

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, DECEMBER 13, 2021 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 13, 2021 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-Left at 6:16, Cory Seim-by phone-arrived at 6:16, 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: Mike Helt, Marcus Lewis-FCHC, Glen Wharam, Eugene Bossert, Joe Fietek, WC Deputy Patrick Moreland, Jay Skorheim, Lori Seim, Sheriff Ron Jurgens, Patty Dahlen, Ann Pohanka and Allison Olimb from WC Press.

Additions and Changes to Agenda: No additions or changes were made to the agenda.

Comments and Questions from Citizens: Marcus Lewis of FCHC voiced concern to the Council regarding remarks made by the President of the PR Economic Development Corporation at the December 5th meeting regarding the 1% sales tax FCHC receives. FCHC provides many services to the surrounding area and the 1% sales tax was voted on by the residents of Park River to make sure FCHC has up-to-date modern equipment to provide the best care possible. N. Thompson reported the hospital sales tax issue is not governed by the PR Eco Dev Corp and should not have been brought up at the meeting, nor is it an issue the City Council can address as the referendum was voted on by the citizens. FCHC is holding a Smart Sitter babysitting class. The class is free of charge and will be held on January 29th.

Glen Wharam wanted the Council to know that snowmobilers have been driving off the authorized trail and trespassing on several privately owned properties located north of 4th Street W. There are areas where sod has been torn up which will need to be repaired by the property owners in the spring. WC Deputy Moreland was notified earlier in the day about the trespassing issue and will patrol the area. Jay Skorheim stated it is not only a trespassing issue but a liability issue should an accident occur. In addition, small trees have been planted on the property which could be damaged or cause an accident as they grow. PWD Larson was asked to place markers identifying the trail. Administration was asked to post a map with the snowmobile trail through City Limits on the City website and Facebook page. Halvorson asked that a map be sent him at Polar Comm. so he could get it posted on the cable channel. Glen Wharam and Ann Pohanka left at 5:48.

Joe Fietek asked Mayor Stenvold for clarification on an item published several months ago in "Minute With The Mayor." Fietek asked if the additional bike path paving was paid for by Joel Hylden personally or did the funds come from someone else? If the funds were from someone else, shouldn't they receive the recognition rather than Hylden? Stenvold replied the money came from the Alice Jorgenson Estate and should have received the recognition and thank you for paying for the additional paving done on the bike path.

WC Deputy Patrick Moreland informed the Council he will be gone for four months of training with the Air National Guard starting in June 2022.

Approval of Minutes: Pokrzywinski moved, and Gillespie seconded to approve the minutes from the November 8, 2021 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Skjerven moved, and Gillespie seconded to approve the minutes from the November 15, 2021 Special Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: At the November 8th Council meeting employee raises were tabled and sent back to the employee relations committee for a recommendation. **The Committee met and are recommending the following proposals: Changes to the employee handbook: 1. Change current public works work week from Sunday through Saturday to Monday through Sunday to streamline comp hours accrued, tracking and payroll procedures. Halvorson moved and Kubat seconded to approve the work week change. Upon roll call vote, all voted aye. M/C. 2. Add to Employee Benefits: Administrative employees will be allowed \$75.00 every two years for the purchase of prescription computer glasses.** Halvorson explained the public works staff has the same type of benefit in place for prescription safety glasses. Halvorson moved and Kubat seconded to approve adding the eye glass benefit. Upon roll call vote, all voted aye. M/C.

Wage recommendations: A. The current COLA is at 5%+ and the Committee is recommending a five percent increase to all current employees.

Halvorson moved and Seim seconded to approve the five percent increase to all current employees. Upon roll call vote, all voted aye. M/C. Gillespie asked if the employee reviews have been completed. Thompson and Larson both responded the reviews have been completed.

B. Approve an additional \$2.61 per hour increase to DeeJay Johnson's wage bringing his hourly wage to \$24.00. The increase is for additional job duties Johnson is taking on reformed by PWD Larson. Halvorson moved and Skjerven seconded to approve an additional \$2.61 per hour bringing Johnson's wage to \$24.00 per hour. Upon roll call vote, all voted aye. M/C. C. Approve an additional \$.94 per hour increase to Alex Schnetzer's wage bringing his hourly wage to \$19.00. Halvorson moved and Kubat seconded to approve an additional \$.94 per hour bringing Schnetzer's wage to \$19.00 per hour. Upon roll call vote, all voted aye. M/C.

Moved up from New Business: #4. The Committee is recommending re-hiring Joshua Irvine. Irvine previously worked for the city for a little over nine years leaving at the end of September 2020 and has his water treatment class III certification. His certification can be reactivated at the state level qualifying him to process water. The Committee is recommending a starting wage of \$23.00 per hour for Joshua Irvine and start on January 3, 2022. Thompson mentioned the Committee did not address Irvine's vacation time or accrual rate. Pokrzywinski felt Irvine should be given credit for prior years and be given the same amount of days as when he left and accrue his time per pay period. Skjerven moved and Gillespie seconded to re-hire Joshua Irvine at \$23.00 per hour. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Kubat seconded to give Joshua Irvine the same amount of vacations days he was at and accrue them on a prepay period basis. Upon roll call vote, all voted aye. M/C.

#2. Water and sewer rate increases were discussed to cover the additional unbudgeted two percent 2022 wage increase and cover water distribution and sewer losses. Larson, Thompson and Berg figured an increase of \$1.25 per 1,000 gallons to both water distribution and sewer would cover the wage increases and revenue losses. These increases would raise the per 1,000-gallon rates from \$4.75 to \$6.00 for water and from \$1.75 to \$3.00 for sewer. Seim asked what the increases would cost an average household. Berg calculated for a family using 3,000 gallons per month it would add \$7.50 per month to the utility bill. Halvorson moved and Pokrzywinski seconded to increase water distribution and sewer rates by \$1.25 each per 1,000 gallons per month. Upon roll call vote, all voted aye. M/C.

City Attorney: Slaamod informed the Council the City currently does not have a written policy/resolution for NSF checks received from utility customers. There have been more checks returned this year than unusual. At this point in time the City has been charging the utility customer a \$25.00 NSF fee. All three of the office staff spend time working on their portion of making corrections for each of the checks returned and \$25.00 no longer covers expenses. Banks are currently charging their customers a fee of \$30 to \$40 dollars for NSF checks. Along with a set charge Slaamod included language that if two checks are returned on the same account in twelve months the future bills must be paid by cash,

money order, cashier's check or on-line through Payment Services Network. Halvorson moved and Gillespie seconded charging a \$35.00 NSF Fee. Upon roll call vote: Kubat, Gillespie and Halvorson vote aye with Pokrzywinski and Seim voting Nay. Absent Skjerven. M/C.

Pokrzywinski moved and Kubat seconded the first reading of a

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

(The entire resolution can be viewed on-line under minutes and in person at the Auditor's Office.)

Upon roll call vote: Kubat, Gillespie and Halvorson vote aye with Pokrzywinski and Seim voting Nay. Absent Skjerven. M/C.

First Reading: 12-13-2021. Second Reading: Published:

Hay land and tillable farm land leases were presented to the Council. The lagoon tillable farmland lease is up for renewal. Larry Toews Farm is the current renter a \$2,505 per year for 21.4 acres. Pokrzywinski moved to place the tillable farm land rent lease up for bids. The motion died for a lack of a second. M/D. Gillespie moved and Kubat seconded to renew the lease with Larry Toews Farm for an additional three years for \$2,505 per year for the 21.4 acres. Upon roll call vote, Gillespie, Halvorson, Seim and Kubat voted aye with Pokrzywinski voting nay. M/C. Slaamod will contact Larry Toews Farm with the renewal lease. The Green Acres Addition hay land lease expires in May 2022 and was tabled until next year.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax collections for the month of November were up by 12.47% from last year's collections. The Sales Tax Committee met and made the following recommendation. Approve the \$16,940 quarterly payments from the Economic Development funds for the Green Acres Drive 2022 loan payments. Pokrzywinski moved and Halvorson seconded to approve the 2022 Green Acres Drive quarterly loan payments. Upon roll call vote, all voted aye. M/C.

Approve a \$9,000 loan from the Capital Improvement Fund to the North Star Addition T.I.F. revenue shortfall with funds to be paid back after the loan is paid in full. Seim moved and Kubat seconded to approve a \$9,000 loan to the North Star Addition T.I.F. Upon roll call vote, all voted aye. M/C.

Gillespie moved and Halvorson seconded to approve the Sales Tax report into the record.

PR Airport Authority: Are looking for funding to replace the runway lights in 2022.

PR Community Club: Thompson reported plans for the Gala on February 11, 2022 are completed except for the decorations.

Strategic Planning: Thompson reported the survey results from Suez for a cost estimate for the water and electric meter replacements were received. Larson is checking with the City of Grafton to see if a cost savings can be realized by working together with Eaton Cooper.

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

New Business: Recently several meetings have been held in the Council and Community rooms which required a projector or a screen. Several Councilmembers felt the City should invest in technology such as smart TVs, projectors/screens and sound systems for meetings, presentations and training classes. Halvorson will check with Polar Communications staff on the cost of equipment, installation and support and report back next month.

Berg reported WC Tax Director Ed Sevigny contacted her with the cost of Vanguard remote licensing cost for assessment purposes. The remote license would enable assessment work to be done in the system eliminating task duplication, entering information from property visits on-site and once all information is entered the public could view their information on-line. The initial charge would be \$775 for the first year and \$275 for each additional year. Seim moved and Pokrzywinski seconded to approve the remote Vanguard license through Walsh County. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Thanked the public works department for a great job done on snow removal.

Public Works: Larson reported the second tractor used for snow removal should be ready to go later this week after the new mounting plate for the snow blower is installed.

Larson mentioned information was presented by NMPA on the history and how NMPA came to be along with information on renewable energy at the meeting held on November 29th. Seim commented great information was presented at the meeting.

Larson informed the Council two of the coal plants will be down for a total of seven weeks for maintenance in 2022. One will be done in the spring with the second one in the fall.

Larson responded to a question regarding brownouts when Walsh Grain runs their dryer. He reported a reset was done to a reclosure at the electrical substation which should eliminate future issues.

Auditor & Assessor Reports: Thompson is requesting permission to close out Fund 364 which is the construction account for the Green Acres Drive street project. Pokrzywinski moved and Halvorson seconded to let Thompson close out the construction account for Fund 364 Green Acres Drive street project. Upon roll call vote, all voted aye. M/C.

Thompson presented this month's bills and financial reports to the Council. Pokrzywinski 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 reported at this time the City of Park River Sales Ratios are over the 90% threshold as required by ND Board of Equalization.

The Bank of North Dakota Pool Pledge-FST UB Park River dated as of 12-7-2021 was presented to the Council for review.

General Fund & Municipal Utilities

37577	Postmaster	279.06
78	First United Bank	2,850.00
79	DCI Credit Services, Inc.	203.50
37580	Discovery Benefits	80.00
81	ND Child Support Division	116.00
82	SWS Credit Services, Inc.	200.00
83	2016 Electrical Upgrade	8,000.00
84	Aramark Uniform Services	342.10
85	Aqua-Pure Inc.	1,299.94
86	Border States Electric Supply	14,885.22

87	Cardmember Service	1,043.20
88	Grand Forks Utility Billing	52.00
89	Productivity Plus Account	436.37
37590	Consolidated Waste, LTD.	19,654.25
91	Dahlen Plumbing & Heating	120.00
92	Dale Pecka	260.00
93	Dale's Small Engine Repair LLC	120.97
94	East Side Garage	1,057.36
95	Ethanol Products, LLC	1,524.28
96	Fleming DuBois & Fleming PLLP	910.00
97	Funded Depreciation	5,834.00
98	General Funded Depreciation	5,000.00
99	Hawkins Inc	1,412.31
37600	IAAO	225.00
1	Interstate Power Systems	76.50
2	Jim's Super Valu	52.86
3	Pete Kelly	7,500.00
4	Daryl Larson	483.00
5	Leon's Building Center, Inc	2,763.28
6	Light & Water Dept	3,952.19
7	Lon's Hardware	279.77
8	Montana Dakota Utilities	1,280.32
9	Narloch Trucking LLP	1,318.43
37610	ND Dept of Environmental Qual	18.54
11	ND One Call Inc.	8.75
12	NDLC	60.00
13	Nodak Electric Cooperative	4,255.36
14	Northdale Oil, Inc	1,468.67
15	Northwest Power Systems, Inc	601.77
16	North Star Coop	2,298.17
17	Owen Software Innovations LLC	100.00
18	PR Park District	1,259.28
19	Quill Corporation	260.66
37620	Samson Electric LTD	1,741.98
21	Team Laboratory Chemical Corp	2,375.00
22	US Bank Equipment Finance	209.12
23	Verizon Wireless	251.62
24	Wat & Sew Imprv Dist #2015-1	6,200.00
25	Wat & Sew Imprv Dist #2016-1	9,490.00
26	Water System Repair & Replace	4,000.00
27	Water Bond Fund 05	4,830.00
28	Water Rev Bond Fund Phase II	3,450.00
29	Water Tower Fund	11,315.00
37630	Water Treatment Fund	7,322.12
31	Wayne's Variety	93.29
32	WC Auditor	28,816.20
33	WC Press	509.70
34	Widseth	1,220.00
9305-26	Salaries	30,357.32
AW	US Treasury	9,759.04
AW	Aflac	89.06
AW	BC/BS of North Dakota	14,331.50
AW	Returned NSF Check	300.00
AW	NDPERS	22.47
AW	NDPERS	912.50
AW	NDPERS	912.50
AW	NDPERS	6,476.03
AW	NMPA	127,131.68
AW	PSN (Payment Services Network)	4.95

Special Fund

10180	First Unted Bank	16,940.00
Debt Service & Bond Fd		
6311	AE2S	2,184.00
6312	Jenson Air Cond & Heat	7,568.09
AW	Main Street Checks	39.76

Being no further business, Kubat moved to adjourn at 7:03 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor