

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JANUARY 10, 2022 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 10, 2022 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-By Phone, Leah Skjerven, Cory Seim, and Derek Pokrzywinski, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Dennis Kubat. Others: Lori Seim-FCHC, Angelle French-WC JDA and Allison Olib-WC Press.

**Additions and Changes to Agenda:** Additions made to the agenda; New Business – Approve Hillcrest Country Club Alcoholic Beverage License Renewal and under City Attorney – Table WAPA Contract Changes.

**Comments and Questions from Citizens:** Lori Seim of FCHC informed those present all beds in the hospital are full. COVID numbers are on the rise. Meetings are being held looking at what are health care needs in Walsh County. They are held every three years and identify the top three issues and work on them.

Angelle French of WC JDA introduced herself to the Council. She is the new director and started her duties on January 3<sup>rd</sup>.

Dustin Slaamod of the PR Vol Fire Dept is asking residents who have fire hydrants on their property to please remove the snow around them. This will save time should the need arise that they are used to put out a fire. PWD Larson mentioned if the property owner is elderly or disabled to call the water plant and leave their name and address for the street crew.

**Approval of Minutes:** Pokrzywinski moved, and Skjerven seconded to approve the minutes from the December 13, 2021 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

**Unfinished Business:** Halvorson reported a presentation for two big screen smart TVs with HDMI cables, mounts and cords was presented to another business. Based on the cost of that system, Halvorson estimated to outfit the Community and Council room would cost less than \$5,000. He will have a cost breakdown available for the February Council meeting.

**City Attorney:** Slaamod informed the Council a second reading is needed for the written policy/resolution for NSF checks received from utility customers. A \$35.00 Fee will be added to the utility customers account when an NSF check is received for a utility bill payment.

Pokrzywinski moved and Gillespie seconded the second 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: Gillespie, Halvorson Skjerven, Seim and Pokrzywinski all voted Aye. Nay: None. Absent: Kubat. M/C.

First Reading: 12-13-2021. Second Reading: 1-10-2022 Published:

Slaamod presented the Green Acres Addition hay land lease to the Council. The lease will be offered to Arlyn Askim & Sons for renewal of the 22.02 acres, more or less, located in Lots 3,4 and 8 through 22 of Block 1 and Lots 1 through 11 of Block 3 Green Acres Addition. The terms of the lease are June 1, 2022 to May 31, 2024. Fees of \$1,816.56 will be due on June 20th of each year of the lease from 2022 until the termination or extension of the lease. Seim moved and Skjerven seconded to approve the Green Acres Addition hay land lease extension with Arlyn Askim & Sons as outlined above by City Attorney Slaamod. Upon roll call vote, all voted aye. M/C.

The lagoon tillable farmland lease is up for renewal. Larry Toews Farm (LTF) is the current renter at \$2,505 per year for 21.4 acres. Slaamod spoke with Lee Toews of LTF about renewing the lease at the same rate and term. Toews is asking for permission to sublet the land to his son Dustin Toews with the same provisions as outlined in the lease. Skjerven moved and Gillespie seconded to renew the farm lease with Larry Toews Farm and allow Dustin Toews to sublet the land from LTF with the same provisions as outlined in the lease. Upon roll call vote, all voted aye. M/C.

Slaamod informed the Council it came to his attention just prior to the meeting the WAPA contract changes had eliminated any mention of NMPA, the electric supplier to the City of Park River. He recommended tabling the contract until additional information is received and the contract language is revised with the updated information.

**Committee Reports:** *Sales Tax:* Berg informed the Council the Sales Tax collections for the end of the 2021 year were up by 13.65% or \$71,344.03 from last year's collections. Total sales tax collections for the City and FCHC totaled \$522,777.52. The Sales Tax Committee met and made the following recommendations. Approve the \$7,500 yearly operating funds and \$20,000 store front grant funds from the Economic Development funds to the PR Economic Development Corporation. Pokrzywinski moved and Seim seconded to approve the Committee recommendations as presented. Upon roll call vote, all voted aye. M/C. Pokrzywinski moved and Skjerven seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

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

*PR Community Club:* Thompson reported plans for the Gala on February 11, 2022 are finalized. Cory Seim asked if a bean bag/corn hole tournament could be added to the July 4<sup>th</sup> schedule and part of main street could be blocked off to hold the event. Thompson will mention the event at the January 13<sup>th</sup> meeting and asked if Seim's would take care of arranging the event. Lori Seim mentioned members of the Class of 1990 who live in the area would like to help with July 4<sup>th</sup> events.

*PR Economic Dev Corp:* Stenvold informed the Council he received an email from a developer who is looking for one acre of land to build a business which would provide employment for fifteen people.

*Wards:* Skjerven reported she has received several calls regarding close calls at the Highway 17 and County Road 12 intersection. Visibility is hindered by the bushes on the south side of the Arlyn Askim property. PWD Larson spoke with Askim about trimming the bushes.

*Strategic Planning:* PWD Larson and Thompson met with Eaton Cooper and received information on a remote metering system. Meter sizes and total number of meters needed will be forwarded to Eaton Cooper for a cost estimate.

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

**New Business:** The Hillcrest Country Club Alcoholic Beverage License renewal was submitted with a check of \$300 for the 2022 serving year. Berg reported last year Hillcrest paid the entire \$600 fee prior to the Council reducing the license fees. Hillcrest asked the extra \$300 be held and applied to this year's fees. Seim moved and Pokrzywinski seconded to approve the Hillcrest Country Club Alcoholic Beverage License renewal for 2022. Upon roll call vote, all voted aye. M/C.

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

**Public Works:** Larson reported new hire Whitney Adams is learning tasks and doing a good job. Reported Joshua Irvine started work on January 3<sup>rd</sup>. Thompson reported DeeJay Johnson and Stefan Linstad are scheduled to test for their Class III Water Treatment Certificates in April.

**Auditor & Assessor Reports:** Thompson presented this month's bills and financial reports to the Council. Skjerven moved and Halvorson 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 property sales for the year topped \$4,000,000 and have added approximately \$950,000 in valuation and sales ratios are at 92.2% which is over the 90% threshold as required by ND Board of Equalization.

ND CC 40-01-09.01 states that cities shall publish a schedule of Employee Salaries. The following 2022 salaries were approved by the Council at the December 14, 2021 Council meeting; PWD D Larson \$101,053.68; Public Works Staff - Stefan Linstad, \$52,332.80, Galen Bosh \$43160.00, Dee Jay Johnson \$49,920.00, Alexander Schnetzer \$39,520.00, Whitney Adams \$48,048.00 and Joshua Irvine \$47,840.00 Administrative Staff – Auditor/City Coordinator Nancy Thompson \$64,471.68; Assessor/Deputy Auditor Ann Berg \$56,281.68, Billing Clerk Patricia Hensel \$42,182.40, Janitorial Staff – Amy Kubat \$13.10 per hour, Eugene Bossert \$17.85 per hour and Brent Arndt \$18.90 per hour.

Thompson mentioned leadership classes will be available through a NDSU Short Leadership training program. The cost is \$250 per person. Stenvold informed the Council the City will pay for the classes.

Thompson reminded the Council to sign up for the holiday party.

**General Fund & Municipal Utilities:**

37636	DCI Credit Services, Inc.	\$203.50
37	Discovery Benefits	\$160.00
38	ND Child Support Division	\$116.00
39	SWS Credit Services, Inc.	\$200.00
37640	WEX Health, Inc	\$150.00
41	2016 Electrical Upgrade	\$8,000.00
42	Border States Electric Supply	\$535.20
43	Cardmember Service	\$458.70
44	Productivity Plus Account	\$152.70
45	Consolidated Waste, LTD.	\$19,502.25
46	Core & Main	\$333.45
47	Dahlen Plumbing & Heating	\$1,539.50
48	Dale Pecka	\$780.00
49	East Side Garage	\$1,423.45
37650	Fleming DuBois & Fleming PLLP	\$750.00
51	Funded Depreciation	\$6,500.00
52	General Funded Depreciation	\$5,000.00
53	J Mart, Inc	\$3,165.27
54	Jim's Super Valu	\$39.75
55	Pete Kelly	\$8,873.40
56	Koening Adam & Emily	\$35.41
57	Kringstad Ironworks INC	\$31.64
58	Larson Painting	\$1,150.00
59	LARSON SARA	\$150.00
37660	Leon's Building Center, Inc	\$3,714.75
61	Lon's Hardware	\$1,148.81
62	Montana Dakota Utilities	\$2,296.50
63	ND Dept of Environmental Qual	\$18.54
64	NDSU EXTENSION	\$250.00
65	NMPA	\$150,282.35
66	Northdale Oil, Inc	\$1,954.91
67	North Star Coop	\$2,363.36
68	Pinch Rachel	\$150.00
69	Polar Communications	\$1,107.95
37670	PR Park District	\$1,214.44
71	PSN (Payment Services Network)	\$54.95
72	SanGrait's Auto Service	\$311.22
73	The Flippin' Shop	\$200.00
74	US Bank Equipment Finance	\$209.12
75	Wat & Sew Imprv Dist #2015-1	\$6,200.00
76	Wat & Sew Imprv Dist #2016-1	\$9,490.00
77	Water System Repair & Replace	\$4,000.00
78	Water Bond Fund 05	\$4,830.00
79	Water Rev Bond Fund Phase II	\$3,450.00

37680	Water Tower Fund	\$11,315.00
81	Water Treatment Fund	\$7,595.12
82	Wayne's Variety	\$166.88
83	Walsh County Auditor	\$16,635.34
84	Walsh County Press	\$503.40
85	Walsh County Treasurer	\$3,366.02
9327-		
55	Salaries	\$35,737.78
AW	US Treasury	\$11,361.20
AW	Aflac	\$89.06
AW	BC/BS of North Dakota	\$14,645.00
AW	First United Bank	\$20.70
AW	NDPERS	\$22.47
AW	NDPERS	\$912.50
AW	NDPERS	\$912.50
AW	NDPERS	\$6,555.55
AW	Postmaster	\$394.39
AW	PR Airport Authority	\$478.42
AW	PR Airport Authority	\$3,282.88
AW	PR Public Library	\$3,282.88
AW	PSN (Payment Services Network)	\$93.95
<b>Special Funds:</b>		
10181	PR Economic Development Corp	\$27,500.00

Being no further business, Gillespie moved to adjourn at 6:31 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

WALSH COUNTY AUDITOR  
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February 16, 2022

City of Park River  
P.O. Box C  
Park River ND 58270

Ann:

The Walsh County Commission would like to participate in the negotiation and deliberations of the tax exemption for Golden Valley Vet Clinic. Dennis Skorheim volunteered to serve as a member when the commissioner approved the application on February 15, 2022.

Sincerely,



Kris Molde  
Walsh County Auditor

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The City of Park River held their regular meeting of the Park River City Council on Monday, February 14, 2022 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, and Dennis Kubat, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Derek Pokrzywinski. Others: Marcus Lewis-FCHC, Joe Fietek, Brit Jacobson-Golden Valley Vet Clinic and Allison Olinb-WC Press.

Additions and Changes to Agenda: Additions made to the agenda; Public Works – Safety lights on vehicles.

Comments and Questions from Citizens: Marcus Lewis of FCHC wanted to thank the community for their donations on Giving Hearts Day.

Approval of Minutes: Skjerven moved, and Halvorson seconded to approve the minutes from the January 10, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Halvorson reported he met with Stenvold and Thompson regarding the placement of the projector, smart TVs, speaker systems and layout of the Council and community rooms. The system will need to have the ability to broadcast meetings on Facebook and Halvorson will check with a specialty vendor like HB Light & Sound of Grand Forks and Best buy for equipment. New tables would be needed in the Council room for the new equipment system setup.

City Attorney: Slaamod informed the Council they need to determine if competition exists for the Golden Valley Vet Clinic P.I.L.O.T. project per NDCC 40-57.1-03. Agassiz Animal Hospital was listed on the P.I.L.O.T. application as a competitor for small animal care. Nathan Kjelland of GVVC will need to publish two notices to competitors in the newspaper prior to a public hearing. Gillespie moved and Halvorson seconded that competition does exist. Upon roll call vote, all voted aye. M/C.

Slaamod informed the Council the WAPA contract changes in exhibits B and C now reflect the proper point of connection stating NMPA is the electric supplier to the City of Park River. He recommended approving the contract language as revised. Skjerven moved and Seim seconded to approve the WAPA contract with the exhibits B and C updates as recommended by Slaamod. Upon roll call vote, all voted aye. M/C.

Slaamod updated the Council on the Ordinance revision project. Currently NDLC Attorney Stephanie Dassinger and Attorney Howard Swanson are working on updating the model ordinances with the current legislative changes. These updates should be done by mid-April/start of May. Slaamod is asking the Council for a 90-day extension so the updated legislation will be included in the City's ordinance revisions. Seim moved and Kubat seconded to grant Slaamod's request for a 90-day extension on the ordinance update project. Upon roll call vote, all voted aye. M/C.

Slaamod presented an update on Jeff Jerome's interest in purchasing City owned land along the coulee which shares a property line. Jerome presented Slaamod with a survey for a 12' x 150' section of property he wishes to purchase so he can build a garage. The 12' x 150' property in question is in the northwest corner of City owned parcel # 38.0000.11749.000. The property is below the \$2,500 threshold set by the City to bid out property for sale. Halvorson moved and Seim seconded to grant permission to Slaamod to prepare a quit claim deed and to move forward with the private sale of the 12' x 150' plot of City owned land to Jeff Jerome for \$1.00 plus pay the legal and recording expenses associated with the sale. Upon roll call vote, all voted aye. M/C.

Slaamod presented the Green Acres Addition hay land lease to the Council. The lease was offered to Arlyn Askim & Sons for renewal of the approximately 22.02 acres located in Lots 3,4 and 8 through 22 of Block 1 and Lots 1 through 11 of Block 3 Green Acres Addition. The terms of the lease are June 1, 2022 to May 31, 2024. Due to the sale of some property, Askim is asking to lower the rent to \$1,688.71 which will be due on June 20th of each year of the lease from 2022 until the termination or extension of the lease. Kubat moved and Seim seconded to approve the Green Acres Addition hay land lease extension with Arlyn Askim & Sons as outlined above by City Attorney Slaamod. Upon roll call vote, all voted aye. M/C.

New Business: Moved up due to Councilman Halvorson's 6:15 departure. Updates to the Employee Policy Manual were presented to the Council.

*The Council reviewed the Revised Overtime/Comp Policy.* Non-exempt employees are eligible to receive overtime pay if they work more than 40 hours each week. Overtime/Comp pays equals 1.5 times an employee's regular hourly rate. Overtime/Comp must be approved by your supervisor, before it is accrued.

Water Treatment is the only department eligible for comp hours, all other departments will receive overtime pay. Holiday, vacation and sick are not included in regular hours used to determine overtime eligibility or comp time,

In the case of an emergency call out on the weekends such as snow removal, water break, power outage etc., even if the employee has not physically worked their required 40 hours the employee will receive overtime pay which is 1.5 times an employee's regular hourly rate. Kubat moved and Gillespie seconded to approve the revised overtime/comp policy. Upon roll call vote, all voted aye. M/C.

*The Council reviewed the Revised Inclement Weather Pay Policy.* Due to inclement weather, a decision to call off work for all city employees shall be at the discretion of the City's Mayor. If the Mayor is not available the Council President will make the decision to close. If the Council President is not available the Council Vice President will make the decision to close. The Mayor, Council President or Council Vice President will let the supervisors know by 7 am, who will make the necessary arrangements to notify employees. Should an employee choose not to attend work due to inclement weather when that location is still open, that employee will have that time off charged to their vacation.

If the city is closed all day for inclement weather all employees will be paid for their scheduled 8 hours of work. If the city closes early for inclement weather the employees will be paid for all hour's schedule for that day. All non-essential employees will be sent home. No one will be allowed to stay and work to accrue time to be used at a later time. An employee who had leave scheduled for a day the city closes due to inclement weather shall not be charged leave for that day.

If an employee is required to work, that employee would receive an extra hour of pay for every hour worked during a snow emergency. This pay is over and beyond their regular scheduled 8 hours.

Halvorson stated since calling off work does not happen often, an option for administrative employees is they could work from home or be brought to the office by the public works department. Halvorson moved and Seim seconded to approve the revised inclement weather policy pay as stated above. Upon roll call vote, all voted aye. M/C.

*Added Call-out Pay.* Call-out pay is defined as an unscheduled request made by the department manager for an employee to return to work after leaving his or her regular shift and before the beginning of the next regularly scheduled shift.

The employee will receive a minimum of 1-hour of call- pay for each time that an employee is called back to work after the end of his or her

regular shift and before the beginning of the next regularly scheduled shift.

An employee who is called back to work outside his or her normal work schedule will be paid for the time worked or a minimum of one hours, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, Overtime compensation is applicable only when total hours worked exceed the regular full-time work cycle (40 physically worked hours).

Emergency call-backs that occur during paid holiday leave will be considered overtime.

\*Justification must be provided to the department director to validate that the call-out is an emergency. Gillespie moved and Kubat seconded to approve the call-out pay policy as stated above. Upon roll call vote, all voted aye. M/C.

Halvorson left at 6:15 pm.

*Revised Pay and Compensation Policy.* Starting February 28, 2022, the pay roll cycle will change from twice a month to a biweekly pay cycle with Wednesday March 16 being the first pay day of this pay change, employees will be paid by 4 pm every other Wednesday. Skjerven moved and Gillespie seconded to approve the revised pay and compensation policy as stated above. Upon roll call vote, all voted aye. M/C.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax collections for January 2022 were up by 2.63% or \$928.72 from last month's collections. Skjerven moved and Gillespie seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* Thompson reported the Gala held on February 11 was well attended. Seim mentioned a bean bag/corn hole tournament is in the works for after the parade on July 4<sup>th</sup> and will be held on Briggs Ave S. A rib fest event is also in the works.

*PR Economic Dev Corp:* Thompson informed the Council a committee has been set up to investigate affordable housing for the area.

*Wards:* Skjerven mentioned the visibility is still hindered by the bushes on the south side of the Arlyn Askim property.

*Strategic Planning:* PWD Larson will be sending out meter sizes and the number of meters needed to Eaton Cooper for a cost estimate by the end of this week or beginning of next week.

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

Mayor's Comments: Informed the Council he will be attend the Walsh County Commission meeting this Tuesday in support of the P.I.L.O.T. application submitted by Golden Valley Vet Clinic.

Public Works: PWD Larson let the Council know NMPA will be presenting their business plan at their meeting on Thursday. Larson mentioned the sewer main was plugged west of Hill Ave S last week and took about 8 hours to unplug.

Seim asked PWD Larson if all City vehicles have safety lights. He noticed when the crew was working on securing a street light during a recent snow storm, he did not see any flashing lights which he felt was dangerous to the employees. Larson stated the bucket truck has two hazard lights but one may have been hidden by the boom. Seim asked if Larson could look at some different lights, perhaps strobes, to add visibility during inclement weather.

Skjerven spoke with Sheriff Jurgens about icy road conditions and the speed some people are traveling coming into Park River. She was informed the county has some speed signs from the oil spill by Edinburg. Council thought having them setup might help people regulate their speed.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Seim 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 the end of year assessment sales ratios are at 94.26% which is over the 90% threshold as required by ND Board of Equalization.

City Administration presented the end of year statement of receipts and disbursements and yearly transfers to the Council for approval. Skjerven moved and Kubat seconded to approve the end of year reports. Upon roll call vote, all voted aye. M/C.

The Bank of North Dakota notification to participants of First United Bank, Park River, ND Pledge Pool dated 12-31-2021 was presented to the Council for their review.

#### **General Fund & Municipal Utilities**

37686	Verizon Wireless	\$196.95
87	Postmaster	\$276.38
88	PR Community Club	\$200.00
89	DCI Credit Services, Inc.	\$349.38
37690	Discovery Benefits	\$160.00
91	ND Child Support Division	\$116.00
92	SWS Credit Services, Inc.	\$200.00
93	2016 Electrical Upgrade	\$8,000.00
94	PB Properties III LLC	\$1,465.43
95	Animal Elskan Inn, LLC	\$120.00
96	Border States Electric Supply	\$1,890.81
97	Cardmember Service	\$420.37
98	CNA Surety Direct Bill	\$50.00
99	Productivity Plus Account	\$2,393.96
37700	Consolidated Waste, LTD.	\$19,617.50
1	Core & Main	\$575.58
2	Dale Pecka	\$780.00
3	Dwight Byron Insurance	\$68.00
4	East Side Garage	\$509.05
5	Fleming DuBois & Fleming PLLP	\$837.50
6	Funded Depreciation	\$6,500.00
7	General Funded Depreciation	\$5,000.00
8	Grand Forks Utility Billing	\$104.91
9	Jeremy Sabin	\$88.65

37710	Jim's Super Valu	\$11.37
11	John Wineski	\$52.76
12	Leon's Building Center, Inc	\$104.38
13	Lon's Hardware	\$385.92
14	Montana Dakota Utilities	\$2,229.72
15	MMUA	\$395.00
16	ND Dept of Environmental Qual	\$18.54
17	ND One Call Inc.	\$2.50
18	Northdale Oil, Inc	\$2,192.24
19	Novak Grain & Feed	\$1,100.00
37720	North Star Coop	\$2,091.85
21	Polar Communications	\$1,140.86
22	PR Park District	\$7,345.00
23	Quill Corporation	\$294.05
24	Samson Electric LTD	\$10,335.02
25	True North Equipment	\$154.86
26	US Bank Equipment Finance	\$216.02
27	Vanguard Appraisals, Inc	\$775.00
28	Verizon Wireless	\$120.44
29	Wat & Sew Imprv Dist #2015-1	\$6,200.00
37730	Wat & Sew Imprv Dist #2016-1	\$9,490.00
31	Water System Repair & Replace	\$4,000.00
32	Water Bond Fund 05	\$4,830.00
33	Water Rev Bond Fund Phase II	\$3,450.00
34	Water Tower Fund	\$11,315.00
35	Water Treatment Fund	\$8,169.20
36	Wayne's Heating & Cooling Inc	\$127.00
37	Walsh County Auditor	\$9,495.57
38	Walsh County Press	\$462.50
39	WSI	\$1,264.18
9356-79	Salaries	\$32,790.22
AW	US Treasury	\$10,687.91
AW	Aflac	\$89.06
AW	BC/BS of North Dakota	\$14,645.00
AW	First United Bank	\$20.60
AW	NMPA	\$157,989.33
AW	NDPERS	\$23.01
AW	NDPERS	\$1,187.50
AW	NDPERS	\$1,187.50
AW	NDPERS	\$6,785.67
AW	NDSU EXTENSION	\$250.00
AW	ND ST Tax Commissioner	\$1,439.69
AW	PSN (Payment Services Network)	\$4.95
<b>Special Funds</b>		
10182	Bank of North Dakota	\$24,548.05
<b>Debt Service &amp; Bond Fund</b>		
6313	AE2S	\$424.75
6314	Bank of North Dakota	\$5,250.00
6315	Eugene Bossert	\$200.00
6316	Rebecca Chyle	\$200.00
6317	Dr. Mark Helgeson	\$200.00
6318	Zions Bank	\$27,586.25

Being no further business, Gillespie moved to adjourn at 6:47 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

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The City of Park River held their regular meeting of the Park River City Council on Monday, March 14, 2022 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, and Derek Pokrzywinski with Dennis Kubat by phone; and arrived at 6:44 pm, City Attorney Dustin Slaamod, Public Works Employee Dee Jay Johnson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Public Works Director (PWD) Dennis Larson. Others: Kelli Schatz, Rebecca Kjelland-PR Bible Camp, Angelle French-WC JDA, Mike Helt, Lori Seim-FCHC with Joe Fietek arriving at 5:47 pm and WC Sheriff Ron Jurgens arriving at 5:50 pm.

Additions and Changes to Agenda: Additions made to the agenda: Under City Attorney #2 Petition of Variance; Under Comments from Citizens #3 Rebecca Kjelland-PR Bible Camp.

Comments and Questions from Citizens: Rebecca Kjelland, Director of the Park River Bible Camp (PRBC), informed the Council there will be a Youth Fest held from July 10<sup>th</sup> – 15<sup>th</sup>, 2022 at the camp. There will be at least 50 attendees and they schedule one day to do a community project. Kjelland is asking the Council if there is a community project for the attendees to participate in and complete. If so, Kjelland asked the Council to notify her with the project.

Kjelland mentioned that with Sunshine Kids Center closure there is a shortage of daycare and she may have a solution for this summer. Last year the PRBC held Sprouts Day Camp for grades K-6, Monday to Friday, 8:00 to 6:30 pm. The PRBC is proposing to hold this program for the summer months to help parents with daycare. The PRBC would provide three meals and snacks for each attendee along with activities. Weekly charges would be \$140 per child with discounts for families with more children and the charge for drop-ins would be \$50 per day.

Lori Seim of FCHC stated their donations on Giving Hearts Day totaled over \$88,000. They are currently working on antigen tests for Canadian travel and working towards their last meeting for the Community Health Needs report.

Approval of Minutes: Skjerven moved, and Halvorson seconded to approve the minutes from the February 14, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Halvorson reported he met with a specialist from HB Light & Sound for the proposed type and placement of projectors, sound systems, cameras and speakers for the Council and Community rooms. The estimate for the equipment, labor and travel charges is \$51,470.50. Though many felt the equipment update is necessary they also felt the cost is very high. City Administration has looked for grants but did not find anything that is available to municipalities. They will ask other cities about funding when attending the ND League of Cities Spring Conference at the end of March and during the grant writing course. Thompson will bring the topic up for discussion at the April 6<sup>th</sup> PR Economic Development Corp meeting to see if they would help pay for the system. City Administration was asked to check with other local and county organizations and A.D.A. organizations for funding. The Council will revisit the topic at the April 11<sup>th</sup> meeting.

WC Sheriff Ron Jurgens informed the Council that DugOut Bar owner Warren Denault was cited for smoking in the bar on March 4<sup>th</sup>. This is his first citation in 2022. Since this is an ongoing issue with Denault and his bar Jurgens is recommending a 45-day suspension of Denault's alcoholic beverage license. Gillespie stated this continued disregard for state and city smoking laws has been happening since 2010 and felt perhaps the Council should pull the license and be done with the issue. Gillespie moved and Halvorson seconded to suspend Warren Denault's alcoholic beverage license for 45 days as recommend by WC Sheriff Ron Jurgens. Slaamod advised the Council action should wait until Denault appears in court on April 4<sup>th</sup> for last year's pending citation. Gillespie moved to withdraw his motion. The license suspension will be added to the April 11<sup>th</sup> agenda. During the discussion Kelli Schatz, representing the Park River Hockey Boosters, informed the Council their gaming proceeds dropped significantly during last year's 30-day suspension. She asked if the Council decides to suspend Denault's license again if they would let the Hockey Boosters know as their gaming renewal with Denault will be expiring later this spring. Schatz left at 6:20 pm.

Seim moved and Gillespie seconded to approve Knife River Materials pay request #3 for S.I.D. #2021-1 50 block paving project in the amount of \$93,923.69. Upon roll call vote, all voted aye. M/C.

City Attorney: Slaamod reported the Green Acres Addition hay land lease was offered to Arlyn Askim & Sons for renewal of the approximately 22.02 acres located in Lots 3,4 and 8 through 22 of Block 1 and Lots 1 through 11 of Block 3 Green Acres Addition. The terms of the lease are June 1, 2022 to May 31, 2024 in the amount of \$1,688.71 per year. Slaamod has not heard or received the lease agreement back from Askim. Slaamod was asked to resend the lease agreement to Askim with the stipulation he has until April 11<sup>th</sup> to notify the City of his intentions.

Slaamod informed the Council John and Audrey Blair, who recently purchased Lots 11-12 Bk 5 OT, would like to build a 28' x 32' garage on Lot 11 and filed a petition for variance to do so. Slaamod informed the Council Lot 11 is only 25' x 70' in size and not big enough to build the garage. Slaamod is recommending the Council deny the petition due to the petition needing a variance listing both lots 11 and 12. Pokrzywinski moved and Gillespie seconded to deny the petition as presented. Upon roll call vote, all voted aye. M/C. Slaamod will contact the Blairs and go over the updates needed before submitting the new petition.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through February 2022 were up by 19.21% or \$16,435.52. Skjerven moved and Pokrzywinski seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* Thompson reported the city-wide garage sale will be held on Saturday, June 4<sup>th</sup>. The Community Club will take over as the sponsor for the Easter Carnival since Sunshine Kids Center closed. They are looking for an organization to supervise the blowup games for the July 4<sup>th</sup> celebration. The games run for two hours and the organization will be paid \$500 to supervise them. It was suggested a sports organization like the hockey or baseball boosters be asked to man the games.

*PR Economic Dev Corp:* Thompson informed the Council new officers have been elected. Allison Olimb-President and Laurie Larson-Vice-President. They are looking at doing a lunch and learn on how to claim your Google Account.

*Wards:* Seim reported the vehicle driving up the handicap access on the sidewalk is doing so because when the 50-block street project was done the driveway curb cutout had curb and gutter installed denying the property owner access.

*Strategic Planning:* PWD Larson sent out meter sizes and the number of meters needed to Suez and Eaton Cooper for a cost estimate.

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

Lori Seim left at 6:40 pm.

New Business: Stenvold has spoke with Walsh County Commission about purchasing their battery-operated portable speed signs and was



quoted \$8,000 for the two signs with trailers. PWD Larson checked on solar powered radar signs that attach to existing sign posts and would prefer them for the additional traffic information and features they could provide and for safety, snow removal and mowing purposes. Estimates for two new solar powered sign post mounted speed signs run about \$7,480 which include two speeder alert messages and three levels of flashing speeds. Other options could be added at additional charges. The signs would be mounted on the 45 mile per hour sign posts on the east and west sides of town on Highway 17. Johnson questioned if the flashing strobes would bother guest staying at the Alexander house. The Sales Tax Capital Improvement funds would be used to purchase the signs. Seim mentioned two solar powered strobes could be purchased and placed on the 25 mile per hour signs to draw attention to the speed change. Seim moved and Kubat seconded to purchase two solar powered radar signs with the additional flashing strobe option. Upon roll call vote, all voted aye. M/C. The following left at 6:45 pm: Mike Helt and Angelle French.

Seim 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, 2023 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, 2023.

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

Thompson and Berg reported they met with the BC/BS representative and were notified the premiums for the health insurance will increase 18.5% with dental increasing by 6.77% 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 66% of a family plan. The monthly premium for a family plan will increase from \$1,867.10 to \$2,211.50, the single + dependent from \$1,264.50 to \$1,497.80 and the single plan premium will increase from \$718.10 to \$850.60. A dental single policy will increase from \$35.80 to \$38.40 per month and the family and single + dependent will increase from \$89.50 to \$96.00 per month. Should the City choose to go off the "grandfathered" plan the City would still need to pay a minimum of 50% for any health care coverage. Skjerven moved and Gillespie 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. Upon roll call vote, all voted aye. Motion carried.

**Main Street ND Proclamation**

Whereas the City of Park River has made a commitment to developing a healthy, vibrant community through fiscally responsible planning and attracting the talent needed to support our growing economy; and

Whereas, this development has included actively working to differentiate and enhance the quality of life for residents through new and planned civic spaces and projects to enhance walkability; and

Whereas, innovative partnerships and planning have led to move efficient development and infrastructure; and

Whereas, the City of Park River has committed to increasing the amount of community programming to expand resident and visitor experiences to increase vibrancy in the city; and

Therefore, be it resolved that I, Dan Stenvold, Mayor of the City of Park River, do hereby proclaim that on this day, Monday, March 14, 2022, the City of Park River shall join the Governor's Main Street ND initiative and be know as a Main Street ND community.

Let this proclamation support the continued success and efforts of our council, staff, businesses and residents in creating a vibrant, engaged community.

\_\_\_\_\_  
Dan Stenvold, Mayor, City of Park River

Mayor's Comments: Informed the Council he saw blade signs like Roger Brooks mentioned, on businesses when he was on the east coast and said they really add to the area and would like to see Park River do the same thing.

Public Works: Johnson let the Council know the EPA is requiring cities to install backflow preventors on the containment side during phase 1 and are allowing 120 days to complete the work in eight places in the town. During phase 2 businesses, schools and hospitals will be required to have the backflow preventors installed. The City could have a private contractor do the installation and testing or the city could send someone to classes to be certified by the state but then the City would incur the liability. Currently there is no estimate of the project costs.

Johnson let the Council know the Corp of Engineers will start tomorrow to draw down the Homme Dam water level for the spring thaw.

Auditor & Assessor Reports: 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 the notice of increases will be sent out on March 25<sup>th</sup> and if property owners have questions about their notice, they should contact her at the City office prior to the Board of Equalization meeting on April 11<sup>th</sup>.

**General Fund & Municipal Utilities**

37740	Postmaster	401.38
41	DCI Credit Services, Inc.	62.54
42	Discovery Benefits	160.00
43	ND Child Support Division	116.00

44	SWS Credit Services, Inc.	200.00
45	2016 Electrical Upgrade	8,000.00
46	PRAS After-Prom Party	100.00
47	Angie`s Embroidery Shoppe	10.00
48	Bert`s Truck Equipment of MHD Inc	879.00
49	Border States Electric Supply	11.40
37750	Cardmember Service	4,107.37
51	Grand Forks Utility Billing	52.00
52	Productivity Plus Account	448.27
53	Consolidated Waste, LTD.	19,448.50
54	D & E Auto Body Repair	2,333.48
55	Dale Pecka	850.00
56	Docu Shred Inc	119.31
57	Fleming DuBois & Fleming PLLP	2,214.00
58	Funded Depreciation	6,500.00
59	General Funded Depreciation	5,000.00
37760	Hensel, Patricia	75.00
61	Leon`s Building Center, Inc	412.82
62	Lon`s Hardware	123.86
63	Montana Dakota Utilities	2,078.88
64	Michael Todd & Company, Inc	3,235.44
65	ND Dept of Environmental Qual	18.54
66	ND Secretary of State	36.00
67	Northdale Oil, Inc	2,620.80
68	Novak Grain & Feed	525.00
69	North Star Coop	2,289.12
37770	Polar Communications	911.39
71	PR Park District	4,359.51
72	Rainbow Auto Body	261.48
73	Red River Regional Council	170.00
74	Riteway Business Forms	1,178.95
75	Team Laboratory Chemical Corp	2,425.00
76	US Bank Equipment Finance	216.02
77	Verizon Wireless	155.70
78	Wat & Sew Imprv Dist #2015-1	6,200.00
79	Wat & Sew Imprv Dist #2016-1	9,490.00
37780	Water System Repair & Replace	4,000.00
81	Water Bond Fund 05	4,830.00
82	Water Rev Bond Fund Phase II	3,450.00
83	Water Tower Fund	11,315.00
84	Water Treatment Fund	6,664.84
85	Walsh County Auditor	14,907.12
86	Walsh County Press	423.10
87	WEX Health, Inc	150.00
88	Windshield Dr of Grafton	549.62
89	WSI	250.00
37790	ND Child Support Division	58.00
91	SWS Credit Services, Inc.	100.00
9380-9403	Salaries	32,945.85
AW	US Treasury	10,452.04
AW	Aflac	89.06
AW	BC/BS of North Dakota	14,645.00
AW	First United Bank	20.85
AW	First United Bank	199.29
AW	First United Bank	2.00
AW	NDPERS	23.53
AW	NDPERS	1,237.50
AW	NDPERS	1,237.50
AW	NDPERS	6,568.60
AW	NMPA	148,451.09

AW	PSN - Feb	50.00
AW	PSN - Mar	54.95
<b>Special Funds</b>		
10183	First Care Health Center	261,403.28
<b>Debt Service &amp; Bond Fund</b>		
6319	Knife River Materials	93,923.69

Being no further business, Seim moved to adjourn at 7:09 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING, MONDAY, MARCH 21, 2022 AT 8:00 AM.

Published Subject to the Governing Body's Review and Revision

The City of Park River City Council held a public hearing on Monday, March 24, 2022 at 8:05 AM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, with Dennis Kubat by phone; City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, and Assessor/Deputy Auditor Ann Berg. Absent: Councilmembers Kyle Halvorson, Cory Seim, and Derek Pokrzywinski and Coordinator/Auditor Nancy Thompson. Others: WC Commissioner Dennis Skorheim, Eugene Bossert and Dr. Nathan Kjelland – Golden Valley Veterinary Clinic (GVVC).

City Attorney Slaamod informed those present that GVVC had applied for a 5-year, 100% P.I.L.O.T. and met the required publications of notice to competitors in the official City newspaper. The application also met NDCC requirements. Slaamod presented the estimated 5-year tax savings based on the 2021 mill rates from the following entities; City of Park River \$37,485.45, Walsh County \$42,224.60, Park River Area School District #8 \$47,283.00 for an estimated total of \$126,993.05.

Mayor Stenvold called on those present who wished to speak. Eugen Bossert, speaking as a private citizen, was in favor of the Council approving the application as Dr. Kjelland's investment in the community is long-term. Dennis Skorheim, speaking on behalf of the Walsh County Commissioners, let the Council know they are in favor of the Council approving GVVC application. They also felt GVVC is making a long-term investment in the area, their employees and the patients they take care of and are happy to encourage and support businesses coming into the communities.

Gillespie moved and Skjerven seconded to approve the P.I.L.O.T. for a five-year term at 100% as requested on the improvements by Dr. Nathan Kjelland DBA Golden Valley Veterinary Clinic. Upon roll call vote: Gillespie, Skjerven and Kubat voted aye with Halvorson, Seim, and Pokrzywinski being absent. M/C.

Being no further business, Skjerven moved to adjourn at 8:18 AM.

ATTEST:

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

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

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 11, 2022 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: Councilmember Kyle Halvorson. Others: Linda and Luther Meberg, Mike Helt, Joe Fietek, Chris Midgarden and Joel Hylden.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Joel Hylden is seeking the Council's permission to plant four rows of trees/shrubs as a shelterbelt/windbreak in Green Acres Addition. Two rows will be planted on City owned property on the north side and two rows on the south side of the 32-acre parks and rec area. He stated he has already received permission to plant two rows on the north side and two rows on the south side on the parks and rec property. A total of four rows will be planted on each side. City Administration reported Park River Parks and Rec Manager Jesse Irvine does not want any cottonwood trees planted in the rows due to the mess the cotton would make on the fields and would make cleanup near impossible. Council questioned where the money to purchase and plant the trees would come from. The funds would come from the Alice Jorgenson Estate and the Walsh County Three River Soil Conservation would supply and plant them. Hylden was asked who would take care of watering and keeping the shelterbelt/windbreak clean. Hylden stated the Park River Park District will be responsible for watering and cleanup. Hylden would like the city to survey the area where trees will be planted. City Administration and PWD Larson informed those present the property has been surveyed and staked. Hylden wants to make sure the trees are planted on the correct property. Hylden was told the city will not pay to have the property resurveyed. Hylden agreed to pay for the survey. Hylden would still like to put one row of cottonwoods on the south side but will ask for the Council's permission in four years when he plans on having them planted. Seim moved and Gillespie seconded to allow Hylden to plant two rows of trees/shrubs on city owned property on the north side and one row of trees/shrubs on city owned property on the south side contingent upon the survey which will not be paid for by the City. Upon roll call vote, all voted aye. M/C. Hylden inquired about the city allowing him to put a shed/garage on the commercial lots in Green Acres Addition on the west side or south side of the Dollar General Store. He heard the south side of the Dollar General lots were given back to the city. Council informed him that Dollar General still owns all their property. He would allow the Park River Parks & Rec to use part of the building and would reserve the rest of the building for his own needs. Seim informed him that he would need to contact the PR Economic Development Corp as they are the ones that oversee the development and sale of these lots.

Chris Midgarden, on behalf of the Hillcrest Country Club board, is asking the city to act as a sponsor/go between for a municipal lease to purchase a 2014 mower with 2,100 hours for \$32,000. They will put down \$8,000 and finance \$24,125. He reported with tournaments and memberships increasing, they have turned a profit the last two years. The request will be addressed later under agenda item New Business #3. Joel Hylden left at 6:43 PM.

Approval of Minutes: Pokrzywinski moved, and Seim seconded to approve the minutes from the March 14, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Skjerven moved, and Kubat seconded to approve the minutes from the March 21, 2022 Public Hearing as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: City Administration reported they spoke with other cities at the NDLC conference they attended and found there are no grants available for A.D.A. sound systems and found the city is in compliance as amplifying headphones are available. They reported the city can apply for grants from Polar Communications, through the WC JDA, and the Park River Area Community Foundation to help offset the cost of the new system. The PR Economic Development Corp agreed to pay for ½ the balance after grants received are deducted from the total. Councilmember Gillespie asked for permission to contact Best Buy for a quote. Permission was granted. Pokrzywinski moved and Seim seconded to use Sales Tax Capital Improvement Funds to pay for the remaining half of the sound system contingent upon the lowest qualified bid. Upon roll call vote, all voted aye. M/C.

Information on the radar signs approved at the March 14, 2022 meeting was presented by PWD Larson. Larson checked with the ND DOT and found they require applications be submitted and approved prior to speed/radar sign and strobe light installation.

AE2S spoke with Thompson after last month's meeting and informed her they did not hold out the 1% retainage for SID 2021-1 pay request to Knife River Materials which was submitted for payment. Thompson provided the Council with the correct amount of \$75,138.95. Pokrzywinski moved and Kubat seconded to approve Knife River Materials pay request #3 for S.I.D. #2021-1 50 block paving project in the amount of \$75,138.95 with a 1% retainage for unfinished items. Upon roll call vote, all voted aye. M/C.

Slaamod updated the Council that DugOut Bar owner Warren Denault plead guilty and was fined \$200 and this is his first citation in 2022. Pokrzywinski felt according to ND CC Denault has been fined and the city should not add to the penalty. Slaamod informed the Council that Denault is in violation of the health and safety of the citizens by smoking in his establishment. Since this is an ongoing issue with Denault and his bar Gillespie moved and Skjerven seconded to suspend Denault's license for a period of 30 days starting on April 25<sup>th</sup>. Upon roll call vote the following voted aye; Skjerven, Kubat and Gillespie with Seim and Pokrzywinski voting nay. M/C. WC Sheriff Ron Jurgens will be notified so he can serve Denault with the suspension.

City Attorney: Slaamod reported though he is using the book of Model Ordinances, he is tailoring them specifically for the City of Park River. He also checked with the NDLC and found it is taking them longer to update the model and felt it would be June before the updated ordinances would be ready. He reported any ordinances which have a penalty will need to be published in the official newspaper.

Slaamod informed the Council John and Audrey Blair, who recently purchased Lots 11-12 Bk 5 OT, would like to build a 30' x 32' garage on Lot 11 and 12 and refiled a petition for variance to do so. Slaamod informed the Council the new petition is in order and a public hearing will be scheduled.

Slaamod reported the Askim lease has been signed by both parties and is complete.

Slaamod provided some information on a procurement policy for city purchases. He will draft a policy for the Council's review.

Committee Reports: Sales Tax: Berg informed the Council the Sales Tax year to date collections through March 2022 were up by 12.99% or

\$14,924.76. Skjerven moved and Gillespie seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* Seim reported a bean bag tourney and a rib off are scheduled during the July 4<sup>th</sup> festivities. They are looking for several sponsors to pay for the ribs and asked PWD Larson about setting up power for the participants. A 50/50 drawing will be held under the Hockey Boosters and all proceeds will be donated to the Save The Fountain Committee. Thompson reported no one has stepped up to work the blowup games for the July 4<sup>th</sup> celebration. The games run for two hours and the organization will be paid \$500 to supervise them. Helt reported both Easter movies shown were sold out and 30 to 35 people had to be turned away. Concessions were sold and twenty some baskets and six bikes were given away.

*PR Economic Dev Corp:* Thompson reported a presentation will be held outlining what the ND Career Builders Program is. The presentation will be held in the Community Room on April 20<sup>th</sup> and will start at 4:00 PM.

*PR Park District:* Jon Markusen informed Mayor Stenvold that the sports complex is the next phase of projects to be in the works.

*Wards:* Gillespie mentioned he was involved with the Missoula Children's Theatre in the past & would like to see if dates might be available during the 2023 July 4<sup>th</sup> festivities.

*Strategic Planning:* Still waiting for exact estimates for water and electric meters and installation.

Committees with nothing to report: *PR Airport Authority, Bike Path, PR Housing Authority, and PR Public Library.* Mike Helt left at 6:40 PM

New Business: Pokrzywinski moved and Seim seconded to act as a sponsor and pass through for Hillcrest Country Club lease for \$24,000 and repayment over five years. Upon roll call vote, all voted aye. M/C.

When looking at financing for the new loader, City Administration felt it would be in the best interest of the City to pay for the loader out right rather than pursuing a lease and paying interest. Available funds would be paid from the following departments; Electric Fund \$20,000; Sewer Fund \$20,000; Sanitation Fund \$30,000; Environmental Services Fund \$30,000 and Funded Depreciation Fund \$50,000 for a total up to \$150,000. Funds will be replenished by ongoing utility revenues and could take up to three years to replace. Berg asked Joe Fietek what current interest rates are and he replied up to five or five & ½ percent. Seim moved and Kubat seconded to approve paying for the loader out of the funds as outlined above. Upon roll call vote, all voted aye. M/C.

PWD Larson checked with pricing to have backflow preventors installed as required by the EPA on all city owned buildings. The estimate is approximately \$11,500 for parts and installation from Lunseth who are certified by the State of ND. Gillespie moved and Kubat seconded to approve the estimate and use funds from Municipal Utilities to pay for the parts and installation. Upon roll call vote, all voted aye. M/C.

Skjerven moved and Pokrzywinski seconded to approve the following requests from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: May 21<sup>st</sup> for the FCHC Employee Appreciation Banquet; May 26<sup>th</sup> for the Domestic Violence Banquet/Fundraiser and May 29<sup>th</sup> for the Lundquist Graduation Party. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: None.

Public Works: PWD Larson announced the spring cleanup call-in deadline is 4:00 PM on Monday, May 9<sup>th</sup>. Residential utility customers are asked to call the plant at 701.284.6399 to be added to the schedule.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Seim moved and Gillespie 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 while Thompson and herself were at the NDLC conference a grant opportunity for repairing/replacing the lift station was discussed. The grant is only available to public entities in the states of Ohio and North Dakota. They reached out to AE2S about applying for the grant. It has a 75/25% split for the grant and funding might not be available for up to three years. Since estimates were provided to the Council last month City Administration is asking for permission to have AE2S submit the grant on behalf of the City of Park River for the lift station project. Seim moved and Skjerven seconded to approve applying for the Section 594 Grant through the US Army Corp of Engineers. Upon roll call vote, all voted aye. M/C.

#### **General Fund & Municipal Utilities**

37792	Postmaster	\$282.07
93	Discovery Benefits	\$160.00
94	2016 Electrical Upgrade	\$8,000.00
95	Ashley Smith	\$97.24
96	Banyon Data Systems, Inc	\$765.00
97	Ann E Berg	\$309.82
98	Border States Electric Supply	\$284.88
99	Productivity Plus Account	\$6,312.06
37800	Consolidated Waste, LTD.	\$19,549.50
1	Core & Main	\$2,480.00
2	Dale Pecka	\$135.00
3	Fleming DuBois & Fleming PLLP	\$746.00
4	Funded Depreciation	\$6,500.00
5	Garit Bowman	\$150.00
6	General Funded Depreciation	\$5,000.00
7	GovOfficeLLC	\$660.00
8	Grand Forks Utility Billing	\$52.00
9	Hach Company	\$276.32
37810	Jim's Super Valu	\$8.85
11	Kilmer Construction	\$1,615.00
12	Kringstad Drain Cleaning	\$300.00
13	Leon's Building Center, Inc	\$61.05

14	Lon's Hardware	\$64.95
15	Montana Dakota Utilities	\$1,331.99
16	MMUA	\$5,245.50
17	MFOA OF ND	\$60.00
18	ND Dept of Environmental Qual	\$18.54
19	ND One Call Inc.	\$7.25
37820	NDLC	\$750.00
21	Northdale Oil, Inc	\$1,639.92
22	North Star Coop	\$1,549.62
23	Polar Communications	\$950.27
24	Postmaster	\$265.00
25	PR Park District	\$1,096.78
26	Sanitation Products Inc	\$347.62
27	Shirley Peterka	\$137.72
28	Team Laboratory Chemical Corp	\$1,656.50
29	Thomas Gratton	\$78.61
37830	US Bank Equipment Finance	\$212.57
31	Verizon Wireless	\$150.70
32	Wat & Sew Imprv Dist #2015-1	\$6,200.00
33	Wat & Sew Imprv Dist #2016-1	\$9,490.00
34	Water System Repair & Replace	\$4,000.00
35	Water Bond Fund 05	\$4,830.00
36	Water Rev Bond Fund Phase II	\$3,450.00
37	Water Tower Fund	\$11,315.00
38	Water Treatment Fund	\$7,555.60
39	Walsh County Auditor	\$16,659.18
37840	Walsh County Press	\$504.00
41	Cardmember Service	\$398.95
42	Verizon Wireless	\$4.92
AW	Salaries	\$27,710.67
AW	US Treasury	\$9,924.11
AW	Aflac	\$89.06
AW	BC/BS of North Dakota	\$16,942.70
AW	First United Bank	\$20.70
AW	NDPERS	\$23.53
AW	NDPERS	\$1,237.50
AW	NDPERS	\$1,225.00
AW	NDPERS	\$6,363.03
AW	NDPERS	\$400.58
AW	NMPA	\$138,782.25
AW	North Star Addition T.I.F.	\$23,251.82
AW	NSF-PR Gymnastics	\$350.00
AW	PR Airport Authority	\$505.65
AW	PR Airport Authority	\$4,850.71
AW	PR Public Library	\$505.65
AW	PR Public Library	\$4,850.71
AW	PSN (Payment Services Network)	\$54.95
AW	Special Assessment Fund	\$193.24
AW	St Imp Dist #2020-1 Hilltop Dr	\$10,005.26
AW	ST Improve Dist #2017-1	\$32,339.48
AW	ST Improve Dist #2018-1	\$12,001.36
AW	St Improve Dist #2021-1 50 Bks	\$67,939.81
AW	ST Improve Dist 2013-1	\$163,044.00
AW	ST Improve Dist #2012-2	\$6,900.60
AW	Wat & Sew Imprv Dist #2012-1	\$15,792.00

**Debt Service & Bond Fund**

6319	Void	
6320	First United Bank	\$3,187.50
6321	Advanced Engineering &	\$4,248.00

6322	Bank of North Dakota	\$19,501.04
6323	Bank of North Dakota	\$14,772.32
6324	First United Bank	\$44,679.00
6325	US Bank	\$84,841.25
6326	Void	\$0.00
6326	Zions Bank	\$354,630.00
6327	Knife River Materials	\$75,138.95

Being no further business, Seim moved to adjourn at 7:07 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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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 11, 2022, AT 5:15 P.M.**

The Park River City Council met as the Board of Equalization in the City Council Room at 5:15 PM on Monday, April 11, 2022. Mayor Stenvold called the meeting to order with the following present: Council Members Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat with Derek Pokrzywinski arriving at 5:20 PM. Absent: Kyle Halvorson. Present in Council Chambers: City Attorney Dustin Slaamod, Public Works Director Dennis Larson, City Coordinator/Auditor Nancy Thompson, & City Assessor/Deputy Auditor Ann Berg. Others present: Linda and Luther Meberg.

No one from the public called in to the meeting, sent in letters of protest nor those in attendance had any comments.

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 assessment ratio, as calculated by the County Tax Director, get too far out of alignment the State could place a blanket increase on the entire community.

Berg reported that 37 building permits for construction were issued; 39 properties were bought or sold; zero properties were demolished; assessment visits and sales added to the increase in valuation.

Several sales in North Star Addition and Kensington Addition will necessitate running a comparative sales study to verify current assessed values on all properties. A nine percent increase was added to most properties in Kensington Addition until the comparative sales study is complete. Other properties were notified of larger increases due to assessment visits or valuations based on the square footage improvements. In addition, Berg lowered several 1 ½ story homes to bring them into line with recent sale prices in the corresponding neighborhoods. Berg reported the residential five-year sales ratio average is at 95%.

Skjerven moved and Kubat seconded to accept the City Assessor's report and adjustments as presented for the year 2022. Upon roll call, all voted aye. M/C.

With no further business, Kubat moved to adjourn at 5:25 PM.

**ATTEST:**

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

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONDAY, MAY 5, 2022 AT 5:30 PM.**

**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, May 5, 2021 at 5:30 pm.

Mayor Stenvold started the meeting with the Pledge of Allegiance.

Mayor Dan Stenvold called the meeting to order at 5:30 pm and upon roll call the following were present: Council members Ken Gillespie, Kyle Halvorson, Leah Skjerven, Cory Seim and Derek Pokrzywinski in person with Dennis Kubat by phone, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: None.

**Business:**

Mayor Stenvold stated the reason for the special meeting was to discuss the Ward 1 Council seat held by Pokrzywinski and called on City Attorney Slaamod to present information to the Council.

In Slaamod's research he looked through the city ordinances, Attorney General opinions, ND CC and conferred with ND League of Cities Attorney Stephanie Dassinger regarding the residency issue. Slaamod found attorney general opinions which related to a township officer and mayor who both moved out of their area of representation and in both cases the seat was deemed vacant for non-residency reasons. Slaamod discovered this was a technical issue and not a reflection on how Pokrzywinski represented Ward I however, the seat should be declared vacant by the Council.

At the May 10, 2021 Pokrzywinski informed the Council that he was putting his property on the market and moving out of his Ward. At that time no action was taken regarding the Ward I Council seat. Pokrzywinski said at that time he was not told he would need to resign when the property sold. Seim and Gillespie asked Pokrzywinski when he sold his property. He stated his property sold in September 2021 and did not see why it is an issue at this time.

Halvorson stated he contacted Thompson as he was asked about the residency question and asked her if an ordinance was in place that addressed council representation. Thompson stated at this time there is nothing in our ordinances that addressed the issue. Halvorson then contacted Slaamod and got the same answer Thompson gave him at first. Halvorson asked Slaamod to research the issue further. Halvorson wondered if there was any motion the Council could make to keep Pokrzywinski on the Council. Slaamod said the Council would be setting a precedence which does not follow ND CC or attorney general opinions. Pokrzywinski asked Halvorson who was questioning his residency at this time. Halvorson stated several co-workers of his at Polar Communications at work were asking how he could represent Ward I when he is currently residing in another ward however, Halvorson did not provide any names.

Seim asked if there was any way through a motion or ordinance that Pokrzywinski could continue to serve on the Council. Thompson mentioned since the hybrid form of Council is on the June 2022 ballot and if it passes perhaps it could go into effect immediately and Pokrzywinski could finish his term. Thompson also shared the information and proposed ordinance regarding the hybrid form of council Slaamod forwarded to her for the May 2021 Council meeting. Slaamod replied not unless he could prove residency in Ward I. He continued, the current council terms are still based on wards and residency.

Pokrzywinski asked Slaamod how much the requested research was going to cost the City in legal fees? Slaamod did not have a figure.

Council asked what happens now. Slaamod stated Pokrzywinski needs to tender his resignation for the record or the Council can declare the seat vacant. Pokrzywinski gave the Mayor and Council a verbal resignation. Stenvold accepted the resignation with reluctance and all wished him well. All present hoped Pokrzywinski would consider running again for the Council in the future as his skill set was an asset to the City.

Slaamod mentioned, after the seat is declared vacant there is a period of 15 days where a special election can be called for. Special elections are expensive and time consuming. Berg stated the last time there was special ward election approximately four people voted. If no one asks for a special election after the 15 days the mayor can appoint and the council approves a Ward I resident to fill the seat.

Gillespie moved to adjourn at 5:52 PM.

ATTEST:

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

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

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING, MONDAY, MAY 9, 2022 AT 5:30 PM.

Published Subject to the Governing Body's Review and Revision

The City of Park River City Council held a public hearing on Monday, May 9, 2022 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, and Dennis Kubat, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Marcus Lewis-FCHC, Jon Markusen-KLJ, Jesse Irvine-PR Parks & Rec, Alison Olimb-WC Press, Lori Seim and Joel Hylden.

Slaamod informed the Council John and Audrey Blair, who recently purchased Lots 11-12 Bk 5 OT, would like to build a 30' x 32' garage on Lot 11 and 12 and refiled a petition for variance to do so. Slaamod informed the Council the new petition is in order and the Council needs to approve the variance request.

Seim moved and Kubat seconded to approve the Blair's variance petition as requested. Upon roll call vote, all voted aye. M/C.

Being no further business, Skjerven moved to adjourn at 8:18 AM.

ATTEST:

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

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

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 9, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

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, and Dennis Kubat, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Marcus Lewis-FCHC, Jon Markusen-KLJ, Jesse Irvine-PR Parks & Rec, Alison Olimb-WC Press, Joe Fietek, and Joel Hylden.

Additions and Changes to Agenda: Add Joel Hylden to Comments From Citizens & move Marina Kulaszewick from Comments From Citizens to City Attorney.

Comments and Questions from Citizens: Jon Markusen on behalf of the Park District Legacy Fund appeared to update the Council on the 32-acre parks and recs area. Phase I, the campgrounds, have been completed. Phase II, the baseball complex still has lights left to put up and finish the installing the playground equipment. Phase III, the community center/sports complex is the final part of the project. The board is looking at fundraising and donations to pay for the complex. Markusen stated they have spoken with Marcus Lewis at FCHC about a walking track inside the building and some possible funding. They also would like to have funding in place for continued operations. Markusen left at 5:41 pm.

Jesse Irvine, PR Parks & Recs manager appeared to let the Council know that the road in the big park has been washed out by the excess water going through the river channel. Irvine cannot repair the road as he does not have the equipment nor the help to complete the repairs.

Irvine also touched on the shelterbelt subject discussed at last month's meeting. He wanted it known that it was agreed upon to have the parks & rec employees' water the shelterbelt trees for the first two years. They did not agree to clean or prune the shelterbelts. Joel Hylden said he would be responsible for cleaning and pruning the shelterbelts. Irvine also stated that he specifically asked that no cottonwoods be planted in the shelterbelt rows. Hylden said no cottonwoods will be planted.

PWD Larson asked Irvine if he had enough employees to water the additional trees and it looked like many trees were lost to winter kill off. Irvine replied the trees will not all be planted at the same time and he has not had any applicants for summer help yet.

Joel Hylden asked to place a 15'x15' cement slab along the north/south bike path to make a seating area. He was told to contact the Bike Path Committee. Hylden responded it is not on the bike path but on the parks and rec property. Stenvold informed Hylden he needs to get permission from the PR Park District board. Hylden left the meeting.

Lewis from FCHC informed the Council this week is hospital and nurses appreciation week and they will be providing meals and having contests all week. He also reported FCHC is on of the few hospitals in the state with a full staff.

Approval of Minutes: Skjerven moved, and Gillespie seconded to approve the minutes from the April 11, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Skjerven moved, and Seim seconded to approve the minutes from the April 11, 2022 Board of Equalization as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Gillespie has not been able to contact anyone from Best Buy regarding the projector/smart TVs-sound system. The matter was tabled until the June 13<sup>th</sup> meeting.

PWD Larson and City Administration reported they are unable to print off the permit application for the radar signs. Larson will be in Grand Forks later this week and will stop and get an application at the DOT office.

Thompson informed the Council representatives from Suez will be here at 2:00 pm on Thursday, May 26<sup>th</sup> with actual item estimates.

City Attorney: Slaamod asked the Council what dollar limit they wanted to put on the procumbent policy. Currently NDCC has a threshold of \$200,00 before items are put out for bids. The amount authorized should be high enough to cover repairs and to order supplies without having to wait for a regular council meeting. The amount set will be the same for the public works and city administration departments. Council asked PWD Larson what repairs or transformers cost and he responded the estimate to replace the pump for the motor grader is about \$20,000 and transformers depending on size run about \$10,000 or more. With increasing costs for items Council felt \$30,000 should cover the cost of any items need between council meetings. Slaamod will add the \$30,000 amount into the policy.

Councilman Kubat spoke on behalf of Marina Kulaszewick who has scheduled a DJ to play music until 11:30 pm at their graduation event being held at Hillcrest Country Club on May 21, 2022. The City's noise ordinance prohibits such events after 10:00 pm without a permit. The residents who live in Sandwood Addition are not located in City limits and are not governed by City ordinances. Kubat moved and Seim seconded to approve a temporary permit to allow Marina Kulaszewick to have a DJ play past the 10:00 pm deadline. Upon roll call vote, all voted aye. M/C.

Committee Reports: Sales Tax: Berg informed the Council the Sales Tax year to date collections through April 2022 were up by 9.69% or \$14,960.34. Gillespie moved and Halvorson seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C. The Sales Tax Committee recommended the following items for approval. From Economic Development Fund: To pay one-half the cost of the projector/TV/sound system for the community room after any grants received are applied; To pay \$15,000 per year for five years for the Career Builders Program; To pay \$10,000 to Mystic on Main Café for a loan/grant with forgiveness of \$1,500. per each fulltime employee up to \$3,000 per year for three & one-half years. Halvorson moved and Seim seconded to approve all three recommendations as presented. Upon roll call vote, all voted aye. M/C. From Capital Improvement Fund: To pay one-half the cost of the projector/TV/sound system for the council room after any grants received are applied. Gillespie moved and Halvorson seconded to approve all three recommendations as presented. Upon roll call vote, all voted aye. M/C.

PR Community Club: Thompson reported on the bouncy games. No organization has stepped up to oversee the games on July 4<sup>th</sup>. When Thompson spoke with the provider of the games, she was informed the organization who agreed to oversee the games, last year, did not show up. Council questioned which organization & Thompson responded, the Park River Bible Camp. The game supplier, his son and some parents stepped up to help with the games. Stenvold reported an organization is considering donating funds to help offset the cost of the games. No one has stepped up to oversee the pedal pull tractor event. Stenvold reported Henry Kelly, former owner of the WC Press, has agreed to preside as the grand marshal of the July 4<sup>th</sup> parade. Lori Seim reported the bean bag tourney will have 22 teams and 11 sets of boards for the event. Boards are still needed for the event. The teams will be co-ed and participants must be over 21 years of age. The rib off will be held on 5<sup>th</sup> Street East in front of the Legion building and will need to be blocked off. The fire department will be notified of the street closure. So far \$3,000 has been committed but they are still looking for several additional sponsors to pay for the ribs. There will be music in the "Little Park" and someone will be singing the national anthem on Briggs Ave S after the parade and before the afternoon festivities start. 50/50 drawings will be held through out the events and the funds raised will be donated to the "Save The Fountain" project.

*PR Economic Dev Corp:* Thompson reported the recommendations from the Economic Development Corp were approved by the Sales Tax Committee and the Council.

*Strategic Planning:* Still waiting for exact estimates for water and electric meters and installation.

*Wards:* Seim asked if some type of permanent barricade could be put up around the drain culvert at the end of Wadge Ave N and by Blanchard Street. PWD Larson let the Council know that any type of barricade would hold back debris and impede the flow of a natural drain. The concrete culvert was installed to prevent erosion. Gillespie asked who owns the potato warehouse east of Meberg Potato as the building is in a state of decay and part of the roof has collapsed and part is missing. Slaamod was asked to contact the railroad about demolishing the building.

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

New Business: Bruce Toews would like to purchase Lots 21-22 in Block 1 of Green Acres Addition to construct an approximately 54' x 86' building for retail offices and storage. The lots are priced at \$7,500 each. Skjerven moved and Gillespie seconded to sell Lots 21-22 in Block 1 of Green Acres Addition to Bruce Toews. Upon roll call vote, all voted aye. M/C. Slaamod was asked to draw up a purchase agreement.

Krystal Gire, doing business as Mystic on Main, filled out an submitted an application for a food and beverage specialty license for beer and wine. The application would be for one month starting June 1 to June 30, 2022 and would need to be renewed for the July 1, 2022 to June 30, 2023 year. The prorated license amount for the one-month period is \$41.67. Gire is leasing the building, located at 414 Briggs Avenue South, from the new owner and will be operating a café. Seim moved and Kubat seconded to approve Gire's application for the food and beverage specialty license as requested. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Kubat seconded to approve the following request from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: June 11<sup>th</sup> for the Katie Bohn/Aaron Peterka wedding reception and dance. Upon roll call vote, all voted aye. M/C.

Thompson asked the Council to approve a payment of \$3,500 updating the city website. Angelle French, of WC JDA, will work with the updated format to populate the website before turning it over to City Administration for their use. Halvorson moved and Seim seconded to approve the request. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Kubat seconded to approve having the city pay for policing the street dance on July 2<sup>nd</sup>. Upon roll call vote, all present voted aye. M/C.

Mayor's Comments: Stenvold asked the Council what they wanted to do about repairing the road going through the big park. After discussion it should be advertisement on bids. Information will be provided to WC Emergency Management. Berg has taken pictures for documentation.

Public Works: PWD Larson reported the pump on the motor grader needs to be replaced. During the last snow event the pump exploded. The estimate for a new pump is about \$20,000. Larson said the new loader should be delivered on Thursday or Friday. Larson reminded the Council of the NMPA meeting next Wednesday, May 18<sup>th</sup> in Thief River Falls, MN.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Seim moved and Halvorson 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 she delivered the assessment paperwork to the WC Tax Director and will be starting the comparable valuations of North Star Addition and Kensington Additions next month.

Thompson reported the A.R.P.A. report has been submitted. She let the Council know Roger Brooks will be in Minto from 10 am to 2 pm on May 19<sup>th</sup> to provide an update from his previous visit. The deadline to register is Tuesday, May 10<sup>th</sup>.

#### **General Fund & Municipal Utilities**

37843	MTI Distributing	32,000.00
44	Void	0.00
45	Postmaster	282.07
46	Discovery Benefits	160.00
47	2016 Electrical Upgrade	8,000.00
48	Baymont Inn & Suites Mandan	604.80
49	Border States Electric Supply	310.56
37850	Cardmember Service	116.19
51	Grand Forks Utility Billing	52.00
52	Productivity Plus Account	800.59
53	Consolidated Waste, LTD.	19,580.75
54	Core & Main	410.95
55	Dale's Body Shop	1,427.90
56	Dwight Byron Insurance	277.00
57	Fedje Hdwr	56.95
58	Fleming DuBois & Fleming PLLP	1,430.00
59	Funded Depreciation	6,500.00
37860	General Funded Depreciation	5,000.00
61	Hanson's Auto & Implement	500.00
62	Jim's Super Valu	21.01
63	Lon's Hardware	128.33
64	Montana Dakota Utilities	1,228.30
65	ND Dept of Environmental Qual	18.54
66	ND One Call Inc.	1.30
67	Northern Municipal Power Agency	1,323.94
68	Northdale Oil, Inc	2,642.71
69	North Star Coop	1,490.20

37870	Polar Communications	907.80
71	PR Park District	895.10
72	Ryan Hanson	100.00
73	Shirley Peterka	137.72
74	Nancy Thompson	121.26
75	Tom & Shelly Burchill	46.40
76	US Bank Equipment Finance	212.57
77	Verizon Wireless	250.00
78	Wat & Sew Imprv Dist #2015-1	6,200.00
79	Wat & Sew Imprv Dist #2016-1	9,490.00
37880	Water System Repair & Replace	4,000.00
81	Water Bond Fund 05	4,830.00
82	Water Rev Bond Fund Phase II	3,450.00
83	Water Tower Fund	11,315.00
84	Water Treatment Fund	7,468.76
85	Wayne Bell	60.00
86	Walsh County Auditor	9,838.65
87	Walsh County Press	858.64
88	WC Three Rivers Soil Cons Dist	332.00
9427-58	Salaries	32,172.39
AW	US Treasury	10,089.57
AW	ARPA	736.17
AW	Aflac	89.06
AW	BC/BS of North Dakota	13,316.21
AW	First United Bank	20.90
AW	NDPERS	0.28
AW	NDPERS	23.25
AW	NDPERS	1,225.00
AW	NDPERS	1,225.00
AW	NDPERS	6,194.02
AW	NMPA	129,031.98
AW	PSN (Payment Services Network)	54.95
AW	Bike Path Fund	3,500.00
AW	PR Airport Authority	332.13
AW	PR Airport Authority	335.67
AW	PR Airport Authority	347.42
AW	PR Public Library	332.13
AW	PR Public Library	335.67
AW	PR Public Library	347.42
AW	Special Assessment Fund	13.71
AW	St Imp Dist #2020-1 Hilltop Dr	304.47
AW	ST Improve Dist #2017-1	1,651.14
AW	ST Improve Dist #2018-1	1,331.65
AW	St Improve Dist #2021-1 50 Bks	2,060.42
<b>Special Funds</b>		
10184	WC Job Development Authority	15,000.00
10185	Mystic On Main	10,000.00
<b>Debt Service &amp; Bond Fund</b>		
6328	Rural Dev Finance Corp	0.00
6329	Advanced Engineering &	1,504.50
6330	Bank of North Dakota	31,754.07
6331	Rural Dev Finance Corp	27,831.63

Being no further business, Skjerven moved to adjourn at 6:54 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

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, June 13, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

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, and Dennis Kubat, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Laura Alkofer, Alison Olimb-WC Press, and Joel Hylden. Lori Seim arrived after the meeting was in session.

Additions and Changes to Agenda: Add Sewer Backup to Comments From Citizens & Add Job Opening Under Employee Relations.

Comments and Questions from Citizens: Halvorson, on behalf of Laura Alkofer, informed the Council she had sewer backup into her basement and found out her homeowner's insurance does not cover the damage. She questioned if the City could do something. When the sewer line was flushed, rags and other debris was found and removed. Slaamod stated the backup was not caused by the City's negligence and would not be covered by the City's insurance company.

Joel Hylden mentioned since the bike path was repaved last year, it increased the height and the higher grade made mowing difficult. Hylden would like to use money from the Alice Jorgenson fund for hauling and moving dirt to level the grade. Slaamod stated since the City has a maintenance lease with the ND DOT, he will check to make sure the scope of the work is acceptable. Hylden also mentioned his children have redone a garden on the bike path and added a bridge and pergola to the area located on Kirk Tingum's land along the bike path. He encouraged the Council to stop and look. Hylden left after his comments.

Approval of Minutes: Skjerven moved, and Kubat seconded to approve the minutes from the May 9, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Seim moved, and Halvorson seconded to approve the minutes from the May 9, 2022 Public Hearing as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: No one from Best Buy provide Gillespie with a quote regarding the projector/smart TVs-sound system. He reached out to HB Light & Sound for another option which included two laser projectors, two screens and necessary cables, jacks and connectors at a cost of \$11,697.20. This option does not include a sound system. The quote Halvorson previously presented to the Council has increased by approximately \$1,400 and the new quote is \$52,859.50. Grant opportunities are available from Polar Communications and the PR Area Endowment Fund. The PR Dev Corp has agreed to pay for half of the balance after any grants are received. Seim moved and Halvorson seconded to approve purchasing the equipment, with installation, labor and travel charges listed on the original quote for the Council and Community room at the updated cost of \$52,859.50. Upon roll call vote, all voted aye. M/C.

PWD Larson filled in and submitted the permit application for the radar signs. He was informed additional paperwork still needs to be submitted. He reached out to KLJ engineer Jon Markusen to help complete all paperwork needed for the permit.

The Council received and reviewed quotes from Eaton Cooper and Suez for the new auto meter read system. The quote from Suez included water and electric meters, nodes, installation, data collection and admin fees at a cost of \$1,086,790.00. The \$400,995.40 quote from Eaton Cooper did not include the cost for electric meters or installation. They have a list of companies they can provide to the City which provide installation. The Council would like to hold a special meeting with Eaton Cooper and have them provide estimates for the omitted costs and then compare the two quotes so they can make a decision.

City Attorney: Slaamod updated the Council on the procumbent policy. He has a six-page draft completed with several pricing tiers. He would like to schedule a meeting with the Contracts and Policies committee to review the policy.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through May 2022 were down by -0.91% or - \$1,718.38. First quarter on-line sales tax figures were made available and showed an increase over last year of 11.02% or \$1,152.00. Gillespie moved and Skjerven seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* Thompson reported on the July 4<sup>th</sup> celebration. The schedule of events is out along with posters for the cornhole tournament and the smokin rib contest.

*PR Economic Dev Corp:* Thompson reported Bruce Toews has signed the purchase agreement for Lots 21-22 in Block 1 of Green Acres Addition. Slaamod mentioned before the sale can be finalized the abstract needs to be updated. They estimate it will take up to four weeks for the abstract update to be completed.

*PR Housing Authority:* Stenvold received word from Dawn Mandt of RRRRC, that the State of ND is working on a possible grant program for the construction of tiny homes and asked if Park River would be interested.

*Wards:* Gillespie read a list of questions he received from a citizen regarding Derek Pokrzywinski vacating his seat in Ward I. 1. Almost a full year went by after Derek announced he was leaving his ward before anything was brought up. Why the wait? While out speaking with residents, a couple asked about it, but no one thought it was important since he hadn't moved out of the city limits. Now it was addressed shortly after the cutoff for getting signatures to run. Had it been addressed sooner Derek would have had the chance to get signatures and run in his new ward. So again, why the wait? 2. The minutes stated some of Kyle's co-workers had expressed their concerns. Wouldn't it be part of open record laws that the names be divulged? 3. Can any Council member contact the city attorney to have them do research without council approval? Does this set a precedence? Can a taxpayer contact the city attorney with questions? 4. How much did this cost the taxpayers in the end? Answers: 1. Stenvold stated since Derek still owned property no one thought there was an issue until it was checked on. Slaamod was contacted and wanted to make sure the City was covered and a Special meeting was held to go over the information. This was not a vindictive move on behalf of the City but rather a technical issue in regards to Derek as he was a valuable addition to the Council. 2. Slaamod announced thoughts are not part of open record laws; only actual records such as papers or electronic files are subject to the law. 3. Stenvold mentioned Halvorson is the Council President and can contact the City Attorney if issues come up. 4. Slaamod clarified that taxpayers cannot contact him on city business as he represents the city.

Laura Alkofer questioned if something can be done with the curb and gutter by her house as there is a low spot and water collects and stands in the area. She wondered if she must pay for it or if the City pays and how much it would cost? PWD Larson mentioned the homeowner can hire and pay a contractor to do the work. If the City does the work, it is special assessed to the property owner. Larson will get a price to Alkofer.

Skjerven mentioned many residents are pleased the bushes along Arlyn Askim's property were trimmed. Another corner with low visibility is Code Ave N and Hwy 17. PWD Larson mentioned there are several intersections where foliage needs to be cut back to improve visibility.

*Employee Relations:* Halvorson felt with Patty Hensel's retirement the Committee needs to meet and discuss options. Thompson has been working on revising the job description to include possible community club, chamber duties along with maintaining the social media accounts.

*Committees with nothing to report:* PR Airport Authority, Bike Path, Strategic Planning, PR Park District and PR Public Library.

New Business: Halvorson moved and Seim seconded the following resolution:  
CITY OF PARK RIVER, NORTH DAKOTA RESOLUTION SETTING AUDITORS BOND

BE IT RESOLVED by the governing body of the City of Park River, North Dakota, as follows:  
**WHEREAS**, the City of Park River is covered by a blanket bond by the North Dakota State Bond Fund; and, **WHEREAS**, the North Dakota State Bonding Fund Provides fidelity bond coverage for city employees and public officials in dealing with public funds; and,  
**WHEREAS**, the bond id fixed by the city governing body and set by resolution as outlined in NDCC §40-13-02; and,  
**WHEREAS**, at the June 13th, 2022 regular city council meeting of the Park River City Council the current bond limits were reviewed and found to be sufficient at Two Million Dollars (\$2,000,000).  
**NOW, THEREFORE**, be it resolved by the City Council of the City of Park River, North Dakota, that the bond coverage by the State Bonding Fund in the amount of Two Million Dollars (\$2,000,000) has been reviewed and found sufficient.

Upon roll call vote on the afore mentioned resolution: Gillespie, Halvorson, Skjerven, Seim and Kubat voted "Aye". M/C.

Dated and adopted this 13th day of June, 2022.

ATTEST: \_\_\_\_\_ City Auditor Mayor: \_\_\_\_\_

Jacqueline Hickey who owns property at 414 Code Ave S is circulating a petition to have chickens on her property. Seventy-five percent of property owners within a 300' radius of her property need to approve and sign the petition. There are six government owned properties within the area and Thompson is asking if the Council if they want to approve signing the petition for the three City owned parcels. Seim moved and Gillespie seconded to approve signing the petition for the three City owned parcels. Upon roll call vote, Gillespie, Halvorson, Skjerven and Seim voted aye with Kubat voting nay. M/C.

Thompson presented four ideas for the Main Street Initiative to the Council for their approval. Halvorson moved and Skjerven seconded to approve the ideas as submitted. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Kubat seconded to approve the following requests from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: July 3rd for the Alumni Banquet and the July 16<sup>th</sup> wedding reception and dance for Allie Hjelmstad/Owen Irvine. Upon roll call vote, all voted aye. M/C.

Berg reported the following businesses have submitted renewal applications for their alcoholic beverage licenses along with the correct fees. American Legion Bar, Art of Touch Salon & Spa, Warren Denault-DugOut Bar & Grill, PB Properties III, LLC-Alexander House, Curtis Sarkilahti-Top Hat Bar, The Club Bar & Lounge Inc, North Star Coop and Krystal Gire DBA Mystic On Main. The WC Treasurer's Office has not responded to the request for information if property taxes have been paid and are current. Warren Denault is the only applicant to provide proof of property tax payment. Seim moved and Kubat seconded to approve the renewal of Warren Denault-DugOut Bar & Grill LLC license. Upon roll call vote, all voted aye. M/C. Kubat moved and Skjerven seconded to approve the licenses for the American Legion Bar, Art of Touch Salon & Spa, PB Properties III, LLC-Alexander House, Curtis Sarkilahti-Top Hat Bar, The Club Bar & Lounge Inc, North Star Coop and Krystal Gire DBA Mystic On Main pending verification from the WC Treasurer's Office showing property taxes have been paid. Upon roll call vote, all voted aye. M/C.

Bar owners on Briggs Ave S are asking permission to sell alcoholic beverages on the sidewalk in front of their establishments during the July 2<sup>nd</sup> Street dance, July 4<sup>th</sup> and a permit for the band to play music at the street dance until 1:00 am which is past the 10:00 pm as noted in the ordinance. Seim moved and Halvorson seconded to approve the above-mentioned requests. Upon roll call vote, all voted aye. M/C.

City Administration asked the Council for permission to move the Monday, October 10, 2022 meeting to Tuesday, October 11, 2022 because of the Columbus & Indigenous People's Day holiday. Request was granted.

City Administration on behalf of Max Samdahl, owner of Bowl Mor Lanes, presented a request for permission to block off approximately 60' of 3<sup>rd</sup> St E on the east side of Briggs Ave S so they can serve burgers and fries on July 4<sup>th</sup>. He is also requesting to borrow two barricades from the City to block off area. Seim moved and Kubat seconded to grant Samdahl's request to block the street and borrow barricades. M/C.

Mayor's Comments: Stenvold read a letter he received from Derek Budish regarding closing the railroad crossing on 7<sup>th</sup> Street E. The reason stated is due to the excessive speed and traffic by kids riding ATVs, side by sides and dirt bikes. Others expressed concern for the number of kids under 16 years of age riding around in these types of vehicles on City streets. Even though kids have taken an ATV course and received a certificate they still cannot legally operate these vehicles on City streets per City Ordinances. Since this is a policing issue the WC Sheriff's Department has been notified and will be stopping operators of ATVs, side by sides and dirt bikes not following the Ordinances.

Stenvold asked PWD Larson to fill any holes on the railroad crossings with millings. Larson stated railroad crossings already have millings in them. Stenvold asked the Council what they think should be done with the road going through the big park. They would like to see it fixed but what will be the cost. Larson said the road in the park may qualify for FEMA funds.

Public Works: Larson informed the Council he has hired Alex Midgarden and Leonardo Ramirez as summer help.

Larson reported a \$10,000 grant is being offered through NMPA to install and electric vehicle charger. This grant would cover about 95% of the charger cost. In addition, a transformer would need to be installed. Larson will get additional information on the project for the Council.

Larson provided information Minnkota Power Cooperative received from Midcontinent Independent System Operator (MISO) to anticipate shortages in power capacity as America's power grid is becoming increasingly unstable. This could result in the increasing risk of power outage events this summer. Minnkota has a diverse energy portfolio which mixes coal, wind and hydro.

Larson reported he contracted aerial spraying every week through the end of July. Spraying will be done on June 15<sup>th</sup> or 16<sup>th</sup>.

The motor grader has been repaired and the street crew will start blading this week.

Larson mentioned the platted alley on the south side of Lot 1 Green Acres addition will need to have the sod stripped and put gravel down.

Auditor & Assessor Reports: Berg presented this month's bills and financial reports to the Council. Gillespie 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 she is working on the comparable valuations of North Star Addition and when completed will start on Kensington Addition.

**General Fund & Municipal Utilities**

37847 2016 Electrical Upgrade 8,000.00



48	Baymont Inn & Suites	604.80
49	Border States Electric Supply	310.56
50	Cardmember Service	116.19
51	Grand Forks Utility Billing	52.00
52	Productivity Plus Account	800.59
53	Consolidated Waste, LTD.	19,580.75
54	Core & Main	410.95
55	Dale's Body Shop	1,427.90
56	Dwight Byron Insurance	277.00
57	Fedje Hardware	56.95
58	Fleming DuBois & Fleming PLLP	1,430.00
59	Funded Depreciation	6,500.00
60	General Funded Depreciation	5,000.00
61	Hansons Auto & Implement	500.00
62	Jim's Super Valu	21.01
63	Lon's Hardware	128.33
64	Montana Dakota Utilities	1,228.30
65	ND Dept of Environmental Qual	18.54
66	ND One Call Inc.	1.30
67	NMPA	1,323.94
68	Northdale Oil, Inc	2,642.71
69	North Star Coop	1,490.20
70	Polar Communications	907.80
71	PR Park District	895.10
72	Ryan Hanson	100.00
73	Shirley Peterka	137.72
74	Nancy Thompson	121.26
75	Tom & Shelly Burchill	46.40
76	US Bank Equipment Finance	212.57
77	Verizon Wireless	250.00
78	Wat & Sew Imprv Dist #2015-1	6,200.00
79	Wat & Sew Imprv Dist #2016-1	9,490.00
80	Water System Repair & Replace	4,000.00
81	Water Bond Fund 05	4,830.00
82	Water Rev Bond Fund Phase II	3,450.00
83	Water Tower Fund	11,315.00
84	Water Treatment Fund	7,468.76
85	Wayne Bell	60.00
86	Walsh County Auditor	9,838.65
87	Walsh County Press	858.64
88	WC Three Rivers Soil Cons Dist	332.00
89	Polar Communications	79.03
90	Titan Machinery	149,898.00
91	Postmaster	340.41
92	ND Sewage Pump Lift Station	2,295.44
93	2016 Electrical Upgrade	8,000.00
94	Acme Tools	157.83
95	Animal Elskan Inn, LLC	240.00
96	Border States Electric Supply	805.38
97	Cardmember Service	2,194.04
98	Charles Marlen Jr	150.00
37899	Christy Thompson	7.40
37900	Grand Forks Utility Billing	254.00
1	Productivity Plus Account	424.59
2	Consolidated Waste, LTD.	20,221.00
3	Dale Pecka	195.00
4	Farmers Union Service Assoc	25,930.82
5	Fleming DuBois & Fleming PLLP	1,890.00
6	Funded Depreciation	6,500.00
7	General Funded Depreciation	5,000.00

8	Jet-Way Multiple Services	4,662.50
9	Jim's Super Valu	22.74
10	Kellen Dobmeier	21.87
11	Kendra Langerud	123.58
12	Michael Kilmer Construction	4,160.00
13	Kringstad Drain Cleaning	1,000.00
14	Kringstad Ironworks INC	150.00
15	Leon's Building Center, Inc	7.49
16	Lindell's Mowing	100.00
17	Lon's Hardware	135.82
18	ND Dept of Environmental Qual	31.78
19	ND Rural Water Systems Assoc	260.00
20	Northdale Oil, Inc	1,367.16
21	North Star Coop	1,429.56
22	Void	0.00
23	PR IMPLEMENT	11,400.00
24	PR Park District	1,116.63
25	Quill Corporation	501.94
26	Radisson Hotel Bismarck	255.38
27	Rendezvous Region Tourism	1,000.00
28	Swanson Equipment Corp	2,223.85
29	Void	0.00
30	Verizon Wireless	70.46
31	Wat & Sew Imprv Dist #2015-1	6,200.00
32	Wat & Sew Imprv Dist #2016-1	9,490.00
33	Water System Repair & Replace	4,000.00
34	Water Bond Fund 05	4,830.00
35	Water Rev Bond Fund Phase II	3,450.00
36	Water Tower Fund	11,315.00
37	Water Treatment Fund	7,812.22
38	Walsh County Auditor	7,824.34
39	Walsh County Press	446.56
40	WEX Health, Inc	100.00
41	Polar Communications	966.58
42	Team Laboratory Chemical Corp	159.50
43	ND One Call, Inc	41.80
44	WC Record	65.00
37945	MDU	521.44
9459-79	Salaries	25,510.13
AW	US Treasury	9,508.92
AW	Aflac	89.06
AW	BC/BS of ND	16,504.70
AW	First United Bank	21.00
AW	NDPERS	23.25
AW	NDPERS	1,225.00
AW	NDPERS	1,225.00
AW	NDPERS	6,150.76
AW	NMPA	123,170.12
AW	PR Airport Authority	278.07
AW	PR Airport Authority	358.72
AW	PR Public Library	278.07
AW	PR Public Library	358.72
AW	PSN	54.95
AW	Special Assm Fd	10.67
AW	St Imp Dist #2020-1	8,227.43
AW	St Imp Dist #2017-1	950.64
AW	St Imp Dist #2018-1	446.33
AW	St Imp Dist #2021-1	5,077.62
<b>Special Funds</b>		
10186	First United Bank	16,940.00

**Debt Service & Bond Fund**

6332	City of Grafton	11,383.48
6333	City of Park River	22,894.03
6334	Polar Communications	11,051.92
6335	Red River Regional Council	21,266.00
6336	WC JDA	19,924.57
6337	AE2S	442.50
6338	Knife River Materials	18,784.74

Being no further business, Gillespie moved to adjourn at 7:14 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, TUESDAY, JUNE 28, 2022 AT 5:30 PM.**

**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 Tuesday, June 28, 2021 at 5:30 pm.

Mayor Stenvold started the meeting with the Pledge of Allegiance.

Mayor Dan Stenvold called the meeting to order at 5:30 pm and upon roll call the following were present: Council members Ken Gillespie, Kyle Halvorson, Leah Skjerven, Cory Seim and Dennis Kubat, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Corrine Bell, Randy and Diana Hahn.

**Business:**

Mayor Stenvold asked the Council to approve his appointment of Corrine Bell to fill the Ward 1 Council seat vacated by Derek Pokrzywinski on May 5, 2022. No petitions for a special election to fill Pokrzywinski's spot were brought into Auditor Thompson. Skjerven moved and Seim seconded to approve the appointment of Bell to the Ward I unexpired term. Upon roll call vote, all voted aye. M/C. Bell took her Oath of Office and was sworn in.

Kubat moved, and Gillespie seconded to approve the minutes from the May 5, 2022 Special Meeting as presented. Upon roll call vote, all voted aye. M/C.

Berg reported Stephanie Weis will be replacing the exterior of the building, windows, roof and replacing the existing porch. She is asking for a five-year 100 percent exemption on the total of \$38,180 of improvements. Berg informed the Council the application meets ND CC 57-02.2 and recommends approving the request from Stephanie Weis as requested. The application is for the property, #38.0000.11836.000, owned by Stephanie Weis

Halvorson moved and Bell seconded to approve a resolution approving a five-year 100 percent exemption for Stephanie Weis request for property tax exemptions for improvements to residential buildings to be made on parcel # 38.0000.11836.000 for \$38,180 as requested. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Skjerven seconded to approve the following payments. Upon roll call vote, all voted aye. M/C.

**Debt Service & Bond Fund**

6332	City of Grafton	\$11,383.48
6333	City of Park River	\$22,894.03
6334	Polar Communications	\$11,051.92
6335	Red River Regional Council	\$21,266.00
6336	WC Job Development Authority	\$19,924.57
6337	AE2S	\$442.50
6338	Knife River Materials	\$18,784.74

Slaamod went over a request from Jim's Super Valu for a temporary sidewalk license. They will be installing lockers on the sidewalk on the south side of the store and would infringe upon the setback requirement. Slaamod proposed a 5-year temporary sidewalk use license. Diana Hahn asked if the license could be for 10-years rather than five as this is the anticipated life of the lockers. Gillespie moved and Skjerven seconded to grant a temporary license to put the lockers on the City right-of-way for 10-years and would release the City from any liability due to leaks, freezing or slips and falls. Upon roll call vote, all voted aye. M/C. Seim moved and Halvorson seconded to enter the license with the correction removing Walhalla and entering Park River in to the document. Upon roll call vote, all voted aye. M/C.

PWD Larson found a sewer jetway truck. The vehicle is a 2005 International 7600 SFA and is being put on auction by the City of Fargo through Steffes on-line auction. Larson spoke with their PWD about the truck and felt it would give the city many years of service. The PWD from Fargo offered to provide the Park River sewer department staff training on the use of the vehicle. Seim moved and Bell seconded to allow PWD Larson to bid up to \$90,000 for the jetway sewer vehicle. Upon roll call vote, all voted aye. M/C.

Gillespie moved to adjourn at 6:05 PM.

ATTEST:

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

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Dan Stenvold, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, RE-ORGANIZATIONAL COUNCIL MEETING, TUESDAY, JUNE 28, 2022 AT 5:30 P.M.**

The re-organizational meeting of the Park River City Council was held on Tuesday, June 28, 2022 Mayor Dan Stenvold called the meeting to order at 6:05 PM and upon roll call the following were present: Council members: Ken Gillespie, Kyle Halvorson, Leah Skjerven, Cory Seim, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: None.

Thompson read the vote counts for each candidate as received from the Walsh County Auditor Kris Molde. Kubat moved and Halvorson seconded to accept the Canvas of Votes dated June 14, 2022 as received from the WC Auditor. Upon roll call, all voted aye. M/C.

The Oath of Office was read and the following were sworn in: Mayor Stenvold, Councilmen Halvorson, Skjerven and Kubat.

Seim moved and Gillespie seconded to nominate Kyle Halvorson for Council President. Upon roll call vote, all voted aye. M/C.

Bell moved and Halvorson seconded to nominate Cory Seim for Council Vice President. Upon roll call vote, all voted aye. M/C.

Mayor Stenvold appointed Dustin Slaamod of Fleming Dubois & Fleming as the City Attorneys. Skjerven moved and Bell seconded to approve the appointment. Upon roll call vote all voted aye. M/C.

Mayor Stenvold appointed Nancy Thompson as the Auditor. Halvorson moved and Bell seconded to approve the appointment. Upon roll call vote all voted aye. M/C.

Mayor Stenvold appointed the following people to serve on the 2022-2024 Committees. Seim moved and Kubat seconded to approve the 2022-2024 Committees. Upon roll call vote all voted aye. M/C.

Buildings & Grounds:	Kubat, Skjerven, Gillespie
Contracts & Policies:	Halvorson, Bell, Gillespie
Employee Relations:	Halvorson, Skjerven, Seim
Streets & Utilities:	Kubat, Bell, Seim
Airport:	Stenvold, Seim
Economic Development:	Seim, Stenvold, Bell
Joint Water Systems:	Stenvold, Kubat, Gillespie
Landfill:	Stenvold, Seim
Library:	Bell, Skjerven
NMPA:	Dennis Larson, Stenvold
Parks & Rec (Joint Powers):	Seim, Kubat
Housing Authority:	Ken Gillespie, Leah Skjerven, Steve Rehovsky, Rebecca Chyle, Joe Fietek, Corri Bell
Bike Path:	Corri Bell, Leah Skjerven, Joel Hylden, Mary Jo Olson, Ashley Seim, Leah Stenvold
Planning & Zoning:	Steve Rehovsky, Bruce Heggen, Kathryn O'Leary, Eddie Rygh, Dr. Nicholas Beneda, and Jayse Wharam
Renaissance Zone:	Dennis Kubat, Kirk Ham, Tracy Laaveg, Gary Paulson, Steve Rehovsky, Ernie Slominski, Cheryl Welch and Dan Stenvold
Special Assessment Commission:	Dr. Mark Helgeson, Rebecca Chyle, Eugene Bossert
WCJDA:	Halvorson

City Auditor Nancy Thompson appointed Ann Berg as the Deputy Auditor. Halvorson moved and Bell seconded to approve the appointment. Upon roll call vote all voted aye. M/C.

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

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Dan Stenvold, Mayor

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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 11, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

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 Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Joe Fietek, Alison Olimb-WC Press, Marcus Lewis-FCHC and Lori Seim.

Additions and Changes to Agenda: Add under City Attorney: KLJ proposed contracts and residency rollcall.

Comments and Questions from Citizens: Lewis reported the recent golf tournament fundraiser was a success. He also reported COVID numbers are up in North Dakota. Lori Seim wanted the Council to know that one night there was an incident at the hospital that required calling the WC Sheriff's Dept who were unable to respond as they were on another call in the SE portion of the county. L Seim mentioned they spoke with Sheriff Ron Jurgens so he is aware of the issue. She stated mental health issues are on the rise however, they have not needed this type of assistance in many years.

Lori Seim reported on the July 4<sup>th</sup> cornhole tournament and rib cookoff. There were 20 teams signed up for the cornhole tournament which started after the parade and ended around 5 PM. They are looking at having some boards built so they are all the same rather than borrowing. The RibFest started serving at 5 PM and was sold out by 5:27 PM after serving 250 people. They hope to have more contestants for next year.

Joe Fietek mentioned when the east bike path was resurfaced last year the project manger for Mayo Construction mentioned it should be oiled every year to maintain the integrity of the asphalt. Fietek mentioned PWD Larson might know when it should be done. Fietek felt something should be done with regards to vehicles driving on the bike path which are not working on maintenance as this type of travel will wreck the path. Fietek stated he has attended council/commission meetings in Grand Forks & East Grand Forks and they have amended their agenda to allow the council to dialog with citizens on specific topics on the agenda rather than just at the beginning of the meeting. Fietek asked when the new media system is installed if the Council tables will be reset so Councilmembers can see the people in audience.

Approval of Minutes: Skjerven moved, and Bell seconded to approve the minutes from the June 13, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C. Kubat moved, and Halvorson seconded to approve the minutes from the June 28, 2022 Special Meeting as presented. Upon roll call vote, all voted aye. M/C. Halvorson moved, and Seim seconded to approve the minutes from the June 28, 2022 Organizational Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business:

PWD Larson filled in and submitted the permit application for the radar signs. He reached out to KLJ engineer Jon Markusen to help complete all paperwork needed for the permit. KLJ submitted a contract to be discussed as business under the City Attorney.

Thompson reported Eaton Cooper has recommended the City order the new auto read water meters directly from the manufacturer as it will save the City money. They have also suggested contracting installation services directly for the same reason. Council asked Larson to call the suppliers for actual water meter prices and report next month to the Council. Thompson will check with Grafton City Administrator Ziegelmann on who they are using for installation and what price they were quoted. Halvorson moved and Gillespie seconded to order electric meters and nodules from Eaton Cooper at the price presented in the bid. Upon roll call vote, all voted aye. M/C. Thompson will send an FYI email to the Council when Larson receives the water meter estimates and she gets installation charges.

City Attorney: Slaamod reported on the contract from KLJ engineer Jeff Daley for design services on a bike path survey map and scale model as required by the ND DOT for the proposed installation of the radar signs. The cost is \$2,800 for this phase of the project. Kubat moved and Bell seconded to approve the \$2,800 design contract with KLJ. Upon roll call vote, all voted aye. M/C.

Slaamod presented a design engineering contract from KLJ for the storm sewer drain project on the north side of Heartland Eye Care. The ND DOT requires the project design be engineered to repair/replace the storm drain correctly. Currently three to four sections of the drain have been displaced due to erosion. Each section is approximately ten to twelve feet in length. The cost is \$10,000 for this phase of the project. Bell moved and Kubat seconded to approve the \$10,000 design contract with KLJ. Upon roll call vote, all voted aye. M/C.

Slaamod asked each Council member to prove their ward residency by asking them where they are residing and if they plan on selling their property. Upon roll call all members stated their residency address in their elected ward and they had no plans to sell their property.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through June 2022 were up by 7.22% or \$17,752.19. Seim moved and Skjerven seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Airport Authority:* Stenvold reported they are looking for funding to place the runway lights.

*Bike Path:* The committee met and are recommending purchasing six cement garbage cans for both the east and west bike paths. Bell moved and Seim seconded to approve having Thompson order up to three of the cement garbage cans. Upon roll call vote, all voted aye. M/C.

*Employee Relations:* The Committee met and are recommending re-hiring Barb Ferguson as a temporary part-time employee to answer the phone, receive payments and help with other administrative duties at \$16.36 per hour and to advertise for a full-time billing clerk to replace Hensel. Skjerven stated that Hensel said in her exit interview the position is no longer a full-time position. She also mentioned that Thompson and Berg both asked the Committee to hold off hiring until they can work through and determine if a full time or part time position is needed. When Municipal Court was removed the clerk of court duties were eliminated and when the auto-read metering system is put in place it will phase out another approximately 40 hours per month that were part of the billing clerks job duties. Thompson said they are looking for ways to reduce expenses and feel a part time position is all that is needed with additional hours scheduled to cover vacations, meetings and training. Seim felt it is better to be overstaffed than under staffed and does not want to see Thompson and Berg getting burnt out. Slaamod felt a contract should be drawn up outlining Ferguson's position as a temporary part time job and list a determined time frame. Berg stated Ferguson is retired and is not looking for a long-term position but rather is helping for several months until a decision is made and someone is hired. Seim felt having a contract is over complicating the issue for hiring a temporary part time employee. Bell felt hiring an employee for 40 hours per week and then reducing them to part time after the auto read is up and running would not be fair to someone hired for a full-time position. She proposed to re-hire Ferguson until the end of the year, have Thompson revise the job description, and revisit the position towards the end of the year. Gillespie moved and Bell seconded to re-hire Ferguson at \$16.36 per hour as a temporary part-time employee until the end of the year. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* Thompson reported on the July 4<sup>th</sup> celebration. She reported the bounce house providers asked that a sign with the times be set up as kids were lining up at 1:00 when the games were scheduled for 2-4:00 pm. The little park was packed with people participating

in the scheduled activities. The cornhole tournament and RibFest were well attended. Serving for the RibFest started at 5:00 pm and all ribs were gone by 5:27 pm.

**Wards:** Kubat reported he has received complaints and witnessed youths under 16 years of age racing around on city streets and disregarding yield and stop signs. They are driving/riding in side-by-sides, 4-wheelers and mini-bikes. Residents are asked to report this type of activity to the Walsh County Sheriff's Department for enforcement. Slaamod mentioned smaller cities have a compliance officer to help with non-compliance issues with ordinances. The mayor of one smaller local city is the compliance officer and issues citations.

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

**New Business:** The PR Farmers Market is requesting to close the intersection on 4<sup>th</sup> St W between Code and Harris Avenues S on Thursday, July 21<sup>st</sup> for the bike safety event. Skjerven moved and Kubat seconded to grant the closure request. Upon roll call vote, all voted aye. M/C.

No one from the Hillcrest Country Club was in attendance to present information on a new watering system.

Bell moved and Gillespie seconded to approve authorizing Mayor Dan Stenvold, City Auditor/Coordinator, Council President Kyle Halvorson and Council Vice President Cory Seim to sign for banking activities on all bank accounts and remove Councilman Dennis Kubat from all city accounts. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Kubat seconded to approve the following requests from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: August 6<sup>th</sup> for the Paschke/O'Toole wedding reception and dance and August 20<sup>th</sup> for the Dueling Pianos, sponsored by the Sons of The American Legion. Upon roll call vote, all voted aye. M/C.

**Mayor's Comments:** Stenvold would like two signs for the City Hall Auditorium stating it is a designated tornado shelter. City Administration will check on prices and order two of the signs. Stenvold stated he received a complaint of the garbage piled up in the back yard of 115 Harris Ave S and asked City Administration to mail a letter to the owners. Stenvold would like to see term limits put on the ballot in 2024.

**Public Works:** Larson informed the Council they will be picking up the new jetway sewer truck tomorrow.

**Auditor & Assessor Reports:** Thompson presented this month's bills and financial reports to the Council. Skjerven moved and Halvorson 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 she is working on the comparable valuations of North Star Addition.

#### **General Fund & Municipal Utilities**

37945	Montana Dakota Utilities	521.44
46-57	Salaries	15,325.43
58	ND Dept of Environmental Qual	50.00
59	Team Laboratory Chemical Corp	9,983.50
37960	RDO Equipment	15,659.50
61	ND Dept of Environmental Qual	100.00
62	Steffers Group Inc	56,535.00
63	ND Dept of Environmental Qual	25.00
64	Postmaster	392.67
65	Discovery Benefits	160.00
66	2016 Electrical Upgrade	8,000.00
67	Acme Tools	58.00
68	Airborne Vector Control, LLC	8,700.00
69	Animal Elskan Inn, LLC	120.00
37970	Ann E Berg	25.61
71	Border States Electric Supply	1,112.63
72	Cardmember Service	2,301.24
73	Grand Forks Utility Billing	153.00
74	Productivity Plus Account	2,132.14
75	Consolidated Waste, LTD.	19,900.00
76	Dahlen Plumbing & Heating	125.00
77	Fleming DuBois & Fleming PLLP	1,090.00
78	Funded Depreciation	6,500.00
79	General Funded Depreciation	5,000.00
37980	Jim's Super Valu	92.40
81	KKBOLD	3,432.00
82	Lon's Hardware	328.62
83	Montana Dakota Utilities	186.25
84	MMUA	1,748.50
85	ND One Call Inc.	17.65
86	NDAAO Secretary/Treasurer	140.00
87	Northdale Oil, Inc	2,059.05
88	North Star Coop	4,959.04
89	Polar Communications	975.20
37990	PR Community Club	150.00
91	PR Park District	1,207.55
92	Quill Corporation	270.25
93	Red River Regional Council	200.00

94	Riteway Business Forms	476.04
95	US Bank Equipment Finance	209.12
96	Verizon Wireless	153.00
97	Wat & Sew Imprv Dist #2015-1	6,200.00
98	Wat & Sew Imprv Dist #2016-1	9,490.00
99	Water System Repair & Replace	4,000.00
38000	Water Bond Fund 05	4,830.00
1	Water Rev Bond Fund Phase II	3,450.00
2	Water Tower Fund	11,315.00
3	Water Treatment Fund	10,608.00
4	Walsh County Auditor	345.00
5	Walsh County Press	538.90
6	WC Record	60.00
7	Walsh County Sheriff's Dept	500.00
8	WC Three Rivers Soil Cons Dist	317.63
9	WEX Health, Inc	100.00
38010	Ye Olde Medicine Center	45.89
9480-99	Salaries	34,548.18
AW	US Treasury	13,414.25
AW	Aflac	319.42
AW	BC/BS of North Dakota	16,504.70
AW	First United Bank	20.95
AW	ND ST Tax Commissioner	1,463.87
AW	NDPERS	23.25
AW	NDPERS	1,225.00
AW	NDPERS	1,225.00
AW	NDPERS	6,116.23
AW	NDPERS	400.58
AW	NMPA	127,985.45
AW	PSN	54.95
AW	Water Treatment Fund	2,660.08
<b>Special Fund</b>		
10187	HB SOUND & LIGHT	31,715.70

Being no further business, Seim moved to adjourn at 7:04 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor



Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, August 8, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

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 and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Dennis Kubat. Others: Alison Olimb-WC Press and Lori Seim-FCHC.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Lori Seim reported FCHC is planning Harvest fest. The funds raised this year will go toward purchasing lifts for patient's rooms. Just reminded everyone COVID is still an issue in our area.

Approval of Minutes: Skjerven moved, and Bell seconded to approve the minutes from the July 11, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Thompson reported the cost quotes for the water meters are as follows: Ferguson Waterworks #2515 – Neptune brass meters \$145,795.00; Core & Main – Sensus IPERL meters \$153,458.93; Metering & Technology – Badger plastic meters \$153,170.00 or Badger brass meters \$155,720.00. Council asked Larson which meters he preferred and Larson felt the Neptune brass meters from Ferguson were the better ones and the lowest bid. Council approved the electric meters last month at a cost of \$400,995. The City will work with Ferguson to find a contractor to install the water meters. Seim moved and Halvorson seconded to approve the purchase of new auto read Neptune brass water meters from Ferguson Waterworks #2515 at a cost of \$145,795. Upon roll call vote, all voted aye. M/C.

City Attorney: Slaamod provided the procurement policy recommended by the Policies and Contracts Committee. The policy outlines purchasing practices to be followed by City department heads and employees. \$0.00 to \$5,000 needs to be approved by the department heads and verified by the Auditor that funds are available to make purchase; \$5,001 to \$10,000 needs to have informal oral quotes, be approved by the department heads and verified by the Auditor that funds are available to make purchase; \$10,001 to \$30,000 is required to have informal written quotes, be approved by the department heads and verified by the Auditor that funds are available to make purchase; \$30,00 and over requires advertisement for sealed bids, be approved by the department heads and verified by the Auditor that funds are available to make purchase; and have Council approval. Slaamod stated changes to this policy can be made at any time. Gillespie moved and Bell seconded to approve the procurement policy as presented by Slaamod. Upon roll call vote, all voted aye. M/C. Forms for the different categories will be provided to the department heads.

Slaamod reported that Bruce, Bradley and DeWayne Toews purchased Lots 21-22, Bk 1 Green Acres Addition and have submitted an application for property tax incentives for new or expanding businesses. They will be constructing an office/shop building and leasing it to Toews Building. They are asking for a 100% 5-year tax exemption on the structure. Slaamod identified potential like competitors in Park River and felt Bruce, Bradley and DeWayne Toews should publish notification they are seeking the tax exemption. Gillespie moved and Halvorson seconded there are like competitors in Park River and felt Bruce, Bradley and DeWayne Toews should publish notification they are seeking a tax exemption. Upon roll call vote, all voted aye. M/C. Berg will provide a valuation on the proposed structure, Slaamod will notify the county and school district about the application and a public hearing will be scheduled after the notification is published.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through July 2022 were down by 2.34% or \$6,107.14. Halvorson moved and Skjerven seconded to approve the Sales Tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Airport Authority:* Stenvold reported they are looking for funding to place the runway lights.

*Bike Path:* The ND DOT would like the City to trim up the trees at the intersection of Hwy 17 E and 135<sup>th</sup> Ave NE due to visibility issues.

Berg reported she spoke with Jerry Hodny of the WC Hwy Dept about oiling the bike path. Larson helped figure the cost which is approximately \$15,000 and does not include labor. WC Hwy Supervisor Jason Johnston will figure the labor and get back to the city. There is a 2,359' section from west of City limits to the curve with the scenic overview and drop box of which ownership is questioned. Larson suggested speaking with former supervisor Dennis Markusen on ownership.

*PR Economic Dev Corp:* Thompson reported the WC Career Builders applications are available. The PR Dev Corp will now meet at 8:00 AM on the second Wednesday of each month rather than the first Wednesday.

*Wards:* Gillespie questioned why the pool was closed and was told the pumps broke down. He also questioned what is being done with abandoned vehicles. This is a police enforcement issue and will be addressed. Gillespie asked what is being done about the warehouse on railroad property that is caving in. Slaamod replied letters have been sent to the railroad asking them to take care of the buildings but no action has been taken by the railroad.

Seim mentioned he received a text message thanking the City for the great job on mosquito and bug spraying this year.

*Committees with nothing to report:* Employee Relations, PR Community Club, Strategic Planning, PR Housing Authority, PR Park District and PR Public Library.

New Business: Seim moved and Bell seconded to approve the following requests from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: September 3<sup>rd</sup> for the Seim/Moe wedding reception and dance, September 10<sup>th</sup> for the Frovarp/ wedding reception and dance, September 17<sup>th</sup> for the Mlcoch/Vavrosky wedding reception and dance and September 24<sup>th</sup> for the FCHC Hospital fundraiser, supper and dance. Upon roll call vote, all voted aye. M/C.

Bell mentioned there are many intersections in the city where visibility is an issue due to trees and shrubs obstructing sight lines and stop and yield signs. Larson mentioned trees growing into electrical lines should be addressed also. Council asked Larson if his summer help could trim up some of the trees/shrubs at intersections. Larson stated his summer help will be going back to school in a couple of weeks and will not have time to get the trimming done. Larson was asked if there is anyone who could do all the tree trimming that is needed in the city. Slaamod mentioned the company should be insured and bonded. Larson will check on the availability of qualified companies.

Mayor's Comments: Stenvold mentioned he spoke with WC Sheriff Ron Jurgens about no officer being available to respond to the hospital when they needed assistance. There is now a backup plan in place so this type of issue will not happen again. Stenvold also spoke with Jurgens about the number of vehicles speeding and going through stop signs along with underage drivers on ATVs and golf carts. Stenvold was assured deputies will step up enforcement on these issues.

Public Works: Larson informed the Council that Stefan Linstad handed in his two-week notice and will be done on Friday, August 12<sup>th</sup>. Larson has three applications and will be contacting with them to see if they are available. Larson reported the NMPA board went over their list of

duties. The Coyote plant was offline for maintenance and no major issues were found. The Young II plant will be down for maintenance this fall. MISO had warned electrical providers that there may be a shortage of available power this summer but there have not been no issues to date. Larson also reported that their rating has increased to stable due to the reliability of coal generated power. Council questioned if EV grants were still available and where the city could have one installed. Larson will check and see what information is available.

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

**General Fund & Municipal Utilities**

38011	Postmaster	490.14
12	Discovery Benefits	160.00
13	2016 Electrical Upgrade	8,000.00
14	Acme Tools	77.94
15	Airborne Vector Control, LLC	11,600.00
16	Animal Elskan Inn, LLC	120.00
17	Anthony Hawk Rinehart	37.64
18	Ann E Berg	75.00
19	Border States Electric Supply	1,550.29
38020	Cardmember Service	119.31
21	Productivity Plus Account	744.71
22	Consolidated Waste, LTD.	18,880.22
23	Dale's Small Engine Repair LLC	161.48
24	Darren Dvorak	60.30
25	Emmy Tweed	115.76
26	Farmers Union Service Assoc	2,612.00
27	Ferguson Ent LLC #3326	132.36
28	Ferguson Waterworks #2516	803.04
29	Fleming DuBois & Fleming PLLP	1,850.00
38030	Funded Depreciation	6,500.00
31	General Funded Depreciation	5,000.00
32	Grand Forks Utility Billing	280.00
33	Jim's Super Valu	27.74
34	KKBOLD	1,080.00
35	Kringstad Ironworks INC	537.88
36	Montana Dakota Utilities	201.61
37	My Little Nest Egg	50.00
38	Void	0.00
39	ND One Call Inc.	36.40
38040	Northdale Oil, Inc	1,890.22
41	North Star Coop	950.02
42	PR Hardware	325.61
43	PDQ Sanitary Services, Inc	1,045.75
44	Polar Communications	870.87
45	PR Park District	1,188.43
46	Quill Corporation	287.54
47	Roger Hahn	35.68
48	Ruth Ann Williams	26.79
49	Samson Electric LTD	37.25
38050	Shane Beck	54.64
51	The Village Family Service Cen	1,500.00
52	US Bank Equipment Finance	212.57
53	Wat & Sew Imprv Dist #2015-1	6,200.00
54	Wat & Sew Imprv Dist #2016-1	9,490.00
55	Water System Repair & Replace	4,000.00
56	Water Bond Fund 05	4,830.00
57	Water Rev Bond Fund Phase II	3,450.00
58	Water Tower Fund	11,315.00
59	Water Treatment Fund	7,069.92
38060	Wayne's Variety	22.43
61	Walsh County Auditor	8,647.55
62	Walsh County Press	575.10
63	WEX Health, Inc	50.00

64	ND Dept of Environmental Qual	37.08
9500-35/9538	Salaries	44,284.89
9536-37	Voids	0.00
AW	US Treasury	15,558.78
AW	Aflac	319.42
AW	BC/BS of North Dakota	16,504.70
2800	First United Bank	20.95
AW	NMPA	136,280.09
AW	NDPERS	23.25
AW	NDPERS	1,225.00
AW	NDPERS	1,225.00
AW	NDPERS	1,225.00
AW	NDPERS	8,696.56
2801	ND ST Tax Commissioner	1,463.87
AW	PSN (Payment Services Network)	54.95

**Special Funds**

10188	First United Bank	16,940.00
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**Debt Service & Bond Fund**

6328	Void	0.00
6339	Bank of North Dakota	47,662.50
6340	Bank of North Dakota	32,475.00
6341	First United Bank	78,187.50
6342	Kinetic Leasing	29,432.00
6343	US Bank	500.00
6344	Zions Bank	127,986.25

Berg reported she has enough credits to renew her Assessor Class II certificate for another two years.

City Administration is asking permission to transfer \$50,000 from the Municipal Utility account to the General Fund account. Bell moved and Halvorson seconded to approve the \$50,000 transfer as requested. Upon roll call vote, all voted aye. M/C.

City Administration went over the 2023 preliminary budget with the Council. Thompson responded since this is the preliminary budget it would be smart to not make any cuts but rather wait until the final budget meeting. She explained if cuts are made on the preliminary budget and something else needs to be added to the budget, we will not be able to add it to the final budget. On the final budget we cannot make increases; we can only make decreases. Last year the Council milled 97.654 and Thompson is asking for an increase to 100.45 mills which will generate an additional \$9,000 in revenue. The increase is mainly due to the increased cost of fuel and other operating expenses. Seim moved and Gillespie seconded to approve the 2023 preliminary budget and to increase the mill levy to 100.45 mills. Upon roll call vote, all voted aye. M/C.

The Public Hearing for the 2023 Final Budget is scheduled for Monday, September 12<sup>th</sup> at 5:15 PM.

Being no further business, Seim moved to adjourn at 7:10 PM.

ATTEST:

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

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

## Minutes for September 12<sup>th</sup>, 2022, Park River City Council Meeting

Published Subject to the Governing Body's Review and Revision

All present recited the Pledge of Allegiance.

Mayor Dan Stenvold at 5:30 pm called the meeting to order and upon roll call the following were present:

**Council Members Present:** Mayor Dan Stenvold, President Kyle Halvorson, VP Cori Seim, Dennis Kubat, Ken Gillespie, Corri Bell and Leah Skjerven.

**Absent:**

**City Employees Present:** Auditor/Coordinator Nancy Thompson & (PWD) Dennis Larson.

**City Attorney Present:** Dustin Slaamod

**Public:** Alison Olimb-WC Press, Sherriff Ron Jurgens, Sharon Laxdal & Carly – WC Health, Joe Fietek, Laurie Larson.

**Changes / additions to Agenda-** None

### Public Portion

**Laurie Larson** – Addressed the Council with her concerns on the increased Semi truck traffic and the speeding along Hwy 17 that goes through the city and pedestrians trying to cross Hwy 17 safely. She is just asking for a safe crossing for the residents of the city. She has contacted NDDOT Jason Peterson who works out of the Grand forks office and voiced the same concerns about Hwy 17 to him.

**Sherriff Jurgens**– Sheriff Jurgens stated Denault continues to not adhere to the smoking laws. Jurgens is recommending the Park River City Council suspend Renault's alcoholic beverage license for 6 months.

**Sharon Laxdal (WC Health)** – This issue has been happening since 2014 and Laxdal asking the Council to suspend Denault's alcoholic beverage license. He continues to be non-complaint on smoking in the bar and has repeated violations for it and yet it doesn't stop him from doing it again.

### Approve meeting Minutes

**Skjerven moved, and Bell seconded** to approve the minutes from the August 8, 2022 Regular Meeting as presented. Upon roll call vote, all voted aye. M/C.

### Unfinished Business

**Auto Read** – The electric and Water meters have been ordered next step is finding and contracting a contractor to come install them.

**Radar Speed signs Hwy 17** – The permit for putting them up has been approved by the NDDOT and the signs have been ordered.

**Police contract** – Policies & Contract will set up a meeting to review the current contract.

**Trimming of city tress**- Public Works Dept has been out trimming trees and still have some trimming left. They have also done a sign survey of the city signs that need replacing.

### City Attorney:

**Hwy 17** – The city has no say over Hwy 17 decisions up are to the NDDOT on speed limits, stoplights, crosswalks etc.

**Smoking Dugout**- The State is doing what Century Code states. The city has 3 options on this 1. They can terminate / revoke his alcohol beverage licenses. 2. Suspend his licenses or 3. Do nothing. council discussed the options. **Halvorson moved and Bell seconded to suspend the Dugout Bars alcohol** beverage licenses for 90 days starting October 1. Upon roll call vote, Bell, Halvorson, Kubat, Gillespie, Skjerven voted aye Seim voted nay M/C. Slaamond will draft a letter to Warren and Walsh County Sherriff Dept will servo the letter to Warren.

### Committee/ Ward Reports

**Sales Tax:** Thompson informed the Council the Sales Tax year to date collections through Aug 2022 was up by 2.31% or \$7,973.79. Seim asked if any of the city's funds where in CDs. Thompson stated only funds in CD's the city currently has are for compliance on city's bonds. The other CDs were cashed out and put into saving a few years back at the Councils request. Seim ask Thompson if she could look at CD rates for next month.

**Halvorson moved and Bell seconded to approve the Sales Tax report.** Upon roll call vote, all voted aye. M/C.

**Wards** – Seim was contacted about the schools work out room and if the city gave money. Thompson stated the city did not give money. The monies used over 15 years ago for the fitness equipment at the school came from a phy-ed grant. That equipment has all been replaced. The concern for allowing the public in to use the fitness room is for the security and safety of the school.

**Community Club**- Is gearing up for Trunk or Treat which will be October 30<sup>th</sup> from 3pm-4:30pm you don't have to be a business; this event is open to anyone in the community that would like to take part. Thompson asked Council for approval on blocking the street from 1:30- 4:30 on that day from the corner of Briggs & 5<sup>th</sup> where city hall is to the end of the block by the legion. **Bell moved and Halvorson seconded to approve the blocking off the street for Trunk or Treat.** Upon roll call vote, all voted aye. M/C. Seim gave update on Corn Hole league starting this winter, tentatively looking at Wednesdays at the city Hall. Seim had two questions for Slaamond, can you bring your alcohol to the city hall, and do they need a cop? Slaamond stated you can't bring your alcohol; you need to have a licensed bar come in and they'd need an off-premises permit for that. As for the officer, he'll have to look at the WC police contract.

**PR Economic Dev Corp**- The PR Dev Corp will now meet at 8:00 AM on the second Wednesday of each month rather than the first Wednesday.

**Airport**-Crack filling will start sometime next week and the FAA & ND Aeronautics Commission have agreed to provide funding for the airport runway lights project.

**PR Park District-** Park & Rec Director Jess Irvine will be done end of October.

Committees with nothing to report: PR Housing Authority, PR Park District and PR Public Library.

**New Business –**

**Fall Cleanup –** There will be no fall clean up the Publics Work Dept doesn't have enough man power for it

**Mayor's Comments** – He has seen Law-enforcement has been stopping speeding traffic on Hwy 17.

**Public Works** – Larson is trying to set up interviews for next week. If he can get them scheduled, Employees Relations committee should look at meeting next week for them.

**Update & Business: City Auditor**

**The August financials and September bills were reviewed.**

***Bell moved and Kubat seconded to approve August financials and September's payment. Upon roll call vote, all voted aye. M/C.***

General Fund & Municipal Util

38065	Verizon Wireless	\$156.84
66	Postmaster	\$367.16
67	Airborne Vector Control, LLC	\$2,900.00
68	Angie`s Embroidery Shoppe	\$26.00
69	Banyon Data Systems, Inc	\$1,230.00
38070	Ann E Berg	\$15.00
71	Border States Electric Supply	\$12,632.73
72	Cardmember Service	\$1,032.54
73	Productivity Plus Account	\$471.44
74	Don Greicar	\$3,894.80
75	Ferguson Ent	\$963.19
76	Fleming DuBois & Fleming PLLP	\$1,370.00
77	Funded Depreciation	\$6,500.00
78	Donna Galloway	\$95.00
79	General Funded Depreciation	\$5,000.00
38080	Grand Forks Utility Billing	\$78.00
81	Jim's Super Valu	\$22.37
82	Kadrmass, Lee & Jackson, Inc	\$3,200.00
83	Montana Dakota Utilities	\$169.02
84	ND Dept of Environmental Qual	\$270.12
85	ND One Call Inc.	\$47.00
86	Northdale Oil, Inc	\$2,639.05
87	North Star Coop	\$633.64
88	PR Hardware	\$207.88
89	Polar Communications	\$871.69
38090	PR Park District	\$714.53
91	Quill Corporation	\$206.62
92	Simmons Multimedia USA	\$52.00
93	Team Laboratory Chemical Corp	\$2,276.00
94	Nancy Thompson	\$172.50
95	US Bank Equipment Finance	\$221.57
96	Valley Brake Service	\$3,062.64
97	Verizon Wireless	\$155.10
98	Wat & Sew Imprv Dist #2015-1	\$6,200.00
99	Wat & Sew Imprv Dist #2016-1	\$9,490.00
38100	Water System Repair & Replace	\$4,000.00
1	Water Bond Fund 05	\$4,830.00
2	Water Rev Bond Fund Phase II	\$3,450.00

3	Water Tower Fund	\$11,315.00
4	Water Treatment Fund	\$11,183.40
5	Walsh County Auditor	\$7,326.82
6	Walsh County Press	\$357.30
7	WEX Health, Inc	\$50.00
8	Ye Olde Medicine Center	\$18.00
9	Consolidated Waste, LTD.	\$19,750.70
38110	Walsh County Auditor	\$6,658.71
11	Sanitation Products Inc	\$713.80
12	2016 Electrical Upgrade	\$8,000.00
AW	Salaries	\$29,705.49
AW	US Treasury	\$10,640.35
AW	Aflac	\$319.42
AW	BC/BS of North Dakota	\$16,504.70
AW	First United Bank	\$21.05
AW	Main Street Checks	\$42.14
AW	NSF Check-Harrington	\$220.00
AW	NDPERS	\$23.25
AW	NDPERS	\$1,225.00
AW	NDPERS	\$1,125.00
AW	NMPA	\$135,348.75
AW	PSN (Payment Services Network)	\$54.95
	Debt Service & Bond Fund	
6345	Zions Bank	\$400.00

**Motion** to be adjourned by Bell at 6:39pm.

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

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

**CITY OF PARK RIVER, NORTH DAKOTA, 2023 FINAL BUDGET HEARING, MONDAY, SEPTMEBR 12, 2055  
AT 5:15 PM.**

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

Mayor Stenvold called the Public Hearing to order stating the purpose was to allow the public a chance to comment on or protest the proposed City tax levy increase of 2.80 mills for the 2023 budget year.

Present: Council members; Mayor Stenvold, Gillespie, Halvorson, Seim, Kubat, Bell and Skjerven, City Coordinator/Auditor Thompson and City Attorney Slaamond.

No one from the Public was present.

Since no one present objected to the mill levy increase, Mayor Stenvold called for a motion. Halvorson moved and Skjerven seconded to approve the 2023 final budget and 2.80 mills increase. Upon roll call vote, all present voted aye. M/C.

There being no further business, the meeting was adjourned by Kubat at 5:20 pm.

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

Attested to: \_\_\_\_\_

Nancy Thompson, Auditor/Coordinator

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Tuesday, October 11, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

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 Corrine Bell, City Attorney Robert Fleming, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Public Works Director (PWD) Dennis Larson. Others: Alison Olimb-WC Press and WC Deputy John Vetsch.

Additions and Changes to Agenda: Under new business add Park River Area School District #8 non-conforming use petition.

Comments and Questions from Citizens: None.

Approval of Minutes: Halvorson moved, and Seim seconded to approve the minutes from the September 12, 2022 Regular Meeting and Final Budget Hearing minutes as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Thompson reported regular zoom meetings are being held with Eaton Cooper on the remote metering system.

The police contract has been updated and reviewed by the Policies and Contracts Committee. They recommended the City receive monthly call reports from the Walsh County Sheriff's Department. Fleming suggested adding, under Article 3 Disputes, another representative for the City of Park River. The contract currently lists the Chairman of the Walsh County Commissioners, Walsh County State Attorney and Mayor of Park River. Fleming felt both parties should be equally represented. Halvorson moved and Bell seconded to add the following to the police service contract: receiving a monthly call report and adding, under Article 3 Disputes, the City Attorney as another representative for the City of Park River. Upon roll call vote, all voted aye. M/C.

The ND DOT turned down the City's request to add a 4-way stop sign or traffic light at the intersection of Hwy 17 and Briggs Ave and reducing the speed limit from 45 miles per hour to 25 miles per hour at the east entrance on Hwy 17 into Park River.

City Attorney: Fleming addressed the possible need for law enforcement at the City Hall Auditorium during the upcoming Cornhole League. The League would like to allow businesses with City approved alcoholic beverage licenses to serve during league. No alcoholic beverages could be brought in by participants. Currently policing is required at events serving alcoholic beverages and the cost would be \$200-\$250 per week. Seim reported this league is just forming and cannot afford the cost. Fleming stated League participants would be required to sign a waiver which would remove the City of all liability should someone get hurt. He also suggested the deputies could do a walk-through during league.

Letters have been sent out to the taxing entities regarding the application for property tax incentives for new or expanding businesses received from Bruce, Bradley and DeWayne Toews who purchased Lots 21-22, Bk 1 Green Acres Addition. The taxing entities have two more weeks to respond before a notice to competitors can be posted in the official newspaper.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through September 2022 were up by 3.76% or \$7,529.13. The Committee is recommending approval of the following requests from the Capital Improvement Fund: Seim moved and Kubat seconded approving \$8,030.00 for the new radar signs. Upon roll call vote, all voted aye. M/C. Skjerven moved and Bell seconded approving payment of up to \$50,000 for the City Office building exterior remodel with \$20,443.64 to Leon's Building Center and \$11,500.00 to Pete Kelly DBA Home Improvement Handyman. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* The group is working on the upcoming Trunk or Treat event to be held on Sunday, October 30<sup>th</sup>.

*PR Development Corp:* Steve Rehovsky is asking the Council's permission to replat the south 175' of the unsold commercially zoned lots in Block 1 of Green Acres Addition. The lots would be zoned and used to construct privately owned storage buildings. The Development Corp feels there is a need for this type of buildings. Sales Tax Economic Development funds would be used to pay for the cost of the replat. Adding utilities and an access street to the lots would need to be done. Seim moved and Gillespie seconded to approve the PR Development Corporations request to replat the south 175' of the unsold commercially zoned lots in Block 1 of Green Acres Addition. Upon roll call vote, all voted aye. M/C.

*Employee Relations:* The Committee met and is recommending the following for approval. Yearly Bonus-Paying current fulltime employees \$500 in Park River Bucks, to current part time employees \$250 in Park River Bucks and paying newly hired employees \$200 in Park River Bucks. To increase the bonus when 5-year marks are achieved as follows: 5 years-\$600; 10 years-\$700; 15 years-\$800; 20 years-\$900; 25 years-\$1,000 and 30 years-\$1,100. Seim moved and Skjerven seconded to approve the Yearly Bonus as outlined above. Upon roll call vote, all voted aye. M/C. To raise the starting rate for full time public works employees from \$16.36 to \$18.00 per hour and increase wages for all current fulltime employees by 5% to start January 1, 2023. Bell moved and Kubat seconded to approve the starting wage and 2023 increase as stated above. Upon roll call vote, all voted aye. M/C.

*Wards:* Halvorson mentioned there is a 20' requirement for smoking by the entrance to bars.

*Committees with nothing to report:* Strategic Planning, PR Housing Authority, PR Park District and PR Airport Authority, PR Public Library.

New Business: City administration asked for permission to apply for the 2022 Walsh County ½ self-help mill. In previous years the city has received up to \$1,500 and would like to use the funds for the office remodel. Skjerven moved and Halvorson seconded to approve the request. Upon roll call vote, all voted aye. M/C.

Bell moved and Seim seconded to approve a petition submitted by the Park River Area School District #8. Upon recommendation of City Attorney Fleming, Bell moved and Seim seconded to withdraw their afore mentioned motion.

Bell moved and Seim seconded to authorize Mayor Stenvold or City Auditor/Coordinator Thompson to sign for the city owned parcels on the petition for variance submitted by the Park River Area School District. The petition is to cover more than 35% of the lot with their proposed new early learning center. Upon roll call vote, all voted aye. M/C.

Bell moved and Halvorson seconded to approve a petition for variance submitted by the Park River Area School District #8. Approving the variance of the zoning ordinance would allow the Park River Area School District #8 to increase the aggregate coverage from 35% to approximately 55% for future construction on U194 S100' Bk 2 Lords Addition. Upon roll call vote, all voted aye. M/C.



Mayor's Comments: None.

Public Works: City administration reported Larson was attending to a transformer issue in Sandwood Addition.

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

**General Fund & Municipal Utilities**

38113	Postmaster	435.30
14	Void	0.00
15	Discovery Benefits	320.00
16	2016 Electrical Upgrade	8,000.00
17	Airborne Vector Control, LLC	5,800.00
18	Corri Bell	78.75
19	Border States Electric Supply	1,760.84
38120	Cardmember Service	2,030.91
21	Grand Forks Utility Billing	156.00
22	Productivity Plus Account	72.05
23	Consolidated Waste, LTD.	19,193.20
24	Dale's Small Engine Repair LLC	189.40
25	Funded Depreciation	6,500.00
26	General Funded Depreciation	5,000.00
27	Ken Gillespie	78.75
28	Kyle Halvorson	78.75
29	Hurt, Mortenson & Rygh, PTR	6,537.42
38130	Jim's Super Valu	106.12
31	KKBOLD	210.00
32	Kadmas, Lee & Jackson, Inc	2,460.00
33	Langdon Fire Equipment	905.00
34	Montana Dakota Utilities	235.13
35	ND Dept of Environmental Qual	18.54
36	ND One Call Inc.	24.15
37	ND Sewage Pump Lift Station	1,348.75
38	NDLC	1,065.00
39	Void	0.00
38140	Northdale Oil, Inc	786.23
41	North Star Coop	1,565.72
42	Park River Hardware	155.20
43	Polar Communications	1,044.53
44	PR Park District	1,623.42
45	Quill Corporation	349.05
46	Samson Electric LTD	48.34
47	Team Laboratory Chemical Corp	1,897.00
48	Nancy Thompson	157.50
49	Verizon Wireless	155.00
38150	Wat & Sew Imprv Dist #2015-1	6,200.00
51	Wat & Sew Imprv Dist #2016-1	9,490.00
52	Water System Repair & Replace	4,000.00
53	Water Bond Fund 05	4,830.00
54	Water Rev Bond Fund Phase II	3,450.00
55	Water Tower Fund	11,315.00
56	Water Treatment Fund	11,477.94
57	Walsh County Auditor	14,022.18
58	Walsh County Fair Association	25.00
59	Walsh County Highway Dept	4,367.75
38160	Walsh County Press	279.00
61	WC Three Rivers Soil Cons Dist	317.63
62	WEX Health, Inc	50.00
9562-81	Salaries	25,072.38
AW	US Treasury	8,457.83
AW	Aflac	319.42
AW	BC/BS of North Dakota	16,504.70

AW	First United Bank	21.20
AW	NDPERS	20.13
AW	NDPERS	1,125.00
AW	NDPERS	1,125.00
AW	NDPERS	5,024.95
AW	NDPERS	357.51
AW	NMPA	124,596.96
AW	PSN (Payment Services Network)	54.95
AW	PSN (Payment Services Network)	300.00

**Special Fund**

6346	Bank of North Dakota	14,772.32
6347	Bank of North Dakota	19,501.04
6348	US Bank	14,298.75
6349	Zions Bank	26,380.00

**Debt Service & Bond Fund**

10189	Home Improvement Handyman LLC.	11,500.00
10190	Leon's Building Center, Inc	20,443.64
10191	RadarSign	8,030.00

Bell moved and Skjerven seconded to approve the 2022 budget to actual figures. Upon roll call vote, all voted aye. M/C.  
 City Administration is asking permission to transfer up to \$80,000 from the Municipal Utility account to the General Fund account. Seim moved and Bell seconded to approve the transfer as requested. Upon roll call vote, all voted aye. M/C.

Being no further business, Seim moved to adjourn at 6:28 PM.

ATTEST:

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

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

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, OCTOBER 19, 2022 AT 12:30 PM.**

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

The City of Park River held a special meeting of the Park River City Council on Wednesday, October 19, 2021 at 12:30 pm.

Mayor Dan Stenvold called the meeting to order at 12:30 pm and upon roll call the following were present: Council members Ken Gillespie, Kyle Halvorson, Leah Skjerven, Cory Seim and Corrine Bell, City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Councilmember Dennis Kubat, City Attorney Dustin Slaamod and Public Works Director (PWD) Dennis Larson. Others: None.

**Business:**

The Employee Relations Committee met and is recommending hiring Matt Hell at \$19.00 per hour. Bell moved and Halvorson seconded the afore mentioned motion. Upon roll call vote, all voted aye. M/C.

The Employee Relations Committee met and is recommending hiring Michael Horwath at \$18.00 per hour. Halvorson moved and Skjerven seconded the afore mentioned motion. Upon roll call vote, all voted aye. M/C.

The Employee Relations Committee met and discussed Public Works Director Dennis Larson's retirement bonus. The committee stated employees contemplating retirement should give a minimum of six months' notice in order to qualify for a retirement bonus. Larson has met these criteria and will receive \$4,500 which is approximately five percent of his salary. Gillespie moved and Seim seconded the afore mentioned motion. Upon roll call vote, all voted aye. M/C.

Bell moved to adjourn at 12:44 PM.

ATTEST:

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

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

Published Subject to the Governing Body's Review and Revision

The City of Park River City Council held a public hearing on Monday, November 14, 2022 at 5:00 PM.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Kyle Halvorson and Corri Bell with Leah Skjerven arriving at 5:06 PM; City Attorney Dustin Slaamod, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Councilmembers, Cory Seim and Dennis Kubat, Public Works Director (PWD) Dennis Larson. Others: Bradley Toews.

City Attorney Slaamod informed those present that Bruce, Bradley and DeWayne Toews have submitted a 5-year, 100% application for property tax incentives for new or expanding businesses and met the required publications of notice to competitors in the official City newspaper on October 26 and November 2, 2022. The application also met NDCC requirements. Slaamod presented the estimated 5-year tax savings based on the 2021 mill rates from the following entities; City of Park River \$3,939.15, Walsh County \$3,993.20, Park River Area School District #8 \$4,329.75 for an estimated total of \$12,262.10. There were no objections from Kensington Township, Walsh County or Park River Area School District #8 on the exemption application.

Mayor Stenvold called on those present who wished to speak. Bradley Toews explained they will construct the building and lease it to Toews Building. The building will house Toews Building offices with heated storage in the back portion.

Halvorson moved and Skjerven seconded to approve Toews application for property tax incentives for new or expanding businesses for a five-year term at 100% as requested on the new building. Upon roll call vote: Gillespie, Skjerven, Halvorson and Bell voted aye with, Seim, and Kubat being absent. M/C.

Being no further business, Bell moved to adjourn at 5:09 PM.

ATTEST:

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

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

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 14, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Kyle Halvorson, (Cory Seim by phone), Dennis Kubat and Corrine Bell, Public Works Director (PWD) Dennis Larson, City Attorney Dustin Slaamod, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Alison Olimb-WC Press, Laurie Larson and WC Deputy Jordon Young. Joe Fietek arrived at 5:39 PM; Wendy Berntson arrived at 5:44 PM; Seim arrived at 6:03 PM.

Additions and Changes to Agenda: Under unfinished business add phone system. Under City Attorney remove Toews Exemption.

Comments and Questions from Citizens: Laurie Larson appeared to voice concerns regarding sewer backup at her rental property located at 309 2<sup>nd</sup> St West. She felt the water bursting project on Wadge Ave S in 2021 has contributed to the issue. After discussion the matter was referred to the Streets and Utilities committee for research and discussion.

Approval of Minutes: Skjerven moved, and Bell seconded to approve the minutes from the October 11, 2022 Regular Meeting minutes as presented. Upon roll call vote, all voted aye. M/C. Bell moved, and Gillespie seconded to approve the minutes from the October 19, 2022 Special Meeting minutes as presented. Upon roll call vote, all voted aye. M/C.

Unfinished Business: PWD Larson reported he added 40 extra electric meters to the auto read order. The additional cost is approximately \$15,000.

A quote for a new phone system was received from Polar Communications. Halvorson went over the information. To cost to purchase the equipment would be approximately \$7,126.29 and a monthly maintenance agreement for this equipment would be about \$451.33 per year. The cost to lease the equipment would be approximately \$218.72 per month. Gillespie moved and Bell seconded to approve leasing and installing a new phone system from Polar Communications. Upon roll call vote the following voted: Aye Bell and Gillespie; Nay Seim and Skjerven; Abstained Halvorson and Kubat. Stenvold broke the tie by voting Nay. Motion Declined. The subject was tabled until the December meeting.

City Attorney: Slaamod reviewed the police contract with the Council. The following changes were discussed: #2 change department to Sheriff's Office; change shall handle all cases to has agreed to handle all cases; Article 8 paragraph B change from call reports monthly to WC Sheriff will provide a summary on a monthly basis; Paragraph A change dedicate 80 hours per week to the office will be called to let the city know when coverage is not available. Seim moved and Kubat seconded to approve the revised police contract. Upon roll call vote, all voted aye.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through October 2022 were up by 2.52% or \$5,521.80. Bell moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* The group is working on the upcoming Super Santa Saturday event to be held on Saturday, December 3<sup>rd</sup>. The Committee is asking for 4<sup>th</sup> St W between Code & Harris Ave S to be blocked off for the live nativity show and five parking spaces in front of the Mayoral Park for caroling. Bell moved and Halvorson seconded to approve the street closures as requested. Upon roll call vote, all voted aye. M/C.

*PR Housing Authority:* Mentioned they have an interested buyer for the 8-plex.

*PR Park District:* Announced Parks & Rec Manager Jesse Irvine was done on November 4<sup>th</sup>.

*Wards:* Seim mentioned comments received on snow removal.

*Committees with nothing to report:* Employee Relations PR Development Corp Strategic Planning, PR Airport Authority and PR Public Library.

New Business: City administration was notified by Consolidated Waste that they will be increasing garbage rates on January 1, 2023 by \$2.00 for residential customers and adjusting the commercial rates accordingly. The residential rate will go from \$21.00 to \$23.00 per month. Halvorson moved and Seim seconded to approve the increases to residential and commercial business effective January 1, 2023. Upon roll call vote, all voted aye. M/C.

Water treatment rates were discussed but no recommendation have come from the Joint Powers Board.

Warren Denault called Stenvold about not disconnecting his utilities for his business. He will be having an auction in early December and will pay the bills in full after the auction. The matter was tabled until the December meeting.

The Christmas Lighting Contest was discussed. Gillespie moved and Seim 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: 1<sup>st</sup> Place-\$250.00, 2<sup>nd</sup> place \$150.00 and 3<sup>rd</sup> place \$100.00. Upon roll call vote, all present voted aye. M/C.

Mayor's Comments: Stenvold mentioned the S.O.A.L. are looking at ordering banners with the local veterans on them.

Public Works: Larson reported there were no break downs during snow removal.

Larson reported NMPA was by passed in recent negotiations with the City of Warren and a wind energy company and litigation may be possible.

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

**General Fund & Municipal Utilities**

38163	Postmaster	345.56
64	Discovery Benefits	160.00
65	2016 Electrical Upgrade	8,000.00
66	Banyon Data Systems, Inc	765.00
67	Border States Electric Supply	690.20
68	BRUCE EIKENBERRY WINDOWS	50.00

69	Cardmember Service	465.17
38170	Grand Forks Utility Billing	254.90
71	Productivity Plus Account	368.46
72	Consolidated Waste, LTD.	19,265.95
73	Core & Main	530.13
74	Dahlen Plumbing & Heating	280.50
75	Fleming DuBois & Fleming PLLP	3,669.00
76	Funded Depreciation	6,500.00
77	General Funded Depreciation	5,000.00
78	Katherine Lundgren	100.00
79	Michael Kilmer Construction	477.50
38180	Kadmas, Lee & Jackson, Inc	1,750.00
81	Kringstad Drain Cleaning	200.00
82	Montana Dakota Utilities	531.07
83	MDU, CO	163.17
84	ND Dept of Environmental Qual	18.54
85	ND One Call Inc.	31.20
86	ND Sewage Pump Lift Station	1,052.50
87	NDLC	1,396.00
88	Newman Traffic Signs	1,329.68
89	Northdale Oil, Inc	1,150.46
38190	North Star Coop	1,307.56
91	Owen Software Innovations LLC	100.00
92	Park River Hardware	133.84
93	Polar Communications	867.20
94	PR Implement	19.97
95	PR Park District	1,544.51
96	Radisson Hotel Bismarck	86.40
97	Samson Electric LTD	2,449.23
98	SanGrait's Auto Service	479.49
99	Nancy Thompson	325.00
38200	US Bank Equipment Finance	203.57
1	Verizon Wireless	312.00
2	Wat & Sew Imprv Dist #2015-1	6,200.00
3	Wat & Sew Imprv Dist #2016-1	9,490.00
4	Water System Repair & Replace	4,000.00
5	Water Bond Fund 05	4,830.00
6	Water Rev Bond Fund Phase II	3,450.00
7	Water Tower Fund	11,315.00
8	Water Treatment Fund	8,497.32
9	Walsh County Auditor	13,282.35
38210	Walsh County Press	304.20
11	WC Record	65.00
12	Sanitation Products Inc	710.44
13	Animal Elskan Inn, LLC	360.00
14	ND Child Support Division	523.89
9582-9601	Salaries	22,380.70
AW	US Treasury	7,804.24
AW	Aflac	319.42
AW	BC/BS of North Dakota	14,254.73
AW	First United Bank	21.15
AW	Job Service ND	117.00
AW	ND ST Tax Commissioner	1,683.86
AW	NDPERS	17.01
AW	NDPERS	1,125.00
AW	NDPERS	1,125.00
AW	NDPERS	5,543.70
AW	NMPA	133,549.14
AW	PSN (Payment Services Network)	54.95

**Special Fund**

6350	First United Bank	11,225.25
6351	Bank of North Dakota	31,754.07

**Debt Service & Bond Fund**

10192	Leon's Building Center, Inc	8,430.62
10193	First United Bank	16,940.00

City Administration presented information on what area banks have for CD rates.

Being no further business, Seim moved to adjourn at 7:37 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor

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 12, 2022 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: (Ken Gillespie by phone), Leah Skjerven, Kyle Halvorson, Cory Seim, Dennis Kubat and Corrine Bell, Public Works Director (PWD) Dennis Larson, City Attorney Dustin Slaamod, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Alison Olimb-WC Press, Lori Seim and Daryl Larson. Joe Fietek arrived at 5:36 PM.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Daryl Larson appeared to voice several concerns. 1. Provided photos regarding garbage stands erected on front facing city berms. Larson feels it detracts from the clean look other properties in town display. There are areas in town where there is no alley access. There currently is nothing in city ordinances that prohibit these stands on front berms but Larson would like to see some language added. He suggested (if no alley) "brought out to the front berm on the designated collection day. No garbage stands are allowed on berms." 2. Provided photos of several vehicles that have been sitting on city streets for up to six months. He questioned why nothing has been done to have these vehicles moved. Why is law enforcement not doing anything about this? 3. Provided photo of "free" item sitting on berm for four weeks. He questioned how long is too long?

Lori Seim of FCHC reported our area is now less than the highest transmission rate for COVID since March of 2020.

Approval of Minutes: Seim moved, and Bell seconded to approve the minutes from the November 14, 2022 Regular and the November 14, 2022 Public Hearing minutes as presented. Upon roll call vote all voted aye. M/C.

Unfinished Business: A quote for a new phone system was received from Polar Communications in November was tabled for additional pricing options. Halvorson stated the IPOSA was added to the purchase only quote. The purchase option of \$7,126.29 with installation cost of \$4,563.73 totaled \$11,680.02 with an additional yearly maintenance cost of \$451.33. The lease agreement would be for a minimum of three years and cost \$218.72 per month with installation costs of \$4,563.73. The prices are comparable however by purchasing the equipment the yearly charge would be \$451.33 vs the lease yearly cost of \$2,624.64. Long term leasing would be much more expensive than purchasing the equipment and paying a yearly maintenance fee. Gillespie stated there is no question that the phone system needs to be upgraded. Money to upgrade the phone system will come from the Sales Tax Capital Improvement fund. Seim moved and Bell seconded to approve the purchase option at \$7,126.29 with installation cost of \$4,563.73 totaling \$11,680.02 with an additional yearly maintenance cost of \$451.33. Upon roll call vote the following voted: Aye Seim, Bell, Gillespie and Skjerven; Abstained Halvorson and Kubat; Nay None. M/C.

Laurie Larson appeared at the November council meeting to voice concerns regarding sewer backup at her rental property located at 309 2<sup>nd</sup> St West. She felt the water bursting project on Wadge Ave S in 2021 has contributed to the issue. The Streets & Utility Committee met on November 16<sup>th</sup> to discuss the situation. PWD Larson had Jet-Way Multiple Services, Inc on site to scope and video the sewer main and part of L. Larson's service sewer line. The video showed the issue is caused by tree roots growing through the service line going to private property; not where bursting was done. The roots are growing between where two sections of clay tile pipes are joined together, approximately 4' from the main sewer line. The decision based on the video is that the City's main sewer line nor the water pipe bursting is causing the issue, rather it is the tree roots growing in the sewer line serving the property and is the property owners' responsibility.

The Employee Relations Committee met to discuss PWD D. Larson's retirement effective on December 31, 2022. They are working with him to work on a very limited part-time basis as a mentor and trainer for the journeyman lineman apprenticeship. DeeJay Johnson expressed interest in working to become a journeyman lineman; Joshua Irvine also expressed interest. The program they are recommending for Johnson & Irvine is a four-year program through MMUA. Most of the training will be book learning with quarterly three-day hands-on training in Marshall, MN. An instructor will come to Park River for two days per month to work on scheduled electrical work with Johnson and Irvine. The cost is approximately \$25,000 for the four-year program and Slaamod is working on a scholarship type agreement with a possible five-year benefit payback after graduation. Larson's only duties will be electrical in nature; no additional duties will be performed by Larson. They also are recommending to promote DeeJay Johnson to the Public Works Director position. Johnson would become an exempt salaried employee. The committee and Johnson agreed on a salary of \$64,000 per year. Halvorson moved and Gillespie seconded to promote DeeJay Johnson to the public works director position; make him a salaried exempt employee and increase his pay to \$64,000.00 per year. Upon roll call vote all voted aye. M/C.

City Attorney: Slaamod spoke with Larson, Johnson and Irvine and is working on contracts/agreements between the City and these employees. He is recommending these employees seek outside counsel to go over the preliminary contracts/agreements. A meeting will be scheduled for the Contracts & Policies Committee to meet and go over the paperwork.

Slaamod asked the mayor and each council member to prove their ward residency by asking them where they are residing and if they plan on selling their property. Upon roll call all members stated their residency address in their elected ward and they had no plans to sell their property.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through November 2022 were down by 0.71% or \$1,703.03. Kubat moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

*PR Community Club:* The group is working on the upcoming Gala to be held in February. Thompson reported the Super Santa Saturday was well attended. The horse drawn wagon rides were cancelled due to the very cold temperatures. Olimb had articles published in the WC Press on the vendors at the Holiday Mall. Lori Seim mentioned progress on the Cornhole League has five sets of boards paid for with ten other businesses who would like to sponsor boards but have not paid.

*PR Development Corp:* Mentioned they are working on replating the commercial area in Green Acres Addition.

*Committees with nothing to report:* *Employee Relations, PR Housing Authority, Wards, Strategic Planning, PR Park District, PR Airport Authority and PR Public Library.*

New Business: None.

Mayor's Comments: None.



Public Works: Larson reported the 10' water main behind the plant broke & was dug up on Thursday. Parts were picked up in Fargo on Friday & installed. The 6" line was reattached and fixed on Monday.

NMPA will be shutting down the Coyote plant for cleaning and later in 2023 will be closed for repair and maintenance.

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

**General Fund & Municipal Utilities**

38215	Postmaster	\$344.52
16	Discovery Benefits	\$160.00
17	ND Child Support Division	\$523.89
18	First United Bank	\$4,400.00
19	Angie's Embroidery Shoppe	\$30.00
38220	Animal Elskan Inn, LLC	\$360.00
21	ASCAP	\$42.27
22	Katie Bohn	\$150.00
23	Border States Electric Supply	\$36,999.22
24	Cardmember Service	\$1,261.49
25	Grand Forks Utility Billing	\$51.10
26	Dale Pecka	\$520.00
27	East Side Garage	\$4,220.33
28	Void	\$0.00
29	Ferguson Waterworks #2516	\$9,000.00
38230	Funded Depreciation	\$6,500.00
31	Donna Galloway	\$538.00
32	General Funded Depreciation	\$5,000.00
33	IAAO	\$240.00
34	Jet-Way Multiple Services	\$5,952.50
35	Jim's Super Valu	\$74.86
36	Kadrmass, Lee & Jackson, Inc	\$100.00
37	Daryl Larson	\$1,045.00
38	Montana Dakota Utilities	\$1,805.02
39	Michael Todd & Company, Inc	\$4,882.79
38240	MMUA	\$3,350.75
41	ND Dept of Environmental Qual	\$18.54
42	ND One Call Inc.	\$7.80
43	Nelson Auto Center	\$41,308.41
44	Northdale Oil, Inc	\$3,725.33
45	North Star Coop	\$2,677.23
46	Park River Hardware	\$313.95
47	Polar Communications	\$868.15
48	PR Implement	\$348.18
49	PR Park District	\$1,461.49
38250	Quill Corporation	\$352.68
51	Rainbow Auto Body	\$262.50
52	Red River Regional Council	\$140.00
53	Samson Electric LTD	\$1,071.42
54	Team Laboratory Chemical Corp	\$3,100.00
55	US Bank Equipment Finance	\$212.57
56	Water Treatment Fund	\$7,060.82
57	Wayne's Variety	\$69.80
58	Walsh County Auditor	\$17,442.06
59	Walsh County Press	\$113.70
38260	WC Record	\$85.00
61	WEX Health, Inc	\$100.00
62	Cannon Technologies	\$10,296.00
63	Consolidated Waste, LTD.	\$19,205.00
9602-08	Voids	\$0.00
9609-9633	Salaries	\$30,167.41
AW	US Treasury	\$11,095.75
AW	Aflac	\$319.42
AW	BC/BS of North Dakota	\$14,933.70
AW	First United Bank	\$21.50
AW	NDPERS	\$17.57
AW	NDPERS	\$1,125.00
AW	NDPERS	\$1,137.50

AW	NDPERS	\$400.58
AW	NDPERS	\$6,079.32
AW	NMPA	\$145,234.34
AW	PSN (Payment Services Network)	\$143.95
AW	2016 Electric Update	\$8,000.00
AW	Water Bd Fd 05	\$4,830.00
AW	Water System Repair & Replace	\$4,000.00
AW	Water Rev Bd Fd Phase II	\$3,450.00
AW	Water Tower Fd	\$11,315.00
AW	Wat & Sew Improve Dist 2015-1	\$6,200.00
AW	Wat & Sew Improve Dist 2016-1	\$9,490.00

**Special Funds**

10194	MT GUTTERS	\$2,015.00
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City Administration asked for permission to transfer funds and close the following accounts: St Improvement Dist #7 transfer cash balance of \$812.07 to the General Fund and close out fund 360; St Improvement Dist #2017-2 has a cash balance of \$2,549.09. Funds will be transferred back to the Sales Tax Economic Development fund and fund 364 will be closed out; Electric Upgrade 2020 has a cash balance of \$10,545.64. Funds will be transferred back to the Municipal Utilities Electric Fund 602 and Fund 671 will be closed out. Seim moved and Bell seconded to approve the requests to transfer funds and close out the afore mentioned funds. Upon roll call vote, all voted aye. M/C.

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

ATTEST:

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

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

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, FRIDAY, DECEMBER 30, 2022 AT 8:00 AM.**

**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, December 30, 2022 at 8:00 AM.

Mayor Dan Stenvold called the meeting to order at 8:00 am and upon roll call the following were present: Council members, Leah Skjerven, Cory Seim-by phone and Dennis Kubat, City Attorney Dustin Slaamod City Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Councilmember Ken Gillespie, Kyle Halvorson and Corrine Bell, and Public Works Director (PWD) Dennis Larson. Others: Allison Olimb-WC Press.

**Business:**

The Employee Relations Committee met and is recommending the following tuition agreement for Dee Jay Johnson and Joshua Irvine. Slaamod went through the agreements presented to Johnson & Irvine and recommended they seek outside council to go through the agreements.

The City of Park River will pay MMUA for the 4-year course of study for the two employees. After completing the course and passing the test they shall receive a Journeyman High Voltage Certificate. After receiving their certificates, they will stay employed with the City of Park River for a period of 4-years. The \$25,000.00 cost per employee will be forgiven on an equal prorated scale. Should the employees quit, be asked to leave the program or fail the course they will have to pay back the City for the monies paid toward their schooling.

Should the employee become disabled, dies or contracts a permanent illness the employee will not be expected to pay back the tuition balance and pursuant to terms of contracts.

Skjerven moved and Kubat seconded to approve the tuition agreement as outlined by Slaamod. Upon roll call vote, all voted aye. M/C. (The entire tuition agreement is on file at the City Auditor's Office.)

The Employee Relations Committee met and is recommending the following employment agreement for Dennis Larson. Slaamod went through the agreement presented to Dennis Larson and recommended he seek outside council to go through the agreement.

Kubat moved and Skjerven seconded to approve Dennis Larson's employment agreement as outlined by Slaamod. Upon roll call vote, all voted aye. M/C. (The entire employment agreement is on file at the City Auditor's Office.)

Seim moved to adjourn at 8:31 AM.

ATTEST:

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

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