's Council meeting. Additional information and procedures are needed to dissolve Municipal Court and will be completed after word from the County.

Halvorson reminded the Council that in previous months nothing had been decided about the Mosquito fund. After this month's bills are paid the balance in the fund will be approximately \$105,000. Aerial spraying runs almost \$3,000 per time and has been done twice this year. Halvorson would like to change the name of the Mosquito Fund to the Environmental Services Fund. This way funds could be used for weed and bug control instead of just mosquitoes and would like to drop the monthly charge from \$4 to \$3 per month. PWD Larson would like to spray for forest tent caterpillars next year, as no spraying has been done for several years and more are starting to show up. The cost to aerial spray one time is about \$17,000. Halvorson moved and Pokrzywinski seconded to change the Mosquito Fund to the Environmental Services Fund and drop the monthly charge from \$4 per month to \$3 starting with the next billing cycle. Upon roll call vote, all voted aye. M/C.

Halvorson felt after last month's discussion, regarding the speed limit on State Highway 17, the City should make contact with Les Noehre of the ND DOT and request a new traffic study. The reason the previous request was denied was due to lack of accidents. As a designated Vision Zero Community the Council felt lowering the speed and marking crosswalks will help to keep the designation. Thompson added that perhaps we need the help of our District Senator and Representatives to help the City get the speed limit lowered. Halvorson moved and Skjerven seconded to request that the State conduct a new traffic study and pay costs, not exceeding \$1,500., to have the study completed. Upon roll call vote, all voted aye. M/C. Slaamod will contact Noehre at the ND DPT about the new traffic study.

Committee Reports: *Sales Tax:* The Committee recommended approving the following requests: Capital Improvement Funds; \$6,300 to AE2S for engineering fees incurred for SID #2020-1 (Hilltop Dr) and \$12,690 to AE2S for engineering fees for the Water Improvement Dist. #2020-1. Skjerven moved and Kubat seconded to approve the Sales Tax Committee's recommendations as presented. Upon roll call vote, all voted aye. M/C.

PR Community Club: Thompson reported the City-wide Fall Rummage sale is scheduled for Saturday, September 12th.

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

New Business: None.

Mayor's Comments: Stenvold reported that the July 4th celebration went well but as expected the numbers were down. He also had received a few negative comments because of Covid19 but the positive comments outnumbered them by far. Stenvold said people were glad that the City held the July 4th celebration as it gave everyone something to do. He stated he also received many compliments on how nice and clean the City looked, nice lawns and the flowering baskets. Stenvold thanked the Council members along with Larson and Thompson who helped with blocking streets and the parade.

Public Works: Larson reported the Hilltop Drive construction project will start on July 20th and the Water Main project on July 27th. The Electrical project is still waiting for additional materials before construction can start. Larson asked what the Council what they wanted to do about MDU's request to place an antenna on the water tower. The engineers said it might add an additional cost when it comes time to repaint the tower but all structure was put in place when the tower was built to add items such as antennas. Council felt there was room for negotiation on the monthly charge. Pokrzywinski moved and Gillespie seconded to present a \$500 monthly charge for MDU to have their antenna mounted on the water tower. Upon roll call vote the following voted aye; Gillespie,

Skjerven, Kubat and Pokrzywinski with Halvorson abstaining. M/C. Slaamod questioned what it would do to our insurance if we make this alteration?

Sensus is willing to provide a presentation on new auto readers to the Council.

Auditor & Assessor Reports: Thompson and Berg presented the following bills for payment the financial reports. Skjerven moved and Halvorson seconded to approve payment of the following bills. Upon roll call vote, all voted aye. M/C. Halvorson moved and Kubat seconded to approve the financial reports. Upon roll call vote, all voted aye. M/C.

General Fund & Municipal Utilities:

36600	Postmaster	\$233.13
36601	Heather & Thistle Pipes & Drums	\$900.00
36602	Discovery Benefits	\$160.00
36603	2016 Electrical Upgrade	\$8,000.00
36604	2020 Electrical Upgrade	\$10,519.77
36605	Airborne Custom Spraying, Inc.	\$5,800.00
36606	Alexis Piatz	\$81.96
36607	AmeriPride Services, Inc	\$580.40
36608	Aqua-Pure Inc.	\$1,751.53
36609	Border States Electric Supply	\$538.82
36610	Cardmember Service	\$610.48
36611	City of Fargo	\$28.00
36612	Productivity Plus Account	\$995.71
36613	Productivity Plus Account	\$43.14
36614	Consolidated Waste, LTD.	\$18,664.45
36615	Core & Main	\$1,164.22
36616	Dahlen Plumbing & Heating	\$161.25
36617	DFD Express Inc	\$6,300.00
36618	Discovery Benefits, Inc	\$50.00
36619	Don Greicar Excavating	\$320.00
36620	Farmers Union Service Assoc	\$6,532.00
36621	Fleming DuBois & Fleming PLLP	\$1,030.00
36622	Funded Depreciation	\$4,813.00
36623	General Funded Depreciation	\$5,000.00
36624	Grand Forks Utility Billing	\$419.00
36625	Hawkins Inc	\$2,189.34
36626	Jim's Super Valu	\$26.58
36627	Dennis L Larson	\$20.00
36628	Walsh County Recorder	\$0.00
36628	Leon's Building Center, Inc	\$153.45
36629	Light & Water Dept	\$4,045.87
36630	Lindell's Mowing	\$1,000.00
36631	Lon's Hardware	\$326.34
36632	Montana Dakota Utilities	\$100.46
36633	Michael Kilmer Construction	\$1,592.50
36634	MMUA	\$1,711.00
36635	ND Dept of Environmental Qual	\$37.08
36636	ND One Call Inc.	\$29.45
36637	NDLC	\$30.00
36638	Nodak Electric Cooperative	\$4,984.26
36639	Northdale Oil, Inc	\$915.80
36640	North Star Coop	\$1,169.04
36641	Opp Construction	\$1,671.60
36642	ND Insurance Reserve Fund	\$0.00
36642	Polar Communications	\$1,215.69
36643	PR ARENA COMMISSION	\$5,939.24
36644	PR Park District	\$51.26
36645	Quill Corporation	\$458.95
36646	SanGrait's Auto Service	\$697.37
36647	Schumacher & Sons	\$24.95
36648	Strata Corporation	\$418.50
36649	True North Equipment	\$30.03

36650	US Bank Equipment Finance	\$429.68
36651	Verizon Wireless	\$217.20
36652	Mortenson & Rygh, PTR	\$16,150.00
36653	Wat & Sew Imprv Dist #2015-1	\$6,200.00
36654	Wat & Sew Imprv Dist #2016-1	\$9,490.00
36655	Water System Repair & Replace	\$4,000.00
36656	Water Bond Fund 05	\$4,830.00
36657	Water Rev Bond Fund Phase II	\$3,450.00
36658	Water Tower Fund	\$11,315.00
36659	Water Treatment Fund	\$13,799.50
36660	Walsh County Auditor	\$6,827.46
36661	Walsh County Press	\$1,591.10
36662	WC Record	\$49.00
36699	Void	\$0.00
8889-91	Council Salaries	\$554.10
8892-8918	Salaries	\$33,273.03
AW	US Treasury	\$14,191.94
AW	BC/BS of North Dakota	\$12,405.20
AW	NDPERS	\$17.33
AW	NDPERS	\$835.00
AW	NDPERS	\$835.00
AW	NDPERS	\$6,116.86
AW	Aflac	\$151.98
AW	First United Bank	\$19.60
AW	Special Assessment Fund	\$3.60
AW	PR Airport Authority	\$6.73
AW	PR Airport Authority	\$74.13
AW	PR Public Library	\$80.86
AW	ST Improve Dist #2017-1	\$2,023.98
AW	NMPA	\$134,022.48
AW	PSN (Payment Services Network)	\$4.95

Special Fund:

10160	St Imp Dist #2020-1 Hilltop Dr	\$6,300.00
10161	Wat Imprv Dist #2020-1 (Main)	\$12,690.00

Debt Service & Bond Fund:

6210	2C Plumbing & Drain Cleaning	\$20,564.50
6211	Advanced Engineering &	\$18,990.00
6212	Border States Electric Supply	\$8,209.77
6213	DFD Express Inc	\$13,860.00
6214	Michael Kilmer Construction	\$24,493.90
6215	Resco	\$245.00
6216	Stuart C Irby Co	\$2,065.00

Being no further business, Pokrzywinski moved to adjourn at 6:45 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, SEPTEMBER 14, 2020 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 14, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Kyle Halvorson, Leah Skjerven, Cory Seim, Dennis Kubat and Derek Pokrzywinski, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Taylor Amiot-AE2S, Allison Olimb-WC Press, Ted Green, Joe Fietek and Glen Wharam-PR Airport Manager. Corrine Berg at 5:50.

Additions and Changes to Agenda: Added to Ted Green under Comments from Citizens.

Comments and Questions from Citizens: Ted Green, who owns 221 Harris Ave N, appeared to ask the Council if they would consider selling the parcel of land adjacent his property to the north of Lot 1 Block 4 Birders Addition. The area is covered with weeds, fencing is overgrown with trees and/or is falling down and is filled with broken branches and garbage which creates a fire hazard. Some of the trees have blight and are leaning toward the house. The lot has no road access, a sheer drop-off on the north side and is not large enough to build on. Pokrzywinski moved and Gillespie seconded to advertise the parcel for sale. Upon roll call vote, all voted aye. M/C.

Approval of Minutes: Skjerven moved, and Seim seconded to approve the minutes from the August 10, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Since no one present objected to the 5.32 mill levy decrease, Mayor Stenvold called for a motion. Halvorson moved and Pokrzywinski seconded to approve the 2021 final budget with a 91.22 mill levy. Upon roll call vote, all present voted aye. M/C.

Taylor Amiot, engineer with AE2S, presented an update on the water and street projects he is supervising. Work has been completed on Harris Ave S from 5th St W to Elm Dr, Wadge Ave S from Hwy 17 to 3rd St W and 5th St W to Elm Dr. They should complete the remaining blocks on Wadge Ave S along with the first block of 3rd St W this week. Next week they will start on Briggs Ave S from 5th St to the end of Briggs Ave S. Pay request #1 in the amount of \$400,428.00 was submitted for payment to The Spruce Valley Corporation.

Amiot updated the Council on the S.I.D. 2020-1, Hilltop Dr., project. The dirt work has been completed, fabric has been laid and gravel is being hauled in and packed. Creative Curb from St. Cloud, MN will start curb and gutter work next week. Pay request #1 in the amount of \$161,870.99 was submitted for payment to RJ Zavoral & Sons, Inc. Pokrzywinski moved and Gillespie seconded to approve the following project pay requests: \$400,428.00 to The Spruce Valley Corporation and \$161,870.99 to RJ Zavoral & Sons, Inc. Upon roll call vote, all present voted aye. M/C. Substantial competition for the projects is October 2nd.

Seim presented aerial photos of North Star Addition and Green Acres Addition for submission to the ND DOT for the possibility of a new traffic study. Stenvold presented an estimate for two Wi-Fi, battery operated radar speed signs. The estimate for two signs, and the software license is \$6,213. The battery life on the extra batteries is five to seven days. Seim asked about using solar powered signs and what the cost might be. Additional information will be brought to next month's meeting. Council asked Larson to order new lime green pedestrian signs for the cross walks on Highway 17.

Slaamod presented an update on Municipal Court to the Council. Judge Foughty signed off on the contract and Walsh County is handling all ticketing and other duties.

Pokrzywinski received an estimate of approximately \$20,000 for 11 microphones and a two-speaker sound system for the Council room. He will look into headphones that magnify the speaker's voices and report back next month.

Thompson presented information on strategic planning regarding succession planning for retiring employees. Everyone including the Mayor, Council and staff will be involved in the planning. Thompson will check with Kari Helgoe at the NDSU Extension Office and work on scheduling dates.

Art of Touch Salon & Spa owner Lindsay Spoonland submitted a renewal application for a Food and Beverage Specialty Alcohol License along with the license fee. Halvorson moved and Pokrzywinski seconded to approve Sponnland's renewal application contingent on proof of limited restaurant licensing from the State of ND. Upon roll call vote, all present voted aye. M/C.

City Attorney: Slaamod reported he checked with BNSF railroad regarding the permit to cross under the railroad tracks to install the ten-inch water main. The agreement currently in place was with Great Plains railroad and will need to be decommissioned and sign a new contract with BNSF. The \$800 application fee has been paid and now BNSF is requesting the City provide a specific single insurance policy before the permit is issued. Thompson contacted the City's insurance carrier and the coverage requested would not have its own specific single policy, rather it would be covered as an addendum. BNSF could provide insurance coverage at a cost of \$1,266.00 where there would be no additional cost from the City's carrier. Without the permit, construction under the railroad tracks is on hold until the insurance issue is finalized. It was recommended to send in the City's insurance with the addendum and see if BNSF will accept our coverage. Pokrzywinski moved and Halvorson seconded to approve payment of the \$4,427. permit fee and send a copy of our insurance to BNSF contingent upon their acceptance. Upon roll call vote, all voted aye. M/C.

Slaamod wanted to clarify hiring procedures with everyone. Larson individually notified Stenvold and Halvorson that he was bringing back summer help hire Christian Lundquist due to all of the construction. Also, Larson received notification from Joshua Irvine that he would be quitting at the end of September. City Administration was not notified about these employment developments. Thompson explained even though there is no definition of length of employment for summer help it typically is May to August and questioned if Lindquist's hire was legal since it was not approved by the Council. Lindquist's final date of work was August 15th and was brought back on September 1st. Slaamod recommended a motion was needed to extend and approve of Lindquist's employment. Kubat moved and Gillespie seconded to extend Lundquist's employment until October 30, 2020. Upon roll call vote, all voted aye. M/C.

Thompson let the Mayor, Council and staff know that by not notifying City Administration of Lindquist's hiring and Irvine's leaving issues may have come up. Also, there are procedures that need to be followed such as advertising for the position and payroll procedures. When there is a lack of communication things get misconstrued and issues happen like a couple of years ago.

Kyle Halvorson, chair of the Employee Relations Committee, informed the Council of their meeting held on Oct 9th. Halvorson explained three

employees currently are either at their rule of 85 or 65 years of age and could retire anytime with another two eligible to retire in the next five to six years. Larson would like to retire in two years and Hensel has expressed she will leave in five years. With Irvine leaving another water treatment employee will need to work on passing their Class III certification. The Council also needs to look into hiring another one or two employees for water treatment when the City of Drayton goes on-line with Walsh Rural Water District's system in 2021-2022. The Committee also discussed employee evaluations. They selected May as the month to have all evaluations completed so information could be included in the budget. Seim will be checking with other businesses to see how they conduct their reviews. Security cameras for the water plant, new shop and electrical substation were discussed and questioned the logistics of the equipment needed.

Committee Reports:

- *Sales Tax:* Berg presented sales tax financials to the Council which show a year to date increase of 21.27% over last year.
- *Bike Path:* Fietek reported the Committee has scheduled a meeting on Monday, September 28th.
- *Airport Authority:* Airport Manager Glen Wharam provided an update on current and future improvements for the airport. He thanked the Council for having a progressive attitude as it also helps the airport. The airport also receives support from UND aeronautics with students practicing touch and go's along with using the General Aviation Terminal for downtime and other amenities. They also receive support from health services in Park River, Grand Forks and Fargo. The airport just received a \$94,000+ grant from the FAA. Currently obstruction removal will continue with the future 5+ years looking at possible land purchase, runway extension and a taxiway. The Airport Authority has signed a five-year engineering contract with Mead & Hunt. Wharam invited everyone to call him to setup a time to tour the airport.
- *PR Community Club:* Thompson reported the Halloween Trunk or Treat will be held on Saturday, October 31st from 4:00 to 6 pm at the Our Saviour's Lutheran Church parking lot.

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

Mayor Stenvold called on Corrine Berg to see if she had any comments. She explained to the Council that she has a rental property in town and if the renter moves elsewhere in town and leaves an unpaid utility bill they are allowed to set up a new service and the property owner gets the unpaid bill assessed to their property. The City office staff explained to her there is nothing in City ordinances that prohibit the renter with the unpaid bill to move elsewhere in town and set up a new service. C. Berg thinks this needs to be addressed. Stenvold asked the Policies & Contracts Committee to setup a meeting with City Attorney Slaamod and review the ordinance.

New Business: None.

Mayor's Comments: Stenvold mentioned the ND League of Cities will be holding their annual business meeting virtually on Tuesday, September 15th at 10:00 AM.

Public Works: Larson reported there will be no fall clean-up scheduled in October due to the three construction projects currently in progress. Council asked if the City could open the landfill as was done this spring. Thompson reminded the Council that the City does not own Consolidated Waste, LTD so they could not make that decision. The Consolidate Waste board will need to be asked if they could open the landfill on a Saturday for fall clean-up. Notification will be provided to the utility residents if permission is granted.

Auditor & Assessor Reports: Thompson and Berg presented the following bills for payment and the financial reports. Seim moved and Kubat seconded to approve payment of the following bills. Upon roll call vote, all voted aye. M/C. Skjerven moved and Seim seconded to approve the financial reports. Upon roll call vote, all voted aye. M/C.

General Fd & Municipal Util

36716	Postmaster	\$235.41
17	Airborne Custom Spraying, Inc.	\$8,700.00
18	AmeriPride Services, Inc	\$289.11
19	Aqua-Pure Inc.	\$3,901.72
36720	Banyon Data Systems, Inc	\$1,185.00
21	Border States Electric Supply	\$14,574.70
22	Cardmember Service	\$335.74
23	City of Fargo	\$28.00
24	Productivity Plus Account	\$343.04
25	Consolidated Waste, LTD.	\$18,716.20
26	Core & Main	\$4,377.16
27	Dale's Small Engine Repair LLC	\$193.99
28	Discovery Benefits, Inc	\$396.00
29	East Grand Forks Water& Lights	\$2,769.93
36730	Farmers Union Service Assoc	\$494.00
31	First Care Health Center	\$1,100.00
32	Fleming DuBois & Fleming PLLP	\$1,030.00
33	Funded Depreciation	\$4,813.00
34	General Funded Depreciation	\$5,000.00
35	Hawkins Inc	\$578.50
36	Jet-Way Multiple Services	\$3,432.50
37	Jim's Super Valu	\$26.12
38	Kringstad Ironworks INC	\$331.01
39	Langdon Fire Equipment	\$523.00
36740	Light & Water Dept	\$3,474.42
41	Lindell's Mowing	\$600.00
42	Lon's Hardware	\$305.83
43	Loren's Appliance & AC Repair	\$260.00
44	Montana Dakota Utilities	\$86.06

45	Michael Kilmer Construction	\$2,610.00
46	ND Dept of Environmental Qual	\$18.54
47	ND One Call Inc.	\$38.40
48	Nodak Electric Cooperative	\$5,100.74
49	Northdale Oil, Inc	\$125.48
36750	North Star Coop	\$2,437.56
51	Polar Communications	\$836.66
52	PR Park District	\$55.24
53	420-Praxair Distribution Inc	\$343.90
54	SanGrait's Auto Service	\$316.35
55	Sensus USA Inc.	\$1,715.95
56	Stuart C Irby Co	\$60.36
57	Team Laboratory Chemical Corp	\$2,872.50
58	Thatcher Company of Montana	\$9,438.00
59	US Bank Equipment Finance	\$204.61
36760	Verizon Wireless	\$152.82
61	Wat & Sew Imprv Dist #2015-1	\$6,200.00
62	Wat & Sew Imprv Dist #2016-1	\$9,490.00
63	Water System Repair & Replace	\$4,000.00
64	Water Bond Fund 05	\$4,830.00
65	Water Rev Bond Fund Phase II	\$3,450.00
66	Water Tower Fund	\$11,315.00
67	Water Treatment Fund	\$10,824.32
68	Walsh County Auditor	\$17,243.30
69	Walsh County Press	\$415.24
36770	2016 Electrical Upgrade	\$8,000.00
71	Ethanol Products, LLC	\$1,675.41
72	J. P. Cooke CO.	\$55.50
8944-66	Salaries	\$32,939.51
AW	US Treasury	\$9,620.96
AW	BC/BS of North Dakota	\$12,405.20
AW	First United Bank - ACH Chg	\$19.75
AW	NMPA	\$143,187.14
AW	PSN (Payment Services Network)	\$4.95
AW	US Bank-Wire-Refinance	\$81,518.75
AW	First United Bank - NSF 4 Util Bill PA	\$250.52
AW	First United Bank - NSF 4 Util Bill SC	\$652.14
Special Funds		
10163	Bank of North Dakota	\$20,577.05
10164	Hillcrest Country Club	\$5,000.00
Debt Service & Bond Fund		
6226	Void	\$0.00
6227	Advanced Engineering &	\$17,962.45
6228	Arntson Stewart Wegner PC	\$2,581.70
6229	The Spruce Valley Corporation	\$400,428.00
6230	RJ Zavoral & Sons, Inc	\$161,870.99
6231	Kinetic Leasing	\$29,432.00
6232	BNSF Railway Company	\$4,427.00
Correction to Aug Check #'s - Add 8919, 8942-43		0
Correction to Aug US Treasury Total-Entered \$16,437.34 S/B \$10,691.55		-\$5,745.79

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

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING, MONDAY, SEPTEMBER 14, 2020 AT 5:15 PM.

Mayor Stenvold called the meeting to order stating the purpose was to conduct a Public Hearing to consider the Petition received from Nathan Kjelland.

Present: Council: Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Derek Pokrzywinski, City Attorney Dustin Slaamod, Public Works Director Dennis Larson, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Kyle Halvorson.

Others Present: Taylor Amiot-AE2S, Allison Olimb-WC Press and Ted Green.

The Petition reads as follows:

I, Nathan Kjelland do hereby petition the City Council of the City of Park River, North Dakota to vacate Elm St in Meaghers Suburb Addition on Park Street West to allow for future construction. There are no other property owners located on Elm St. Meaghers Suburb Addition to sign the petition.

Since no one was present to object, Seim moved and Skjerven seconded to grant Nathan Kjelland' s request to vacate Elm St in Meaghers Suburb Addition on Park Street West. Upon roll call, all voted aye. M/C.

There being no further business, Gillespie moved and the meeting was adjourned at 5:21 PM..

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, OCTOBER 13, 2020 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, October 13, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Derek Pokrzywinski, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Kyle Halvorson. Others: Taylor Amiot-AE2S, Allison Olimb-WC Press, Ted Green, Laura Alkofer, Patty Hensel, Mike Helt, Shawn Summers, Lori Seim of F.C.H.C. and Joe Fietek.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Lori Seim of F.C.H.C. appeared and presented an update on COVID-19 hospital procedures and occupancy in ND. With an upswing in positive COVID-19 tests, larger hospitals are full and some have up to an eight hour wait in the E.R. requiring some patients to be sent to South Dakota facilities. The State is hosting regular updates for all health & care facilities in the State.

Approval of Minutes: Skjerven moved, and Pokrzywinski seconded to approve the minutes from the September 14, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Seim moved, and Kubat seconded to approve the minutes from the September 14, 2020 Public Hearing as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Taylor Amiot, engineer with AE2S, presented an update on the street and water projects he is supervising. Amiot reported October 2nd was the substantial completion date for both projects.

- S.I.D. 2020-1, Hilltop Drive, ran over by six days at \$900 per day for liquidated damages, along with some overage in materials and is 97% completed. Amiot recommended to the Council to assess liquidated damages against material overages which should balance out each other. Amiot will go through the product numbers to verify the numbers and will present an update at next month's meeting. Amiot presented pay request #2 from RJ Zavoral in the amount of \$294,832.13. Pokrzywinski moved and Seim seconded to approve payment of pay request #2 from RJ Zavoral in the amount of \$294,832.13. Upon roll call vote, all voted aye. M/C. Gillespie moved and Pokrzywinski seconded to approve Amiot's recommendation to assess liquidated damages against material overages which should balance out each other. Upon roll call vote, all voted aye. M/C.
- W.I.D. #2020-1, water main update, ran over by a couple of days due to the railroad holding up necessary permits required to bore under the railroad tracks and is about 84% completed. Amiot recommended to the Council to waive the daily \$1,600 in liquid damages against The Spruce Valley Corp due to the railroad holding up the project and contingent upon the rest of the project being completed shortly. Amiot presented pay request #2 from The Spruce Valley Corp in the amount of \$804,942.57. Kubat moved and Skjerven seconded to waive liquidated damages against The Spruce Valley Corp due to the railroad holding up the project and contingent that the rest of the project is completed shortly. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Gillespie seconded to approve payment of pay request #2 from The Spruce Valley Corp in the amount of \$804,942.57. Upon roll call vote, all voted aye. M/C.

Thompson presented an update on Highway 17. The ND DOT completed a 24-hour traffic study but no results have been received.

Pokrzywinski will provide information on individual listening devices at next month's meeting.

Thompson has been in contact with Kari Helgoe of NDSU Extension Service. Helgoe charges \$78 per hour or a total project cost of \$300 to provide help with the City's strategic plan. The time chosen to hold the two sessions was 5 to 9 PM. Thompson will let Helgoe know what time was chosen & send an updated list of dates for the Council to pick from. Gillespie moved and Pokrzywinski seconded to hire Helgoe to help with the City's strategic planning sessions at a cost of \$75 per hour or \$300 per project. Upon roll call vote, all voted aye. M/C.

Slaamod updated the Council on the property Ted Green asked about purchasing from the City. Currently the land is not platted and there is no legal description for the 45' x 115.5' parcel of land. The land in question has a value below the \$2,500 threshold required for bids. Slaamod recommended the following: a purchase agreement between Green and the City for \$1.00, contingent that the buyer pay all costs to have the property surveyed, the City will draw up a quit claim deed and Green will need to pay for the deed and have the transfer document recorded. Skjerven moved and Gillespie seconded to enter into a private sale with Mr. Ted Green contingent that the buyer pay all costs as stated above. Upon roll call vote, all voted aye. M/C.

City Attorney: Slaamod reported the Policies & Contracts Committee met regarding a resolution to amend Ordinance 27.d – An ordinance establishing a penalty for unpaid utility bills.

Skjerven moved and Pokrzywinski seconded to approve the following resolution:

**RESOLUTION TO AMEND CITY OF PARK RIVER ORDINANCE,
CHAPTER 27.d – AN ORDINANCE ESTABLISHING A
PENALTY FOR UNPAID UTILITY BILLS**

**RESOLUTION TO AMEND CITY OF PARK RIVER ORDINANCE, CHAPTER 27.d - AN
ORDINANCE ESTABLISHING A
PENALTY FOR UNPAID UTILITY BILLS.**

WHEREAS, the City Council of the City of Park River, North Dakota, declares it to be in the public interest to establish a policy regarding the payment of delinquent utility bills and for the establishment of delinquency penalties, disconnection and reconnection fees.

NOW, THEREFORE, be it resolved by the City Council of the City Park River, North Dakota, that, Section I of Chapter 27.d of the City of Park River Municipal Ordinances is hereby amended to the following policy with regard to the payment of municipal utilities.

- A. Any consumer of municipal utilities whose bill(s) shall remain unpaid for 15 days after the date of the bill(s), shall then

have added to the amount of said bill, an amount determined by the schedule of rates which is incorporated herein by reference.

B. At the time penalty, as above referenced, accrues, the City of Park River shall send notice to consumer of said utilities and to the owner/landlord, where applicable, of the property to which utility services are provided, that a delinquency has occurred.

C. Any consumer of municipal utilities, whose bill remains unpaid for 1 month after the date of said bill, shall have all municipal services provided under said billing(s) discontinued or disconnected within five (5) days of Notice of Disconnect.

D. Any consumer of municipal utilities whose services has been disconnected or discontinued under the provisions of the preceding paragraph, shall not have the service reconnected or recommenced until the delinquent amount with penalty, current charges, and reconnection charge, as determined by the schedule of fees, has been paid in full.

E. The owners of all real property in the City of Park River shall be responsible for all City utilities services, including electric, water, sewer, and garbage, used or provided to lands or premises owned by them, whether occupied in person or by tenant, and shall be responsible for the payment of the charges for these services. The City may, at the request of the property owner, bill the occupant or tenant of any such premises for such services, but the owner will remain liable for the payment if the bill is not paid by the occupant or tenant. The City Auditor will, upon request by any property owner, notify the property owner when an occupant's or tenant's bill is past due. In addition to any other remedies available to the City, if the established service charges are not paid when due, such sum may be recovered by the City in an action at law or such sum may be assessed against the premises served and collected and returned in the same manner as other county and municipal taxes are assessed, certified, collected and returned.

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

First Reading: 10-13-2020

Second Reading:

Published in Official Newspaper:

Slaamod would like the Council to consider going through and updating the entire ordinance book. It was last done in 2015 and should be done again to update areas which no longer apply and define others. Slaamod provided the Council with examples where ordinances are vague and could be misconstrued. He will check with his office about costs for updating all ordinances and bring a quote to next month's meeting.

Slaamod reported the municipal court contract has been signed by all necessary parties and Walsh County has added our ordinances to the database. Per NDCC 40-18-06.2. "upon transferring all municipal court cases to the district court, may abolish by resolution the office of municipal judge." Skjerven moved and Pokrzywinski seconded to approve a resolution abolishing the office of the municipal judge. Upon roll call vote, all present voted aye. M/C.

Slaamod informed the Council the City currently does not have a contract with Consolidated Waste, LTD (C.W.), who provides garbage services to the City, and one should be secured. There are eight area cities who have a vested interest in C.W. with Park River having 54 to 55%. All management/administrative functions are completed in the City of Park River's business office using City equipment by City employee Patty Hensel. C.W. pays the City \$20,000 per year for management/administrative services. Currently Hensel is clocked in on City time while working on C.W. business and in addition to her City wage receives \$5,000 per year from C.W. Slaamod stated though not technically illegal but a conflict of interest Hensel is being paid by both the City and C.W. for the same time and could be misinterpreted as double dipping and should be looked into. Thompson suggested when C.W. business is conducted the employee punches out and does not receive wages from the City or C.W. pays the \$5,000 directly to the City to cover the wages of C.W. being done on City time or C.W. could hire a bookkeeper and not use the City. Thompson will attend Consolidated Waste's meeting tomorrow and will discuss the need for a contract with their Board.

Committee Reports: *Sales Tax:* The Committee recommended approving the following requests. From the Economic Development Fund: \$1,000 to Owen Software Innovations LLC for the digital visual tour of Park River. Capital Improvement Funds; \$9,319 to PR Municipal Airport for runway painting project and loan \$7,000 to North Star Addition T.I.F. for loan payment. Seim moved and Pokrzywinski seconded to approve the Sales Tax Committee's recommendations as presented. Upon roll call vote, all voted aye. M/C.

- *Airport Authority:* Stenholm reported the runway painting project has been completed and the pilots have noticed.
- *Bike Path:* Fietek reported the Committee held a meeting three weeks ago. They are planning a wine walk fundraiser on the bike path this spring. Fietek asked if the new concrete trash receptacles for the bike path have been received and if so where are they as they had spaces designated for them. PWD Larson will check and see if they came in and get back to Fietek. Fietek reported the Committee is saving/raising money to have the bike path resurfaced and have not approved any purchases this year.
- *PR Community Club:* Thompson reported the Halloween Trunk or Treat will be held on Saturday, October 31st from 4:00 to 6 pm at the Our Saviour's Lutheran Church parking lot.
- Committees with nothing to report: *Park District, PR Economic Development Corp, and Public Library.*

New Business: The Christmas Lighting Contest was discussed. Thompson reported on the ballot option used the last two years for voting. There were less than 40 ballots each of the last two years. Seim moved and Skjerven seconded to have several people judge the lighting contest participants and chose the winners. Winners will receive an energy credit on their January utility bill as follows: 1st Place-\$250.00, 2nd place \$150.00 and 3rd place \$100.00. Upon roll call vote, all present voted aye. M/C.

Thompson reported she received quotes on updating the operating system on the server license as it is no longer supported. Polar provided a quote of \$585.76 for updating to Microsoft Server 2019 Essentials and 5 hours of labor at \$100 per hour. The City currently pays a total of \$145.00 per month for various tech services. Polar also provided pricing for a monthly primary package at \$124.95 per month which would cover most current services plus additional support. Gillespie moved and Pokrzywinski seconded to accept the quote for updating the server and the monthly \$124.95 primary package as listed in the Polar quote. Upon roll call vote, Gillespie, Skjerven, Seim, and Pokrzywinski voted aye with Kubat abstaining and Halvorson absent. M/C.

Mayor's Comments: Stenvold mentioned the street light by Lorac Hall is not working and asked if there are monitors and alarms on manholes.

Public Works: Larson is asking for permission to have WC Three Rivers Soil Conservation plant grass on the commercial lots in Green Acres Addition between Dollar General and Western Valley Car Wash and received a quote of \$1,200 for the grass seed and planting. Kubat moved and Pokrzywinski seconded to grant Larson's request for planting grass on the Commercial lots in Green Acres Addition by WC Three Rivers Soil Conservation District at a cost of \$1,200. Upon roll call vote, all present voted aye. M/C.

- Larson mentioned to the Council that NMPA General Manager Jasper Schneider would like to meet with them and go over current contracts, rates and other information. Council agreed to meet with Schneider at 5:00 pm prior to the November 9th Council meeting.
- Larson informed the Council the City will be receiving transmission power from a line along Hwy 32 while the transmission lines from Park River to the curves are rebuilt.

Auditor & Assessor Reports: Thompson asked for permission to transfer S.I.D. #7 fund cash balance of \$374.39 to the General Fund and close out the fund. Skjerven moved and Seim seconded to approve the transfer and close-out. Upon roll call vote, all present voted aye. M/C.

- Thompson is asking permission to transfer \$50,000 from the Municipal Utilities electric fund to the General Fund to cover operating expenses. Kubat moved and Gillespie seconded to approve the transfer. Upon roll call vote, all voted aye. M/C.
- Seim moved and Kubat seconded to approve payment of the following bills. Upon roll call vote, all voted aye. M/C.
- Berg presented the financial reports and Sales Tax information. Sales Tax collections are up 24.79% or \$84,675.46 year to date over last year at this time. Pokrzywinski moved and Gillespie seconded to approve the financial reports. Upon roll call vote, all voted aye. M/C.

General Fund & Municipal Utilities

36773	Postmaster	\$347.69
74	Discovery Benefits	\$320.00
75	ND Dept of Environmental Qual	\$10.00
76	2016 Electrical Upgrade	\$8,000.00
77	Acme Tools	\$263.81
78	AmeriPride Services, Inc	\$289.05
79	Border States Electric Supply	\$4,429.06
36780	Eugene Bossert	\$10.69
81	Cardmember Service	\$275.40
82	Grand Forks Utility Billing	\$52.00
83	Productivity Plus Account	\$66.88
84	Consolidated Waste, LTD.	\$18,654.20
85	Core & Main	\$2,174.66
86	DFD Express Inc	\$3,024.00
87	Discovery Benefits, Inc	\$50.00
88	Void	\$0.00
89	Ethanol Products, LLC	\$759.96
36790	Fleming DuBois & Fleming PLLP	\$1,470.00
91	Funded Depreciation	\$4,813.00
92	General Funded Depreciation	\$5,000.00
93	Hach Company	\$98.97
94	Hawkins Inc	\$1,424.82
95	Josh Irvine	\$7.76
96	Jim's Super Valu	\$82.25
97	Light & Water Dept	\$3,343.27
98	Lon's Hardware	\$188.60
99	Montana Dakota Utilities	\$125.33
36800	Michael Kilmer Construction	\$1,450.00
1	ND Dept of Environmental Qual	\$270.12
2	ND One Call Inc.	\$46.25
3	Void	\$0.00
4	Nodak Electric Cooperative	\$4,666.64
5	Northdale Oil, Inc	\$985.33
6	North Star Coop	\$694.57
7	Polar Communications	\$964.66
8	Void	\$0.00
9	Quill Corporation	\$649.45
36810	Samson Electric LTD	\$53.49
11	Sanitation Products Inc	\$1,180.49
12	Thatcher Company of Montana	\$9,438.00
13	The Village Family Service Center	\$1,500.00
14	Verizon Wireless	\$205.92
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
36820	Water Tower Fund	\$11,315.00
21	Water Treatment Fund	\$8,631.22
22	Walsh County Auditor	\$12,819.22
23	Walsh County Press	\$478.70
24	WC Record	\$39.00
25	Lindell's Mowing	\$500.00
26	East Side Garage	\$189.30
36827	East Grand Forks Water& Lights	\$330.88
8967-90	Salaries	\$30,481.63
AW	US Treasury	\$10,027.09
AW	First United Bank	\$19.70
AW	Aflac	\$151.98
AW	BC/BS of North Dakota	\$12,405.20
AW	NDPERS	\$17.33
AW	NDPERS	\$835.00
AW	NMPA	\$128,238.07
AW	PSN	\$4.95
AW	NDPERS	\$835.00
AW	NDPERS	\$6,097.79
Special Funds		
10165	Jacob & Rachel Kringstad	\$5,000.00
10166	North Star Addition T.I.F.	\$7,000.00
10167	Owen Software Innovations LLC	\$1,000.00
10168	PR Airport Authority	\$9,319.00
Debt Service & Bond Fund		
6233	BNSF Railway Company	\$1,266.00
6234	Advanced Engineering &	\$34,291.15
6235	Border States Electric Supply	\$102.66
6236	First United Bank	\$26,625.87
6237	North-Holt Electric, Inc	\$38,370.20
6238	Resco	\$1,472.32
6239	RJ Zavoral & Sons, Inc	\$294,832.13
6240	Stuart C Irby Co	\$31,175.89
6241	The Spruce Valley Corporation	\$804,942.57
6242	US Bank	\$15,383.75
6243	Bank of North Dakota	\$19,501.04

Being no further business, Pokrzywinski, moved to adjourn at 7:38 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, FRIDAY, OCTOBER 20, 2020 AT 8:00 AM.

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 Friday, October 30, 2020 at 8:00 AM.

Mayor Dan Stenvold called the meeting to order at 8:04 am; upon roll call the following were present by conference call: Council member Kyle Halvorson Council members, in person: Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat, and Derek Pokrzywinski, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: City Attorney Dustin Slaamod. Others: Eugene Bossert arrived at 8:09 am.

Business:

The meeting started with a public hearing on Street Improvement District 2020-1 (SID 2020-1). No letters of protest were received by the City Auditor nor was there anyone present at the public hearing to protest the special assessments. Halvorson moved and Kubat seconded to approve the special assessments for SID 2020-1 as recommended by the Special Assessment Commission. Upon roll call vote, all voted aye. M/C.

Seim reported the employee relations committee and would like to hire both Christian Lundquist and Alex Schnetzer who were interviewed to fill the water treatment vacancy. Lundquist will be going to lineman school next fall to complete his educational requirements. He could possibly fill the electrical position, held by PWD Larsson, upon his retirement. The other candidate would be hired to fill the vacancy at the water treatment plant. Halvorson felt by hiring both candidates they could be trained in by the time employees start retiring from the public works department. Pokrzywinski questioned where the money for the second employee would come from? The Council was informed that Schnetzer has experience cutting trees around electrical poles & lines. PWD Larson suggested money normally spent on hiring a company could be used to offset wages. Thompson suggested eliminating comp hours as a possible way to fund the second person. Though discussed, nothing was decided. Seim moved and Gillespie seconded to hire both Christian Lundquist and Alex Schnetzer at \$15.36 per hour. Upon roll call vote, all voted aye. M/C. PWD will contact the new hires with their start date.

Kubat moved to adjourn at 8:39 AM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, NOVEMBER 9, 2020 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, November 9, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present in person: Council members: Ken Gillespie, Dennis Kubat and Derek Pokrzywinski; by teleconference, Kyle Halvorson, Leah Skjerven and Cory Seim. In person: City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others by teleconference: Taylor Amiot-AE2S, Allison Olimb-WC Press, Marcus Lewis-F.C.H.C. and in person: Joe Fietek arrived at 5:38 pm.

Additions and Changes to Agenda: Add under New Business-Garbage rate increase.

Comments and Questions from Citizens: Marcus Lewis of F.C.H.C. urged citizens to comply with mask use and personal distancing. Many hospitals have a three plus hour wait in their emergency rooms and thankfully FCHC is not experiencing this type of delay.

Approval of Minutes: Kubat moved, and Seim seconded to approve the minutes from the October 13, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Skjerven moved, and Gillespie seconded to approve the minutes from the October 13, 2020 Public Hearing/Special Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Taylor Amiot, engineer with AE2S, presented an update on the street and water projects he is supervising. Amiot mentioned seeding was done fairly late this fall but it is a warranty item and will be redone in the spring if germination and growth are substandard. Amiot reported both projects have been completed and recommended paying the final pay requests. #3 to RJ Zavoral & Sons in the amount of \$39,962.53 for S.I.D. 2020-1, (Hilltop Drive) and #3 from The Spruce Valley Corp in the amount of \$301,774.25 for Water Improvement Dist 2020-1. Halvorson moved and Pokrzywinski seconded to approve payment of the final pay request #3 from RJ Zavoral in the amount of \$39,962.53 for SID 2020-1. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Kubat seconded to approve payment of the final pay request #3 from The Spruce Valley Corp in the amount of \$301,774.25. Upon roll call vote, all voted aye. M/C.

Pokrzywinski provided information on individual listening devices. Pokrzywinski moved and Gillespie seconded to order two pairs of the headphones between \$20-\$50 per pair as presented. Upon roll call vote, all voted aye. M/C. City Administration will place the order.

With the increase in COVID-19 numbers Council decided to postpone the City Strategic Planning sessions until after the first of the year.

Thompson asked if anyone on the Council was interested in judging the Christmas lighting contest this year. Seim volunteered to judge them and will ask a couple more people to help. The lights will be judged sometime during the week of December 13th to the 19th.

Pokrzywinski asked if voting procedures for councilmembers, who are currently voted on by wards, could be changed to all at large or use a mixed format of three at large and three by wards. Slaamod recommended sending it to the Policies and Contracts Committee to set up which year would be at large and which year would be by ward. Pokrzywinski moved and Seim seconded to move to a mixed voting format for Councilmembers and to send it to the Policies and Contracts Committee for definition. Upon roll call vote the following voted aye: Gillespie, Halvorson, Skjerven, Seim, and Pokrzywinski; with Kubat voting nay. M/C.

City Attorney: Skjerven moved and Pokrzywinski seconded to approve the second reading of the following resolution:

**RESOLUTION TO AMEND CITY OF PARK RIVER ORDINANCE,
CHAPTER 27.d – AN ORDINANCE ESTABLISHING A
PENALTY FOR UNPAID UTILITY BILLS**

(The entire Resolution is listed on the City website or at the Auditor's Office)

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

First Reading: 10-13-2020

Second Reading: 11-9-2020

Published in Official Newspaper:

Last month Slaamod asked the Council to consider going through and updating the entire ordinance book. It was last done in 2015 and should be done again to update areas which no longer apply and define others. He checked with his office about costs for updating all ordinances and the cost would be \$11,500. Seim felt the Councilmembers should read through the ordinances to determine if all ordinances need to be redone and tabled the matter until next month's meeting.

At last month's meeting Slaamod informed the Council the City currently does not have a contract with Consolidated Waste, LTD (C.W.), who provide garbage services to the City, and one should be secured. Thompson and Slaamod attended Consolidated Waste's meeting last month and discussed the need for a contract with their Board. Their Board agreed there needs to be a contract and tasked a subcommittee to meet with City representatives and come up with terms for a contract which is agreeable and fair to both parties. Pokrzywinski will check with CW board member Francis Praska and see if he has a copy of the original contract from 20 plus years ago to use as a template.

Committee Reports: *Housing Authority:* Pokrzywinski reported on the Housing Authority (HA) meeting that he and Fietek recently attended. At the beginning of the project a \$50,000 payment was made from the City to the HA which was to be used for shortages and repairs. There currently is about \$20,000 left in the fund. The buildings are currently 13 years old and will be requiring costly repairs and maintenance in the near future. The original bond taken out was for \$1.1 million at 4-5% interest with a current balance of \$910,000 remaining. The HA is looking into the possibility of refinancing the bond since interest rates are currently low.

Sales Tax: Berg reported that sales tax collections are up \$91,813.79 or 24.27% over last year for the same time period year to date. It has been one year since sales tax for online purchases was implemented. The sales tax fund current balance is \$668,153.25 with \$304,429.99 available for use. Skjerven moved and Pokrzywinski seconded to accept the sales tax financials into record.

PR Community Club: Thompson reported there will be no Super Santa Saturday this year due to COVID-19 numbers. The daycare will be meeting to decide if they will be hosting the vendor holiday mall.

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

New Business: Thompson reported the five-year New Holland tractor lease is up this year and the Council needs to decide if the City should purchase the tractor for \$78,594.45 or lease a new one. Council questioned PWD Larson on the number of hours on the tractor and if buying it

is in the best interest of the City. Larson said there are less than 1,100 hours on the bi-directional tractor and they do not make this type of tractor anymore, it has been a good tractor and the value is closer to \$90,000. To lease a new tractor would cost about \$13,000 per year. Council questioned where the money will come from. City Administration reported the funds could come out of Sales Tax Capital Improvement Fund or General Funded Depreciation. Seim moved and Pokrzywinski seconded to buyout the tractor lease for \$78,594.45 and possibly sell it at a later date. Upon roll call vote, all voted aye. M/C.

Seim moved and Gillespie seconded to approve the 2020 year to date budget to actual expenses as of 9-30-2020. Upon roll call vote, all voted aye. M/C.

Thompson reported she was informed that Consolidated Waste, LTD will be increasing the residential rate for City garbage pickup by \$1.00 per account per month and commercial dumpster rates accordingly. Gillespie moved and Halvorson seconded to increase the residential garbage rate by \$1.00 per account per month from \$20 to \$21 and commercial dumpsters as increased by CW starting with the December 2020 billing. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Thanked Aggie Vision for running photos of the veterans this week and reported there will be no Veteran's Day Memorial program at the Legion this year. He went on to thank all of the Public Works and Administration employees for the time they put in on all of the projects this year. Stenvold asked Thompson to write thank you letters to the contractors for the great job on this year's projects.

Public Works: Larson mentioned to the Council that the PW employees have been using separate vehicles if possible and if not both employees have been wearing masks in the vehicles. The employee working in the water plant has been in the building by himself however if another employee comes in, both are wearing masks.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Pokrzywinski moved and Seim seconded to approve payment of the following bills. Upon roll call vote, all voted aye. M/C. Halvorson moved and Skjerven seconded to approve the financial reports as presented. Upon roll call vote, all voted aye. M/C.

Berg presented the Assessor's report. Since COVID-19 slowed in house visits, time has been spent working on data collection and documentation. This included verifying all City Annexations to parcels listed in City Limits. Berg has verified 100% of the parcel numbers to the interactive parcel map generated by AE2S. She has completed approximately 67% of matching legal descriptions to the map and entered approximately 32% of all verified information into the interactive parcel map legend. Berg noted Eugene Bossert has completed measuring and sketching 339 properties with a very high degree of accuracy. Assessment visits in the City are 55% completed. The Good Sam annexation is in question and has been forwarded to Slaamod to verify.

Thompson informed the Council that office employees are practicing social distancing in their offices. If employees must enter another employee's office both employees wear masks. This also applies to the employee interacting with customers at the drive-up window.

General Fund & Municipal Utilities

36828	Postmaster	\$285.95
29	2016 Electrical Upgrade	\$8,000.00
36830	AmeriPride Services, Inc	\$289.05
31	Animal Elskan Inn, LLC	\$120.00
32	Aqua-Pure Inc.	\$1,567.63
33	Banyon Data Systems, Inc	\$795.00
34	Border States Electric Supply	\$6,399.38
35	Eugene Bossert	\$500.00
36	Cardmember Service	\$26.35
37	Rebecca Chyle	\$300.00
38	Productivity Plus Account	\$5,749.29
39	CNH Industrial Retail Accounts	\$78,594.45
36840	Consolidated Waste, LTD.	\$18,567.20
41	Core & Main	\$1,712.45
42	DFD Express Inc	\$945.00
43	Discovery Benefits, Inc	\$50.00
44	Ethanol Products, LLC	\$941.22
45	Filter Care of Grafton, Inc	\$168.03
46	Fleming DuBois & Fleming PLLP	\$1,930.00
47	Funded Depreciation	\$2,729.00
48	General Funded Depreciation	\$5,000.00
49	Graymont (WI) LLC	\$6,043.68
36850	Hawkins Inc	\$315.00
51	Dr. Mark Helgeson	\$500.00
52	Jim's Super Valu	\$80.22
53	Dennis L Larson	\$4,562.50
54	Light & Water Dept	\$3,493.16
55	Stefan Linstad	\$310.38
56	Lon's Hardware	\$133.68
57	Loren's Appliance & AC Repair	\$761.79
58	Montana Dakota Utilities	\$469.53
59	MMUA	\$1,711.00
36860	Nalco Company LLC	\$87.50

61	ND Assoc of Counties, Inc	\$50.00
62	ND Dept of Environmental Qual	\$18.54
63	ND One Call Inc.	\$48.00
64	NDLC	\$1,491.00
65	Newman Traffic Signs	\$1,322.91
66	Nodak Electric Cooperative	\$5,100.00
67	Northdale Oil, Inc	\$511.12
68	North Star Coop	\$1,208.93
69	Polar Communications	\$959.22
36870	PR Park District	\$3,099.02
71	Quill Corporation	\$254.42
72	Sanitation Products Inc	\$499.99
73	Strata Corporation	\$3,879.48
74	US Bank Equipment Finance	\$204.61
75	Verizon Wireless	\$215.00
76	Wat & Sew Imprv Dist #2015-1	\$6,200.00
77	Wat & Sew Imprv Dist #2016-1	\$9,490.00
78	Water System Repair & Replace	\$4,000.00
79	Water Bond Fund 05	\$4,830.00
36880	Water Rev Bond Fund Phase II	\$3,450.00
81	Water Tower Fund	\$11,315.00
82	Water Treatment Fund	\$7,871.24
83	Walsh County Auditor	\$13,630.97
84	Walsh County Press	\$506.43
85	WC Record	\$49.00
86	Walsh County Recorder	\$20.00
87	WC Water Resource District	\$2,896.61
88	Widseth Smith Nolting & Assoc	\$1,200.17
8991-9011	Salaries	\$27,175.64
AW	US Treasury	\$8,847.59
AW	Aflac	\$116.62
AW	BC/BS of North Dakota	\$12,405.20
AW	NDPERS	\$17.33
AW	NDPERS	\$810.00
AW	NDPERS	\$810.00
AW	NDPERS	\$5,550.74
AW	First United Bank	\$19.65
AW	Special Assessment Fund	\$12.51
AW	ST Improve Dist #2018-1	\$783.33
AW	PR Airport Authority	\$1,281.65
AW	PR Public Library	\$1,286.26
AW	ST Improve Dist #2017-1	\$3,710.18
AW	ND ST Tax Commissioner	\$1,296.98
AW	NMPA	\$136,908.03
AW	PSN	\$4.95
Debt Service & Bond Fund		
6244	AE2S	\$28,803.70
6245	Bank of North Dakota	\$31,754.07
6246	North-Holt Electric, Inc	\$16,360.58
6247	RJ Zavoral & Sons, Inc	\$39,962.53
6248	The Spruce Valley Corporation	\$301,774.25

Being no further business, Seim, moved to adjourn at 6:44 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, DECEMBER 14, 2020 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 14, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present in person: Council members: Ken Gillespie, Kyle Halvorson, Leah Skjerven, Dennis Kubat and Derek Pokrzywinski; by teleconference, Cory Seim. In person: Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: City Attorney Dustin Slaamod. Others by teleconference: Allison Olimb-WC Press, Marcus Lewis-F.C.H.C., Joe Fietek and in person: Terin Riley of Fleming, DuBois, & Fleming, PLLP.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Marcus Lewis of F.C.H.C. reported numbers are going down as there was not much of a spike after the Thanksgiving holiday.

Approval of Minutes: Skjerven moved, and Seim seconded to approve the minutes from the November 9, 2020 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: None.

Committee Reports: *Sales Tax:* Berg reported that sales tax collections are up \$99,447.49 or 23.62% over last year for the same time period year to date. It has been one year since sales tax for online purchases was implemented. The sales tax fund current balance is \$689,499.67. Halvorson moved and Pokrzywinski seconded to accept the sales tax financials into record.

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

New Business: Halvorson, chair of the Employee Relations Committee, went over the 2021 proposed increases with those present. Employee evaluations and proposed raises will be done in May for 2022 which will give accurate numbers to use for budgeting purposes. This will coincide with annual health insurance premium changes which were increased by 11% last year. Seim moved and Kubat seconded to approve a 2% increase for all employees as of January 1, 2021 except the two employees hired on October 30, 2020. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Halvorson, seconded to approve a 2% increase for the two new employees and will go into effect after 6 months of employment have been completed. Upon roll call vote, all voted aye. M/C.

Halvorson mentioned Christmas bonuses are given in Park River Bucks and fulltime employees are given \$300 and year-round part-time employees \$150. Gillespie moved and Pokrzywinski seconded to approve the Christmas bonuses as presented. Upon roll call vote, all voted aye. M/C.

Public Works: Larson reported one of the new employees trained in the plant for three weeks and operated the plant on his own last week and did well. The second employee started his training in the plant this week. Larson reported there are approximately 10 to 12 blocks of cast iron water pipes left to be replaced. Larson would like to put in an application for grant money through the ND State Water Commission. It may be up to five years before 60% grant money is approved for this project. Halvorson moved and Pokrzywinski seconded to give Larson permission to file a grant application with the ND State Water Commission for replacing the rest of the cast iron water mains. Upon roll call vote, all voted aye. M/C.

Larson asked if the Council wanted to do a street improvement project in 2021. The project area would cover streets which had water pipes replaced during the 2020-1 Water Main project along with a couple of other areas. Stenvold reminded everyone that the City should be receiving Prairie Dog money in 2021 which can be used for infrastructure projects. Thompson stated the City could apply for CDBG money and see if we qualify. Kubat moved and Gillespie seconded to start the project for Street Improvement District #2021-1. Upon roll call vote, all voted aye. M/C.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Skjerven moved and Kubat seconded to approve payment of the following bills and approve the financial reports as presented. Upon roll call vote, all voted aye. M/C.

Berg presented the Assessor's report. She reported there have been 42 property sales through the end of November. She explained her sales ratio is at 98%. This shows that the adjustments she has made are in line with what the properties are selling for. She continues to work on matching legal descriptions to the parcel map and entering verified information into the interactive parcel map legend.

The General Fund balance as of November 30th was \$5,214.28. City Administration is asking for permission to transfer up to \$65,000 from Municipal Utilities to the General Fund to cover the December bills and payroll expenses. Seim moved and Halvorson approved the request as presented. Upon roll call vote, all voted aye. M/C.

Genera Fund & Municipal Utilities

36889	Postmaster	\$343.10
36890	Discovery Benefits	\$320.00
91	2016 Electrical Upgrade	\$8,000.00
92	Acme Tools	\$716.50
93	Advanced Engineering &	\$285.00
94	AmeriPride Services, Inc	\$289.05
95	Animal Elskan Inn, LLC	\$600.00
96	Border States Electric Supply	\$2,779.01
97	Butler Machinery Co	\$1,808.77
98	Cardmember Service	\$183.25
99	Grand Forks Utility Billing	\$179.91
36900	Productivity Plus Account	\$839.94

1	Consolidated Waste, LTD.	\$18,496.50
2	Core & Main	\$2,824.79
3	Penni Dahlgren	\$88.40
4	Dale's Body Shop	\$2,085.84
5	Discovery Benefits, Inc	\$50.00
6	East Side Garage	\$706.75
7	Ferguson Waterworks #2516	\$840.48
8	Fleming DuBois & Fleming PLLP	\$890.00
9	Graymont (WI) LLC	\$7,308.63
36910	Hawkins Inc	\$1,559.30
11	IAAO	\$220.00
12	Java Fix	\$4.81
13	Jim's Super Valu	\$68.66
14	Daryl Larson	\$294.00
15	Light & Water Dept	\$4,823.42
16	Lon's Hardware	\$1,407.27
17	Montana Dakota Utilities	\$997.99
18	Michael Kilmer Construction	\$3,127.50
19	ND Dept of Environmental Qual	\$18.54
36920	ND One Call Inc.	\$17.00
21	ND Rural Water Systems Assoc	\$245.00
22	ND Sewage Pump Lift Station	\$3,465.50
23	Nodak Electric Cooperative	\$5,199.73
24	Northdale Oil, Inc	\$419.94
25	NOVAK GRAIN &FEED	\$600.00
26	North Star Coop	\$1,138.09
27	Polar Communications	\$1,557.46
28	PR Park District	\$182.20
29	Quill Corporation	\$531.35
36930	Samson Electric LTD	\$705.01
31	SanGrait's Auto Service	\$488.42
32	Molly Sobolik	\$6.94
33	US Bank Equipment Finance	\$204.61
34	Verizon Wireless	\$196.84
35	Vessco, Inc	\$733.75
36	Wat & Sew Imprv Dist #2015-1	\$6,200.00
37	Wat & Sew Imprv Dist #2016-1	\$9,490.00
38	Water System Repair & Replace	\$4,000.00
39	Water Bond Fund 05	\$4,830.00
36940	Water Tower Fund	\$11,315.00
41	Water Treatment Fund	\$6,751.94
42	Walsh County Auditor	\$13,804.31
9012-34	Salaries	\$28,303.33
AW	US Treasury	\$9,240.93
AW	NMPA	\$141,461.38
AW	PSN	\$4.95
AW	NDPERS	\$16.87
AW	NDPERS	\$810.00
AW	NDPERS	\$810.00
AW	NDPERS	\$6,093.16
AW	Aflac	\$89.06
AW	BC/BS of North Dakota	\$12,405.20

Special Fund

6249	AE2S	\$18,138.80
6250	Samson Electric LTD	\$2,000.00
6251	US Bank	\$450.00
Debt Service & Bond Fund		
10170	First United Bank	\$16,940.00

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

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor