

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 8, 2024 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Dennis Larson, Allison Olimb-WC Press and Marcus Lewis-F.C.H.C. Joe Fietek arrived at 5:36 pm.

Additions and Changes to Agenda: Under City Attorney Add: 1. Melberg – Status of Nuisance; 2. Storm Sewer Project; 3. Residency Verification.

Comments and Questions from Citizens: None.

Approval of Minutes: Skjerven moved and Bell seconded to approve the minutes from the December 11, 2023 regular meeting. Upon roll call vote all voted aye.

Unfinished Business: Thompson reported adjusting entries for the 2021 audit were received from HMR, CPAs. She thanked the Councilmember who spoke in person to the managing member(s) of HMR, CPAs. There are a few other entries required, but have not been received. Berg stated she recorded the adjusting entries into the Banyon Fund Accounting program and generated E.O.Y. 2021 reports. As recommended by Banyon Data Systems support, she closed out 2021 and opened 2024 for business. Remaining adjusting entries will need to be made in January of 2022. Slaamod informed the Council the City of Park River is not the only city whose audits are behind. Other auditing firms, along with the state, are dealing with the same issues; namely staff shortage. Thompson stated not many firms audit municipalities as the audits are very strict, require information from many sources and are longer than normal businesses audits require. Several Councilmembers felt a contract should be put in place for the next audit.

Thompson reported a representative from Eaton-Cooper, the company working on the remote meters, was in town and worked with PWD Johnson and Dennis Larson on setting up several electric meters in Sandwood Addition, relays and the gateway. Johnson reported all meters installed were tested and called to the relays and gateway. Halvorson reported the internet connections between the relays/gateways and office server were setup. The setup between the office server and Banyon Data Systems software, used for utility billing, still needs to be completed. Johnson reported they will complete replacing the electric meters in Sandwood Addition and then will start in Kensington Addition.

City Attorney: City Attorney Slaamod reported District Judge Foughty signed the order to abate the nuisance located at 114 Briggs Ave S. The order requires the property owner to have the nuisance satisfactorily taken care of in 30 days which expires on January 20th. After the 20th, with law enforcement present to ensure peaceful removal, the city can enter the property and remove junk and other debris.

Slaamod reported another property owner, who received a letter to remove junk and debris from the property, has been actively working on cleaning up the property and staying in contact with City Administration.

Slaamod informed the Council a letter was sent to the property owner at 418 Code Ave S to remove junk and debris.

Slaamod updated Councilmembers on the status of easements for the storm sewer project. He received the signed easement from ICU Properties and will have the PR Cemetery Associations easement tomorrow. He still has not received the easement from Ken and Pat Sweeney. Until all easements are received the project cannot proceed.

Slaamod asked the mayor and each council member to prove their ward residency by asking them where they are residing. Upon roll call all members stated their residency address in their elected ward.

Gillespie asked Slaamod about how the ordinance updates are coming. Slaamod is waiting for the updates from the NDLC staff who are working on updated the model ordinances with the bills passed at the last legislative session.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through December 2023 were up by 2.46% or \$13,094.82. Gillespie moved and Bell seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

PR Community Club: Thompson reported they are working on the gala which will be held at the Alexander House on February 23rd.

PR Development Corp: Reported they discussed the WC Career Builders program and that participation has been very good. An additional \$15,000 will be funded for the second of five years. FCHC CEO Lewis said they have used the program to attract help in many areas of the organization.

PR Housing Authority: Reported they are working on maintenance issues. Stenvold mentioned he was approached about a dumpster being placed on the property rather than tenants bringing their trash out to their curbs for collection. Fietek mentioned the Committee has not met in several months as there is little response to emails set to choose meeting dates.

Committees with nothing to report: PR Park District, PR Public Library, Strategic Planning, PR Airport, and Wards

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

Dennis Larson reported on the recent NMPA meeting. NMPA is looking at capital improvement projects in 2024 for transmission lines totaling \$42,095,000; improvements to the Coyote plant totaling \$4.9 million and reported there will be no increase to the wholesale rate. It has been six years since the wholesale rate was increased.

Stenvold mentioned the PRAS District is asking about adding a 3-phase transformer about 200' from the school to the lot that housed the former daycare. He stated the school maybe asking for sales tax capital improvement funds to help offset the cost. Slaamod recommended asking for the school board minutes stating the need for the transformer. With up to year long wait for the transformer the City needs to have a timeline from the school. Halvorson will contact Superintendent Schramm about the timeline of the project.

Mayor's Comments: None.

Public Works: PWD Johnson informed the Council they have gotten the new tires on the payloader and the traction is much better. Johnson asked the Council about purchasing more garland and updating five to ten Christmas decorations per year. Some of the decorations are over 50 years old and are faded and worn out. The cost of replacing light bulbs in the decorations is over \$300 per year. Gillespie asked Johnson to bring prices of garland and new decorations to the next meeting. Johnson will bring the price per block for chip sealing to the next meeting. He also would like to purchase an oil heating machine for fixing streets.

Seim presented the Christmas lighting contest winners: 1st place – Justin & Lindsey Frank; 2nd place – Chad & Tracy Hove and 3rd place Jon & Heather Berg. They will receive utility credits on their January bill.

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

38829	Verizon Wireless	103.82
38830	Voided	0.00
31	Postmaster	501.80
32	Achieve Therapy LLC	200.00
33	Animal Elskan Inn, LLC	280.00
34	Ann E Berg	16.94
35	Border States Electric Supply	13,897.42
36	Rudy Chaparro	150.00
37	CNH Industrial Accounts	2,946.49
38	Consolidated Waste, LTD.	21,432.45
39	Michele Dostert	100.00
38840	East Side Garage	164.95
41	Elan Financial Services	1,211.95
42	Fleming DuBois & Fleming PLLP	750.00
43	Regina Frigen	150.00
44	Funded Depreciation	6,500.00
45	General Funded Depreciation	5,000.00
46	John Hepokoski	150.00
47	Jim's Super Valu	66.17
48	Kanon Moen or Chole Lunski	1.04
49	Ethan Klundt	150.00
38850	Lona McCoy	25.58
51	Montana Dakota Utilities	1,397.18
52	MMUA	6,742.78
53	ND One Call Inc.	2.60
54	Northdale Oil, Inc	1,955.55
55	North Star Coop	1,577.93
56	Owen Software Innovations LLC	100.00
57	Park River Hardware	50.97
58	Polar Communications	845.61
59	PR Implement	12,557.00
38860	PR Park District	2,159.13
61	David or Rebecca Svobodny	49.52
62	US Bank Equipment Finance	71.64
63	Vanguard Appraisals, Inc	275.00
64	Karen Waslaski Estate	100.00
65	Water Treatment Fund	11,011.77
66	Wayne's Variety	119.70
67	Walsh County Auditor	15,069.63
68	Walsh County Press	441.88
69	WC Record	63.90
38870	Walsh County Treasurer	361.09
71	WC Water Resource District	13,285.94
72	Ye Olde Medicine Center	28.37
73	2016 Electrical Upgrade	8,000.00
74	ASCAP	434.00
75	Grand Forks Utility Billing	78.00
76	Dale Pecka	75.00
77	Ferguson Waterworks #2516	7,721.23

78	PR Community Club	244.05
79	Sewer Repair & Replacement	3,700.00
38880	Verizon Wireless	103.91
81	Wat & Sew Imprv Dist #2016-1	9,490.00
82	Water System Repair & Replace	9,950.00
83	Water Tower Fund	16,145.00
84	Walsh County Press	441.88
85	WC Record	63.90
9945-84	Salaries	62,093.98
AW	US Treasury	15,281.75
AW	Aflac	319.42
AW	BC/BS of North Dakota	15,209.10
AW	First United Bank	22.60
AW	NDPERS	12.70
AW	NDPERS	812.50
AW	NDPERS	812.50
AW	NDPERS	812.50
AW	NDPERS	7,662.15
AW	NMPA	147,892.33
AW	PSN (Payment Services Network)	54.95
Special Funds		
10210	Walsh County Treasurer	2,903.47
Debt Service & Bond Fund		
6385	Cannon Technologies Inc	4,400.00

Berg reported people are contacting her about the Homestead Credit program for people 65 years of age and older and disabled persons. Since the legislature raised the income level to \$70,000 more people now qualify. She will start the assessment process of valuing properties and use sales data for comparable after all assessors in Walsh Count meet and receive their assessment roles and other information.

Slaamod, on behalf of the fire department, asked property owners with fire hydrants on their property to please clean the snow from around the hydrants.

Being no further business, Seim moved to adjourn at 6:33 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, FEBRUARY 12, 2024 AT 5:30 PM.

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, February 12, 2024 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 Skjervén, Kyle Halvorson, Dennis Kubat and Corrine Bell and Cory Seim by phone, City Attorney Dustin Slaamod, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson and Billing Clerk/Asst. Deputy Auditor Amanda Pickar. Absent: None. Others: Allison Olimb-WC Press and Lori Seim-F.C.H.C. Joe Fietek arrived at 5:52 pm.

Additions and Changes to Agenda: None

Comments and Questions from Citizens: None

Approval of Minutes: Gillespie moved and Bell seconded to approve the minutes from the January 8, 2024 regular meeting. Upon roll call vote all voted aye. M/C

Unfinished Business: Thompson reported the 2021 city audit still have not been completed.

Thompson gave update on auto read meters. Their hoping that we will be able to do a test run on electric auto readers that were installed in Sandwood. This is dependent on if the auto read module from Banyon has been installed and interfaced with the Yukon software.

City Attorney Slaamod let council know we are still waiting on Ken Sweeney to sign the easement.

City Attorney: City Attorney Slaamod reported property owners at 114 Briggs Ave S and 418 Code Ave S, who received letters to remove junk and debris from the property, have been actively working on cleaning. Councilmembers agree to give property owners an additional 30 days to clean properties and council directed City Attorney Slaamod to send a reminder letter to the property owners at 114 Briggs Ave S.

Committee Reports: *Sales Tax:* Thompson informed the Council the Sales Tax year to date collections through January 2024 were down by 4.37% or \$1,604.12. Kubat moved and Bell seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C. Sales Tax Committee met today and approved payments from sales tax for \$3,200 to KLJ and \$15,000 to WCJDA for the WC Career Builders Program. Bell moved and Halvorson seconded to approve payments as recommended by the sales tax committee. Upon roll call vote, all voted aye. M/C

Employee Relations: Halvorson let council know Employee Relations meet and they discussed comp hours and 8 hours of floating holiday pay in the water plant. Committees' recommendation for approval is the employee that works water treatment plant on a holiday will in turn receive a paid floating holiday of 8 hours. Effective February 5th, 2024 there will no longer be comp hours for the water treatment employees and they will receive only overtime pay for anything worked over 40 hours. Halvorson referred to the handout with the updated verbiage Thompson did in the employee handbook reflecting those two changes. Halvorson moved and Skjervén seconded to approve the recommendation and updated verbiage in the Employee Handbook. Upon roll call vote, all voted aye. M/C

PR Community Club: Thompson reported they are working on the gala which will be held at the Alexander House on February 23rd. Allison Olimb reported on the Spring Movie Event on March 23rd. Lyric will be playing a free movie. Bikes and Baskets will be given away. Lori Seim gave update on Cornhole League. More teams signed up this year. Will have to limit to 16 teams next year.

PR Development Corp: They will meet this coming Wednesday. The committee will be pushing forward with Destination Park River and address housing needs.

PR Housing Authority: Bell reports community has not found time for a meeting date. Fietek mentioned meeting tomorrow, February 13th, as most members can attend. Meeting set for February 13, 2024 at 6:00 PM.

PR Park District: Councilmember Seim attended the Community Building Committee meeting. They had a few questions for him to bring back to the council. Inquiring how to increase sales tax. Thompson said it would have to go to the vote of the people for an increase and to do this a petition would have to be circulated and residents would have to sign off before it could become a vote of the people. Second item was how would they bond for this. Seim was asked what are they looking to bond. They were looking to bond between 5-10 million. Thompson said they need a revenue stream to make the bond payments and asked where is that coming from? Bell requested they submit a business plan and present to council with their funding resources.

Wards: Bell was contacted about historical Railroad water tower on Forest Street. They were wondering if it would be possible to be moved as there is only a few left in the US. Pioneer Equipment owns the tower. Bell was told to contact Lee Cudmore or Eugene Bossert.

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

New Business: Hillcrest club Liquor license. Bell moved and Skjervén seconded to approve Hillcrest Alcoholic Beverage license for 2024.

Mayor's Comments: Mayor informed council that NDDOT is looking at Park River or Adams for new shop location. He also wondered if we needed some kind of template to define what the Finance and Audit Committee does. Council didn't feel a policy needed to be drafted for this. The Finance and Audit Committee was formed to work with office administrative staff to review and look at different rates on CD's, bonds and checking/savings and to take part of a bond refinancing discussions. They will be

presented with the final audit each year. The yearly audit will be presented to them for approval. They will bring their recommendations back to the council to be voted on as a whole. Mayor would like housing needs to be addressed and not just talked about.

Public Works: PWD Johnson was asked to provide cost for chip sealing. Johnson had been in contact and received price quotes. He got a quote of \$2.30/sq yard for 30,000 sq yards or under. 50,000-70,000 square yards would be between \$1.90-\$2.00 per square yard. Johnson talked about the streets he would like to cover, would be roughly 36,000 square yards. Council asked him to come back to next meeting with additional square footage so we can receive a lower rate.

Johnson was contacted by WC highway superintendent about expanding the county shed so it can handle more salt storage and so they can continue to help the small communities that need it. Mayor referred this to Street and Utility Committee to meet and bring a recommendation back to council. Thompson reminded Kubat he is the chair of this committee and needs to set this meeting.

Johnson was contacted by BNSF Railroad about a crossing improvement on 4th St E and 7th St E and was wondering if the city would cost share on the project. All council present stated no, the city would not cost share. Johnson will let BNSF know the city will not cost share.

Auditor & Assessor Reports: Thompson presented this month's bills and January financial reports and 2023 financial statement to the Council. Gillespie moved and Halvorson seconded to approve payment of the following bills and approve the financial reports and 2023 financial statement as presented. Upon roll call vote, all voted aye. M/C

General Fd & Municipal Util

38887	PR Cemetery Assoc.	500.00
88	BIL Manufacturing	6,073.75
89	Postmaster	370.44
38890	Walsh County Recorder	20.00
91	ND Dept of Transportation	22.00
92	Premium Processing	302.55
93	PRAS After-Prom Party	100.00
94	Border States Electric Supply	6,803.58
95	Grand Forks Utility Billing	52.00
96	CNH Industrial Accounts	811.97
97	Consolidated Waste, LTD.	20,682.45
98	Dale Pecka	675.00
99	East Side Garage	83.40
38900	Elan Financial Services	2,865.71
1	Flags USA Inc.	238.75
2	Fleming DuBois & Fleming PLLP	770.00
3	Jim's Super Valu	797.12
4	Michael Kilmer Construction	1,000.00
5	Leon's Building Center, Inc	87.58
6	Montana Dakota Utilities	1,632.58
7	MFOA OF ND	120.00
8	ND One Call Inc.	3.35
9	Northdale Oil, Inc	1,966.28
38910	North Star Coop	12,525.91
11	Park River Hardware	110.38
12	Polar Communications	1,305.57
13	PR Community Club	150.00
14	PR Park District	1,691.03
15	Quill Corporation	99.73
16	Rendezvous Region Tourism	1,000.00
17	Samson Electric LTD	3,423.45
18	Stuart C Irby Co	71.65
19	Team Laboratory Chemical Corp	2,039.00
38920	US Bank Equipment Finance	340.78
21	Verizon Wireless	103.84
22	Water Treatment Fund	10,858.32

23	Wayne's Variety	22.51
24	Walsh County Highway Dept	1,028.79
25	WSI	1,213.85
26	Northern Lights Auto Body	3,215.48
27	Postmaster	442.60
9985-10007	Salaries	28,784.90
AW	US Treasury	8,774.13
AW	Aflac	319.42
AW	BC/BS of North Dakota	17,835.33
AW	First United Bank	22.20
AW	NDPERS	12.98
AW	NDPERS	812.50
AW	NDPERS	825.00
AW	NDPERS	5,983.04
AW	NMPA	156,434.82
AW	PSN (Payment Services Network)	54.95
Special Funds		
10211	KLJ	3,200.00
10212	WC Job Development Authority	15,000.00
Debt Service & Bond Fund		
6386	Cannon Technologies Inc	37,222.80
6387	Zions Bank	24,586.25

Thompson let council know the city sales ratio is sitting at over 90% and any increases Berg will be making will be from market value comparisons.

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

ATTEST:

Amanda Pickar Asst. 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, March 11, 2024 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Cory Seim. Others: Allison Olimb-WC Press. Councilmember Cory Seim arrived at 5:37 pm. Joe Fietek arrived at 5:43 pm.

Additions and Changes to Agenda: Under City Attorney Add: 2. Storm Sewer Project. Add under Unfinished/Old Business 3. Transformer for Early Learning Center.

Comments and Questions from Citizens: None.

Approval of Minutes: Halvorson moved and Skjerven seconded to approve the minutes from the February 12, 2024 regular meeting. Upon roll call vote all voted aye.

Unfinished Business: PWD Johnson provided pricing for chip sealing streets to the Council. The price per square yard is \$1.85 to \$1.95 for chip sealing a total of 60,000 to 70,000 square yards of streets. The 2018-1 paving project consisted of 40,000 to 45,000 square yards. Johnson will bring additional streets to be added to the project to ensure receiving the lower bid price. Bell moved and Halvorson seconded to chip seal up to 70,000 square yards to ensure the project receives the lower bid price. Upon roll call vote, all voted aye. M/C.

The Streets and Utilities Committee need to meet and decide if the city will be participating on a new county salt and sand storage facility.

Kubat reported he spoke with Dennis Larson regarding the transformer needed at the new early learning center. Larson informed him he spoke with project representatives and explained the large commercial transformer listed on the plans is not necessary and that a smaller transformer will handle the job. The transformer needed for the new early learning center will cost approximately \$11,700.00. Bell moved and Gillespie seconded to purchase the transformer recommended by Larson and make it a contribution towards the early learning center project. Upon roll call vote, all voted aye. M/C.

City Attorney: City Attorney Slaamod reported the nuisance located at 114 Briggs Ave S has passed the deadline with no additional work done and upon the judge's order the Public Works Department can enter the property and abate the nuisance. Slaamod asked PWD Johnson to pick a date for the removal of junk and other debris so the WC Sheriff's Department could have a deputy on site to ensure a peaceful removal process. The cost of clean-up and disposal will be assessed to the property as allowed by ordinance. No additional notice is required.

Slaamod informed the Council the clean-up deadline for 418 Code Avenue S has passed. The property owner contacted him by email and explained the debris were frozen to the ground but assured Slaamod they would take care of the junk. Council questioned if these were the only properties requiring action. Thompson mentioned there are several other properties that will be issued clean-up letters. Slaamod asked the Council if they wished for him to initiate action to clean-up the property at 418 Code Ave S? Gillespie moved and Bell seconded to have Slaamod commence with legal action to abate the nuisance. Upon roll call vote the following voted aye: Bell, Gillespie, Skjerven and Halvorson with Seim and Kubat voting nay. M/C.

Slaamod stated PWD Johnson and himself met with Ken Sweeney and he signed off on the storm sewer project easement. Johnson will start working on the project in June.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through February 2024 were up by 1.77% or \$1,574.86. Skjerven moved and Kubat seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

Bike Path: Bell reported an individual will add geo cashing to the east and west bike paths. There may be up to 2 sites on each path. The committee is looking at signage for the bike paths. They are looking at the possibility of holding a 3K walk/run on the paths in September. The new bench will be installed this year.

Mayor Stenvold appointed the following persons to fill vacancies on the Bike Path Committee: Josh Anderson, Sara Freeman and Rita Beneda. Bell moved and Seim seconded to approve the new appointees to the Bike Path Committee. Upon roll call vote, all voted aye. M/C.

PR Community Club: Thompson reported a public meeting with a meal will be held on Friday, April 19th at 6:00 pm in the City Office Community Room. The purpose of the public meeting is to work on "Destination Park River" which was brought about by Roger Brooks and his suggestions.

On March 23rd the Spring Extravaganza will be held at the Lyric Theatre. Allison Olimb reported 16 bikes and two trikes have been ordered with eight bikes to be given away at each show. There will also be baskets and other prizes available to be won.

PR Development Corp: Will meet on Wednesday, March 13th.

PR Housing Authority: Bell reported they renewed the realty contract with Rebecca Chyle. The housing Authority is running in the red and the board is still looking for financial reports. She also mentioned the 8-plex property is still for sale at about \$845,000. Joe Fietek mentioned the board has reached out to City Administration to see if they could take care of the books for the Housing Authority and if the Public Works Dept might take over the lawn care and snow removal to help save money spent on these items. Thompson stated City Administration would take care of the books and receive the monthly rent payments but would not be responsible for checking renters in and out of the apartments nor dealing with maintenance issues or other complaints from renters.

Wards: Bell mentioned she has received many positive remarks on maintenance that is being performed around the city. Seim mentioned advertising should start on the water meter replacement project taking place later this summer. Ways residents should be notified were discussed and using social media and billing cards were two suggestions. Council mentioned the City of Grafton is having a hard time getting residents to let them in to switch out water meters. Per Park River City ordinance property owners must let employees in to perform maintenance and if refused the possibility of shutting off water to the property could occur.

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

New Business: None.

Mayor's Comments: Stenvold mentioned he has received complaints from truck drivers about the holes in State Highway 17 through town. Several options for repair were discussed but with cold weather the cold patch materials used to not adhere nor last like they should. PWD

Johnson mentioned they will try and repair some of the bigger holes. It was suggested pictures be taken and sent to the ND DOT and perhaps they can make some longer lasting repairs.

Stenvold informed the Council the ND DOT is looking to build a new shop and the Cities of Adams and Park River are being considered.

Public Works: PWD Johnson informed the Council the new box blade was delivered.

Johnson also mentioned some of the fascia on the city owned building located at 120 5th St W was ripped off during the last wind storm. The fascia is no longer available so Johnson ordered enough fascia to replace all the fascia. The PWD will make the repairs and install the new fascia.

Johnson reported the pump in the south lift station burnt out. A new pump was installed to preplace the 24-27-year-old pump. The cost was \$6,000 for a new pump and \$2,000 in labor. New bases were installed for the east lift station as they were not seething. A flushing T was installed and everything was flushed but problems persisted. Upon inspection of the pump, they discovered the propeller and starter were broken. The cost to repair the pump was \$4,500 while a new pump cost \$6,000. Johnson ordered a new pump and a loaner was installed until the new one arrives and can be installed.

Johnson informed the Council; Dennis Larson is working with engineers and soon they will be advertising for bids for the underground electrical construction project.

Johnson mentioned the public works department is still looking for a full-time employee.

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 with a correction to the First Care Health Center transaction date and approve the financial reports as presented. Upon roll call vote, all voted aye. M/C.

General Fund & Municipal Utilities:

38886	Void	0.00
38928	Premium Processing	303.23
29	Border States Electric Supply	7,328.08
38930	Bruce Eikenberry Windows	15.00
31	CNH Industrial Accounts	795.87
32	Dale Pecka	300.00
33	Elan Financial Services	410.00
34	Electric Repair & Replacement	8,000.00
35	HR Collaborative	99.00
36	Kringstad Ironworks INC	3,267.24
37	Montana Dakota Utilities	1,263.08
38	MMUA	520.00
39	ND Dept of Environmental Quality	37.08
38940	ND One Call Inc.	4.65
41	Northdale Oil, Inc	1,086.67
42	North Star Coop	2,179.28
43	Park River Hardware	476.59
44	Polar Communications	961.79
45	PR Park District	5,338.37
46	Void	0.00
47	Samson Electric LTD	175.53
48	Sewer Repair & Replacement	3,700.00
49	Team Laboratory Chemical Corp	2,614.00
38950	US Bank Equipment Finance	494.25
51	Verizon Wireless	104.00
52	Wat & Sew Imprv Dist #2016-0	9,490.00
53	Water System Repair & Replace	9,950.00
54	Water Tower Fund	16,145.00
55	Water Treatment Fund	11,530.53
56	Walsh County Auditor	14,591.16
57	Walsh County Press	186.74
10008-		
31	Salaries	31,519.10
AW	BC/BS of North Dakota	16,941.30
AW	Debt Service MMIS	12,216.82
AW	First United Bank-ACH	15.50
AW	NDPERS	12.98
AW	NDPERS	825.00
AW	NDPERS	812.50
AW	NDPERS	800.00

AW	NDPERS	5,456.20
AW	NDPERS	0.00
AW	NMPA	134,506.97
AW	NSF Customer Payment	118.66
AW	NSF Customer Payment	1,045.00
AW	PR Airport Authority	440.98
AW	PR Airport Authority	826.87
AW	PR Public Library	440.89
AW	PR Public Library	826.87
AW	PSN	54.95
AW	Special Assessment Fd	28.96
AW	US Treasury	9,493.69

Special Funds:

10213	First Care Health Center	265,775.58
10214	KLJ	650.00
10215	Odney	3,630.00
10216	Walsh County Press	130.72

Debt Service & Bond Fund:

6388	Cannon Technologies Inc	2,022.80
------	-------------------------	----------

Thompson reported Hurr Mortenson and Rygh still have not completed the 2021 City audit.

Berg reported she received an abatement request on 104 Eugene Ave from Timothy Stabo asking for a reduction in true & full value from \$112,000 to \$100,000. An incorrect valuation was entered for Stabo's property and Berg recommended approving Stabo's abatement as requested. Bell moved and Halvorson seconded to approve a resolution upon Berg's recommendation to approve Stabo's abatement request of lowering the true and full value from \$112,000 to \$100,000. Upon roll call vote all voted aye. M/C.

The Board of Equalization meeting will be held on Monday, April 8th at 5:15 PM.

Meetings of the following committees are scheduled as follows: Streets & Utilities – Wednesday, April 3rd at 5:00 pm and Finance & Audit – Wednesday, April 3rd at 6:00 pm.

Being no further business, Seim moved to adjourn at 6:16 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, April 8, 2024 at 5:33 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Dennis Markusen, Dennis Larson, Lori Seim, Jeff Daley – KLJ, Nina Hollingsworth – FCHC, Allison Olimb-WC Press, Terri Thompson, Eugene Bossert, Amanda Pickar, Misty Praska – PR Parks & Rec and Daryl Larson. Joe Fietek arrived at 5:35 pm and Marcus Lewis at 6:37 pm.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Jeff Daley, engineer with KLJ, presented an update on the Green Acres Addition water and sewer project. The low bid came in at \$364,040.80 from Bohlman Trenching, Inc of Thompson, ND. This bid was almost \$100,000 under the engineer's estimate. The project is on the State Water Commissions agenda for Thursday, April 11th for a 60% water cost share of up to \$150,000. Daley along with PR EDC board member Steve Rehovsky and City Auditor Thompson will remote in for the meeting. Rather than approve the bid upon confirmation of cost share funding, Mayor Stenvold would like to hold a special meeting if funds are approved. The PR EDC and Sales Tax Committee will need to hold meetings to approve the expenditures for the projects. Halvorson moved and Bell seconded to table the topic pending the State Water Commission meeting.

Misty Praska, Park River Parks & Rec Manager and Terri Thompson, Community Events Center building committee member presented information on the proposed \$20,000,000 ice arena, fitness and events center. They are looking for three things from the City: 1. Contribute \$3,000,000 to the project over the next 20 years; 2. Create a joint board between Parks & Recreation and the City of Park River to help with management of funds and oversight of the building phase; 3. Being able to use City resources such as the City Attorney and City Staff would be very beneficial. They also inquired about the City sponsoring a city sales tax referendum increasing sales tax by ½ % with funds dedicated to support future repair and maintenance of the structure. The committee has met with the First Care Hospital Board and asked for \$4,000,000 from them over 20 years and will be meeting with the PR Economic Development Corporation this week and will ask for approximately 25% of sales tax funds over 20 years. Council asked what funds have been secured for the project. The committee has \$1.7 million in pledges and is just kicking off fundraising efforts through the Park River Legacy Fund for tax deductible donations and an account at First United Bank for other donations.

City Attorney Slaamod explained City sales tax use is dictated by the City's ordinance and home rule charter and would require amendments and changes to both. As far as a sales tax referendum it should come from the PR Parks and Recreation Board by circulating a petition along with all other procedures required to get the referendum on the November ballot. Increases to sales tax are approved by a vote of the people. Halvorson presented sales tax percentages from other cities in the state and not many are at 8%. Bell asked Thompson and Praska to submit a business plan to the Council so the project revenues and expenses could be reviewed. Slaamod also highly recommended the committee seek out the services of an attorney so all work on the project and proposed sales tax referendum is done correctly. Praska and T. Thompson left at 6:13 PM.

Dennis Larson provided an update on NMPA's sale of bonds for operations and maintenance and refinancing of the 2013 A-bonds. Larson also mentioned the NMPA annual meeting is coming up and to let the office know if you wish to attend. Minnkota's annual meeting will be held this Friday morning. Larson left at 6:15 PM.

Approval of Minutes: Seim moved and Skjerven seconded to approve the minutes from the March 11, 2024 regular meeting. Upon roll call vote all voted aye.

Unfinished Business: PWD Johnson is waiting for additional bids for chip sealing streets before recommending to the Council.

The Streets and Utilities Committee met with Jason Johnston, Walsh County Highway Supervisor, about working on a new county salt and sand storage facility which would be in Park River. Currently the project is in the preliminary stages with no set pricing.

The Public Works Dept is currently installing the new radio read electric meters but are still waiting for water meter nodes to arrive. The City of Grafton has had about 50% of property owners who have complied with the installation of the new water meters and have implemented a monthly fee for non-compliance. A policy implementing a monthly fee to non-complying property owners is one possibility to help get meters installed in a timely manner when the nodes arrive. The matter was sent to the contracts and policy committee for their recommendation.

City Attorney: City Attorney Slaamod reported the nuisance located at 418 Code Avenue S has been rectified.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through March 2024 are down by -1.43% or \$1,818.15. Halvorson moved and Bell seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

Bike Path: Bell reported geo caching will be added to the east and west bike paths. The committee is looking at signage for the bike paths. They are looking at holding an arbor walk on June 14th on the paths and possibly having speakers talk on trees, shrubs, flowers and birds with the possibility of a plant swap/sell event. Two rocks along the north/south bike path were moved by someone removing vehicles or scrap at SanGrait Auto. Bell asked if public works could move them back with the loader when they get time.

PR Community Club: On April 13th the Daddy-Daughter Dance will be held at the City Hall Auditorium. Lori Seim reported the cornhole tournament and rib cookoff will be held on July 4th again this year and she is asking for the Council's permission to block off 5th St W between Briggs Ave S and Railroad Ave W. She also asked to have Briggs Ave S between 4th and 5th streets for the cornhole tournament. The Council granted permission for both streets to be blocked off. The cornhole league just finished with 18 teams participating. The also asked PWD Johnson if more outlets with service could be added. Johnson will take care of adding power.

PR Eco Dev Corp: Flyers have been sent out for the housing meetings to be held in Cavalier, Minto and Grand Forks this week.

PR Housing Authority: The eight bathrooms have had repair work completed.

PR Public Library: Berg reported Geri Beckman is the new President of the Library Board.

Committees with nothing to report: PR Airport, PR Park District, Wards, and Strategic Planning

New Business: The Sales Tax Committee is recommending transferring \$200,000 in funds from the Sales Tax Capital Improvement and

\$200,000 in funds from the Economic Development funds into six- and twelve-month CDs. Bell moved and Seim seconded to approve the Sales Tax recommendation as presented. Upon roll call vote all voted aye. The Finance and Audit Committee met and are recommending transferring \$775,000 in funds from the following funds: Fd 648 Water Tower Fd \$200,000; Fd 632 Water System Repair & Replacement \$350,000; Fd 630 Municipal Funded Depreciation \$125,000; and Fd 601 Water Distribution \$100,000 into six- and twelve-month CDs. Skjerven moved and Bell seconded to approve the Finance and Audit recommendation as presented. Upon roll call vote all voted aye. The Finance Committee reported they spoke with Racheal Almen of HMR CPAs and the 2021 audit will be presented to them in May.

Bell 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: May 10th Polar Christmas Party; May 18th FCHC Employee Appreciation Party; May 25th Graduation Party-Open House; June 22nd Gordon-Hell Wedding Reception; July 3rd Alumni Banquet; July 18th Figure Skater Fund Raiser; July 20th Porter Ratchenski Wedding Reception; August 24th Lizakowski Wedding Reception; August 31st Johnson-Hendrickson Wedding Reception; September 7th Sons of the Legion Steak Fry; September 21st FCHC Harvest Fest and September 28th Hanson-Phelps Wedding Reception. for the Domestic Violence Supper, July 3rd for the Alumni Banquet and the August 12th for the Megan Ramsey-Moss & Garrett Moss wedding reception. Upon roll call vote, all voted aye. M/C.

Seim introduced and Gillespie seconded the following Resolutions:

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, 2025.

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 Dan Stenvold is appointed as the City of Park River's representative on the Advisory Council of NMPA through April 30, 2025.

During discussion Halvorson's name was mentioned for the alternate position so he would have time to learn the position. It was decided Halvorson will ride along to meetings for the next year with Larson, Johnson and Stenvold. Upon roll call vote, all voted aye. Motion carried.

City Administration presented information to the Council on the BCBS of ND health insurance increase. The increase for health this year is 4.4% and dental which will result in an increase to the city's cost portion of \$5,206.49. City Administration budgeted a 5.00% increase for the 2024 health insurance. The vision portion did not change. Bell moved and Skjerven seconded to approve the city's share of the increase. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Stenvold mentioned the swimming pool.

Public Works: PWD Johnson informed the Council the deadline to get on the schedule for spring cleanup for residential utility customers is 4:00 pm, Friday, May 3rd with pickup starting on Monday, May 6th.

Johnson also mentioned no date has been set to clean up the nuisance at 114 Briggs Ave S. Johnson is asking the Council's permission to bid up to \$70,000 on a bi-directional New Holland (NH) tractor to be used as backup for snow removal. The tractor has 5,000 hours along with a large loader and is the same model of the other NH tractor the city owns. This tractor will save \$20,000 on a snow blower as this tractor will not need an undercarriage to mount the blower. City Administration verified there are funds available to purchase the tractor. Halvorson moved and Skjerven seconded to allow PWD Johnson to bid up to \$70,000 on the NH tractor with loader. Upon roll call vote the following voted aye: Gillespie, Skjerven, Halvorson, Kubat and Bell with Seim voting nay. M/C.

Auditor & Assessor Reports: Berg presented this month's bills and financial reports to the Council. Halvorson 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.

General Fund & Municipal Utilities:

38958	Consolidated Waste, LTD.	20,727.70
38959	Postmaster	372.71
Break in Checks		
39436	Banyon Data Systems, Inc	840.00
37	Ann E Berg	257.28
38	Galen Bosh	500.00
39	Bruce Eikenberry Windows	90.00
39440	City of Grafton	555.30
41	Grand Forks Utility Billing	104.00
42	CNH Industrial Accounts	823.58
43	Consolidated Waste, LTD.	20,746.45
44	East Side Garage	83.40
45	Elan Financial Services	1,832.05
46	Electric Repair & Replacement	8,000.00
47	Ken Gillespie	440.16

48	Hansons Auto & Implement	66.13
49	DeeJay Johnson	1,211.06
39450	Kringstad Ironworks INC	13,546.05
51	Leon's Building Center, Inc	22.85
52	Linde Gas & Equipment Inc	231.40
53	Montana Dakota Utilities	1,156.43
54	ND Sewage Pump Lift Station	12,296.52
55	NDLC	975.00
56	Northern Municipal Power Agenc	1,290.43
57	Northdale Oil, Inc	1,157.75
58	North Star Coop	2,925.26
59	Polar Communications	986.53
39460	Postmaster	320.00
61	PR Park District	1,229.13
62	Quill Corporation	231.03
63	Sanitation Products Inc	1,392.71
64	Sewer Repair & Replacement	3,700.00
65	Team Laboratory Chemical Corp	3,202.50
66	US Bank Equipment Finance	153.56
67	Verizon Wireless	104.00
68	Wat & Sew Imprv Dist #2016-1	9,490.00
69	Water System Repair & Replace	9,950.00
39470	Water Tower Fund	16,145.00
71	Water Treatment Fund	9,716.85
72	Walsh County Auditor	15,176.24
73	Walsh County Press	1,050.03
10032-55	Salaries	29,400.67
AW	US Treasury	9,049.00
AW	BC/BS of North Dakota	11,943.90
AW	NDPERS	12.98
AW	NDPERS	800.00
AW	NDPERS	800.00
AW	NDPERS	5,300.01
AW	NMPA	134,506.97
AW	Premium Processing	303.23
AW	PSN (Payment Services Network)	54.95
Special Funds:		
10217	Bank of North Dakota	10,285.59
10218	KLJ	5,950.00
10219	Odney	2,160.00
10220	Walsh County Press	261.44
Debt Service & Bond Fund:		
6389	Bank of North Dakota	14,772.32
6390	Bank of North Dakota	19,501.04
6391	Border States Electric Supply	52,596.35
6392	Cannon Technologies Inc	2,200.00
6393	First United Bank	45,757.75
6394	US Bank	83,668.75
6395	Zions Bank	357,880.00

Thompson mentioned the PR Park Board has two four-year terms and one two-year unexpired term up for election with no petitions turned in.

Being no further business, Halvorson moved to adjourn at 7:19 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

**PROCEEDINGS OF
CITY BOARD OF EQUALIZATION**

Published Subject to the Governing Body's Review and Revision

**BOARD OF TAX EQUALIZATION MEETING, CITY OF PARK RIVER,
NORTH DAKOTA, MONDAY, APRIL 8, 2024, 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 8, 2024. Mayor Stenvold called the meeting to order with the following present: Council Members Ken Gillespie, Leah Skjerven, Kyle Halvorson, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. Present in Council Chambers: City Attorney Dustin Slaamod, City Coordinator/Auditor Nancy Thompson, & City Assessor/Deputy Auditor Ann Berg. Others present: Amanda Pickar, Allison Olimb-WC Press, Terri Thompson, Lori Seim, Dennis Markusen, Jeff Daley – KLJ, Eugene Bossert, Matt Byron and Misty Praska.

No one from the public called in to the meeting or sent in letters of protest.

Matt Byron stated he received a notice of increase showing his new value at \$525,800 and presented information showing other properties in and outside of city limits with their 2022 True & Full Value. Byron stated he felt his property is valued too high compared to other properties and will protest the new assessment all the way. Berg informed those present Byron's purchase price set the market value for their property at that price. In turn the sale price dictates the true and full value price. Berg asked Byron if she contacted Walsh County Tax Director Ed Sevigny to conduct an assessment visit on his property if this would be satisfactory. Byron agreed. Berg also indicated that Byron needed to understand that if the assessment came in higher than the current value his property would reflect the new true and full value. Byron said he understood this could happen. Berg will contact Sevigny about the assessment visit and inform Byron.

Berg stated this year's increases in valuations are based on property sales, building permits and adjustments to land values. Berg said the previous year's sales ratios were at 82.04% and necessitated many increases based on comparisons with like properties which sold. Berg added almost all residential properties throughout the community had valuation increases in 2023 to bring them within state guidelines. Assessments need to stay in line with the market because if the sales assessment ratio gets too far out of alignment the county or state could place a blanket increase on the entire community.

Adding value to properties for the 2024 assessment role, Berg reported that 8 building permits for construction were issued; there also were 3 unpermitted improvements made to properties; 32 properties were bought/sold; zero house or commercial properties were demolished; and lot adjustments added to the increase in valuation. In addition, the Walsh Grain Terminal P.I.L.O.T. was completed adding the structure's value of \$9,754,740 to the commercial tax role.

Halvorson moved and Bell seconded to accept the City Assessor's report and adjustments as presented for the year 2024. Upon roll call, all voted aye. M/C.

With no further business, Skjerven moved to adjourn at 5:32 PM.

ATTEST:

Nancy Thompson, City Auditor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONDAY, APRIL 15, 2024 AT 12:30 PM.

Published Subject to the Governing Body's Review and Revision

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

The low bid for the water and sewer project in Green Acres Addition was \$364,040.80 from Bohlman Trenching, Inc of Thompson, ND. The City received a cost share grant from the ND State Water Commission in the amount of \$145,172.00 leaving a balance of \$218,868.80 which will need to be funded. Thompson will work with KLJ on submitting an application with the Bank of North Dakota for a 2% seven-to-ten-year loan. The cost of the project will be evenly divided between the divided lots to be serviced by the water and sewer lines. Bell moved and Skjerven seconded to approve the Green Acres Addition water and sewer project low bid of \$364,040.80 from Bohlman Trenching, Inc of Thompson, ND and pending funding of \$218,868.80. Upon roll call vote, all present voted aye. M/C.

Being no further business, Halvorson moved to adjourn at 12:39 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, May 13, 2024 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Dennis Larson, Jon Markusen – KLJ, Allison Olimb-WC Press, Laurie Larson, Anita Johnson, Ashly Seim-PR Park Board and Brittney Zahradka.

Additions and Changes to Agenda: None.

Comments and Questions from Citizens: Laurie Larson and Anita Johnson appeared to discuss moving the digital speed signs from the 45-mph placement to the 25-mph placement due to speeding truck traffic. They also asked if a pedestrian crosswalk sign could be put up at the Hwy 17 and Briggs Ave intersection. Slaamod went through the process to have the digital signs changed and adding additional crosswalks and it is a costly process and involves receiving permission from the ND DOT and having an engineer submit plans on behalf of the city. He felt trucks speeding through town are an enforcement issue and should be addressed by the WC Sheriff's Department. Stenvold will contact WC Sheriff Ron Jurgens and see if more enforcement can be provided. Larson and Johnson left at 5:39 pm.

Approval of Minutes: Seim moved and Gillespie seconded to approve the minutes from the April 8, 2024 regular meeting. Upon roll call vote, all voted aye. M/C. Skjerven moved and Bell seconded to approve the minutes from the April 15, 2024 special meeting. Upon roll call vote, all voted aye. M/C. Skjerven moved and Halvorson seconded to approve the minutes from the April 8, 2024 board of equalization meeting. Upon roll call vote, all voted aye. M/C.

Unfinished Business: PWD Johnson reported the low bid he received for chip sealing the streets came from Morris Sealcoat and Trucking Inc from Morris, MN. The bid came in at \$2.05 for about 70,000 square yards totaling approximately \$143,500. The streets resurfaced five years ago will be chip sealed include as follows: Railroad Ave West to the end of 7th St West; Railroad Ave West to the end of 6th St W by the school; Kensington Ave; Park Ave N and Hill Ave N on the north side of Hwy 17. Bell moved and Gillespie seconded to approve the bid from Morris Chip Seal as presented by PWD Johnson. Upon roll call vote, all voted aye. M/C.

The Contracts and Policies Committee met and presented a Resolution establishing a surcharge on manually read water and electric meters for consumers of the City of Park River Utilities for the new radio read meters. The surcharge would go into effect after November 15, 2024 and cost would be \$50 per meter per month until the new meters would be scheduled for installation. Council decided to table the proposed Resolution until next month's meeting.

Mayor Stenvold moved up the Pokrzywinski/Zahradka abatement request up from #XII.2 Auditors & Assessors Report. Berg reported abatement requests for the 2022 and 2023 tax years were submitted due to reclassification of the Pokrzywinski/Zahradka property located at 306 Regina Ave S. The 4-plex apartment building was restructured into a 3-plex changing the tax classification from commercial to residential. The refund based on the consolidate mill rate will be approximately \$500-\$650 combined total for both years. Bell moved and Halvorson seconded to approve a Resolution to approve the Pokrzywinski/Zahradka abatements as requested upon Berg's recommendation. Upon roll call vote, all voted aye. M/C. Zahradka left at 5:57 pm.

City Attorney: City Attorney Slaamod informed the Council in research for the upcoming electric upgrade project, he discovered the alley located in Block 4 O.T. was not correctly vacated. The Council minutes from the July 10, 2006 meeting show a motion was made to vacate the alley behind Jim's Super Valu and retain an easement. No petition was provided, no publications of public hearings were done and a resolution was not filed with the WC Recorder's office vacating the alley. Currently the City has an easement in place. A question on who keeps the coulee clean & Johnson replied the property owners but the summer help gives it a good cleaning proper to the July 4th festivities.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through April 2024 are down by -12.85% or -\$19,419.08. 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: Plans are moving forward for the July 4th festivities with the street dance to be held on July 3rd. Work on the Cruisin' Main Night is progressing.

PR Housing Authority: The board is looking for a caretaker.

PR Park District: Park Board President Ashley Seim reported the board has moved their meetings from the second Monday of the month to the third Monday of the month at 6:30 pm. They felt this would make for better communication with the Council if the meetings are not on the same night. The pool repair has been delayed several times due to the repair company not returning calls or showing up when scheduled. They are also working with the company on the new splash pad. A community center forum will be held on Wednesday, May 29th at 6:30 pm at the Park River American Legion. Council Member Seim felt the City should do something to help this project as members have put a lot of work into it. Jon Markusen mentioned there are many volunteers trying to better the community.

Wards: Kubat asked why the Council minutes are not posted to the City website? City Administration mentioned they are being posted to the website after the Council approves them. A. Seim mentioned she also looked for the minutes but they are only posted through 2023 with nothing for 2024. City Administration mentioned with the new website the section might not have been saved/posted to the live site & will check in the morning so the minutes can be viewed. Olimb mentioned the unapproved minutes are published to the website "ndpublicnotices".

Committees with nothing to report: PR Airport, Bike Path, PR Eco Dev Corp, PR Public Library, and Strategic Planning

New Business: Berg reported 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 2017 finishing mower for \$33,000. They will put down some money and finance the balance. They are also looking to purchase another rough mower and will possibly ask for a second loan for another \$30,000 to \$35,000 but are still waiting for prices as they keep looking for the right mower(s). Halvorson moved and Kubat seconded to approve acting as a sponsor/go between for Hillcrest Country Club to purchase the 2017 used finishing mower for \$33,000. Upon roll call vote, all voted aye. M/C.

City Administration presented a construction engineering contract from KLJ for the Green Acres Addition water and sewer extension in the replated commercial area. The cost is \$38,300 for this phase of the project. Halvorson moved and Bell seconded to approve the \$38,300 construction contract with KLJ. Upon roll call vote, all voted aye. M/C.

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

D. Larson presented two bid totals received for the 2024 electrical upgrade to bury main electric lines. Bid #1 was from Olson Underground Inc from Warren, MN in the amount of \$73,965.00 for all three areas of the project. Bid #2 was from North-Holt Electric, Inc from East Grand Forks, MN in the amount of \$239,127 for all three areas of the project. These bids are for labor and installation construction only with supplies for the project coming from Border States Electric. Larson stated some of the supplies have been received. Larson recommended accepting the low bid from Olson Underground Inc from Warren, MN in the amount of \$73,965.00. Seim moved and Gillespie seconded to approve D. Larson's recommendation to accept the low bid from Olson Underground Inc from Warren, MN in the amount of \$73,965.00. Upon roll call vote, all voted aye. M/C.

Slaamod presented information on easements needed for this project. Honeys Addition Bk 2 had no dedicated alley plotted or easements recorded so some easements will need to be signed and surveys completed. All lots on the block have different lengths and properties have different dimensions thus the reason a survey needs to be completed. Easements will need to signed by Praskas, Helgesons and Ramsruds on this block. East of Crescent St N the property owned by Walsh County and Dwight Byron will need to be surveyed and have easements signed. D. Larson and Slaamod will appear before the Walsh County Commission on May 10th to provide information on the project and the need for the easement. A portion of the project will bring power to Dean and Katie Thompson's property. This will cross the City street and an easement will only be needed from Thompsons for the 100' where the line will be installed. Block 4 in the Original Townsite behind Gate City Bank and Jim's Super Valu still has an easement in place since the vacation of alley was not done correctly. Slaamod recommended to have surveys done and recorded at the court house. He spoke with KLJ regarding the survey work. Halvorson moved and Bell seconded to issue a directive that Slaamod and Larson represent the City on behalf of the City at the May 10th County Commission meeting to ask for an easement and to allow Slaamod to work with KLJ on obtaining surveys in the project property areas. Upon roll call vote, all voted aye. M/C.

Slaamod reported he will be sending out service letters to the property owners at 305 2nd St W and 308 6th St W to submit all paperwork to the City to obtain a chicken permit or they will be turned over to District Court. The property owners will be given 30 days from their service notice to comply with the request.

Skjerven moved and Seim seconded to approve the following request from the PR American Legion Bar to transfer their Alcoholic Beverage License to the Legion Coliseum: September 14th for the Pribula-Ritterath wedding reception. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Stenvold proclaimed poppy day on behalf of the American Legion Auxiliary. On Monday May 20th members will be going door to door with poppies and on Tuesday, May 21st they will be visiting local businesses. Reported truck traffic speeding on Hwy 17 needs to be addressed and will contact WC Sheriff Ron Jurgens about enforcement. Had a report about a blue chevy pickup sitting on the street in front of 201 Hill Ave S since last fall/winter and that it needs to be moved off the street.

Public Works: PWD Johnson informed the Council he bought the NH tractor on auction for \$63,000 and they put it to good use during the three-day spring cleanup. The property at 114 Briggs Ave S had one truckload of debris removed by the public works department. The brackets for the Briggs Ave S hanging baskets were turned to face the street. Hwy 17 street patching is on the schedule to start soon.

PWD Johnson questioned if no one applies for the summer help positions if a mowing company could be hired or perhaps a couple of retired people would like to mow for the City. He also reported recently retired employee Galen Bosh is willing to run the blade and street sweeper a couple of days a week and to help with snow removal during the winter.

PWD Johnson asked the Councils permission to hire an individual for part-time help in the water treatment plant. This individual would work Monday to Friday, 5 to 9:00 pm with a possible weekend rotation in the plant. The addition of this employee would help for the extended hours required in the plant. The part time employee will start in two weeks. Bell moved and Seim seconded to approve PWD Johnson's request to hire the part time employee as requested. Upon roll call vote, all voted aye. M/C.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Bell 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.

General Fund & Municipal Utilities:

38960	Lloyd Einarson	\$2,170.00
61	Postmaster	\$577.84
62	Bismarck Hotels & Conference Center	\$577.80
63	Border States Electric Supply	\$7,915.98
64	CNH Industrial Accounts	\$659.24
65	Consolidated Waste, LTD.	\$20,820.75
66	Dale Pecka	\$300.00
67	East Side Garage	\$873.06
68	Cooper Power Systems LLC	\$1,500.00
69	Elan Financial Services	\$415.23
38970	Fleming DuBois & Fleming PLLP	\$4,135.56
71	Funded Depreciation	\$26,000.00
72	General Funded Depreciation	\$20,000.00
73	Grand Forks Utility Billing	\$26.00
74	Jim's Super Valu	\$296.23
75	Leon's Building Center, Inc	\$2,376.46
76	Montana Dakota Utilities	\$593.37
77	MMUA	\$5,742.78
78	ND Dept of Environmental Quality	\$31.78
79	ND One Call Inc.	\$27.20
38980	Northdale Oil, Inc	\$1,590.47
81	North Star Coop	\$3,799.94

82	Park River Hardware	\$302.96
83	Polar Communications	\$931.53
84	PR Figure Skaters	\$100.00
85	PR Fire Department	\$2,563.67
86	PR Park District	\$572.68
87	Riteway Business Forms	\$874.87
88	Samson Electric LTD	\$569.26
89	Sanitation Products Inc	\$726.09
38990	Nancy Thompson	\$596.70
91	US Bank Equipment Finance	\$220.55
92	Verizon Wireless	\$103.44
93	Water Treatment Fund	\$0.00
94	Walsh County Auditor	\$14,988.95
95	Walsh County Press	\$320.78
96	Walsh County Recorder	\$20.00
97	Water Treatment Fund	\$11,170.50
10056-78	Salaries	\$30,707.66
AW	US Treasury	\$9,554.17
AW	BC/BS of North Dakota	\$11,943.90
AW	Colonial Life	\$303.23
AW	First United Bank	\$22.70
AW	NDPERS	\$12.02
AW	NDPERS	\$800.00
AW	NDPERS	\$800.00
AW	NDPERS	\$5,416.10
AW	NMPA	\$125,416.77
AW	PSN	\$54.95
AW	Steffes Group Inc	\$63,000.00
AW	First United Bank - Sales Tax CD	\$400,000.00
AW	First United Bank - MU Fd Deprec CD	\$125,000.00
AW	First United Bank - Wat Sys R&M CD	\$350,000.00
AW	First United Bank - Wat Dist CD	\$100,000.00
AW	First United Bank - Wat Tower CD	\$200,000.00
Special Funds:		
10221	KLJ	\$1,000.00
Debt Service & Bond Fund:		
6396	Rural Dev Finance Corp	\$27,831.63

Berg mentioned Rachel Almen of HMR CPAs contacted her last week about additional information for the 2021 City Audit. No indication was given as to when the audit will be completed.

Being no further business, Kubat moved to adjourn at 7:29 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, June 10, 2024 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson, Assistant Deputy Auditor Amanda Pickar and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Sheriff Ron Jurgens and Marcus Lewis – FCHC.

Additions and Changes to Agenda: Add the following under new business: #4 Street Closures; #5 Policing for St Dance; #6 Off Premises Serving of Alcoholic Beverages; #7 Police Cameras.

Comments and Questions from Citizens: Marcus Lewis of FCHC mentioned June is "Men's Health Month".

Mayor Stenvold called on Sheriff Jurgens for a policing update. Sheriff Jurgens informed the Council one of the deputies assigned to Park River resigned her position about three weeks ago so Park River is down to one deputy. He stated the road deputies are also one person short. He assured the Council police coverage will be provided to keep the city safe.

Approval of Minutes: Bell moved and Halvorson seconded to approve the minutes from the May 13, 2024 regular meeting. Upon roll call vote, all voted aye. M/C.

Unfinished Business: The Contracts and Policies Committee met in May and presented a Resolution establishing a surcharge on manually read water and electric meters for consumers of the City of Park River Utilities for the new radio read meters. The resolution was tabled until the June meeting. Slaamod mentioned the resolution could be changed at any time by a vote of the Council. Stenvold asked the Council what action if any they wished to take on the following resolution.

A RESOLUTION ESTABLISHING SURCHARGES ON MANUALLY READ WATER AND ELECTRIC METERS FOR CONSUMERS OF THE CITY OF PARK RIVER UTILITIES

WHEREAS, the City of Park River did at its regular City Council meeting on June 10, 2024 at 5:30 p.m., did receive a recommendation from its Contracts and Policies Committee and did approve the implementation for a surcharge on utility accounts provided by the City of Park River with manually read water and electric meters; and

WHEREAS, the City of Park River, under Ordinance 27.a, provides systems and properties for the Water, Light, Power and Sewage to the citizens of Park River and others within its territorial jurisdiction who desire or are required to take or use such services and facilities; and

WHEREAS, the City of Park River has upgraded and/or is in the process of upgrading its water and electric meters from antiquated manually read devices to modern remote wireless meters to ensure a more accurate reading of services and utilities supplied to the consumers of Park River utilities and for the additional benefit of wireless reading and the elimination of manually read meters; and

WHEREAS, the City of Park River, under Ordinance 27.a (3), seeks to implement a monthly surcharge of \$50.00 per month for any consumer of municipal water services and a monthly surcharge of \$50.00 per month for any consumer of municipal electrical services that chooses to remain using such antiquated systems. Any consumer of municipal water and electrical services with multiple meters shall be charged for each device associated with their account; and

WHEREAS, the City of Park River seeks to implement the above-mentioned surcharges on all antiquated meter accounts on November 1st 2024. Any consumer of municipal water and electric utilities agreeing to upgrade their water and electric meters must contact the City Office on or before November 15th, 2024, to schedule an installation of such upgraded meters to avoid such surcharges.

WHEREAS, should a consumer of municipal water and electric utilities fail to schedule an installation of the upgraded meter system after the above-mentioned November 15th, 2024 deadline, the further above-mentioned surcharges shall be applied to their next monthly billing.

NOW THEREFORE, BE IT RESOLVED that the City of Park River by this resolution hereby implements such surcharges for water and electric meters provided by the City of Park River and such timeframes for implementation.

Dated and adopted this 10th day of June 2024.

CITY OF PARK RIVER, NORTH

ATTEST:

Dan Stenvold, Mayor

Nancy Thompson,
City Coordinator/Auditor

The governing body of the political subdivision acted on the foregoing Resolution of the 10th day of June 2024.
Adoption moved by: Halvorson Seconded by: Skjerven
Roll Call Vote: Aye: Gillespie, Skjerven, Halvorson, Seim, Kubat and Bell. Nay: None. Absent: None. Abstain: None.

City Attorney: City Attorney Slaamod updated the Council on the progress in contacting property owners for easements along the proposed route for the electric upgrade to underground main electric lines. While discussing the route the underground line will follow along Jim's Super Valu, one block north electric lines sparked causing an outage showing a prime example why the upgrade needs to be done. All but one property owner has been contacted.

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through May 2024 are down by -9.09% or - \$18,278.19. Bell moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

Bike Path: Bell reported there is a committee meeting on June 13th. Arbor walk and tree planting this Friday at 4:00 PM.

PR Community Club: Thompson reported the schedule for the July 4th festivities is out. Seim stated there are 8 contestants for the rib cookoff and volunteers are needed after the parade on July 4th to setup the boards for the cornhole contest and picnic tables for the rib cookoff meal.

PR Eco Dev Corp: A bid to tear down the dilapidated east portion of the Lyric Theatre has been accepted.

PR Housing Authority: Bell informed those present the board is still looking for a caretaker.

Wards: Concerns regarding the East Meadow Campground were expressed. Apparently, there are one or more camping slots that have deep ruts which need to be filled in. Questioned if the camping area was sprayed last fall or this spring as they have a lot of weeds growing in the graveled areas. Council was informed the campground is taken care of by PR Parks & Rec personnel.

New Business:

Bell moved and Gillespie 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:

1. The governing body of the City of Park River has need of establishing a bond for the city auditor to ensure the honest and faithful performance of official duties pursuant to N.D.C.C. 40-13-02.
2. The bond required must be set by resolution at the regular meeting of the Park River City Council in June of each year.
3. The amount of the bond must be equal to 25% of the average amount of money that has been subject to the auditor's control during the preceding fiscal year, as determined by the total of the daily balances of the auditor for the calendar year divided by the figure 300 or the sum of \$250,000 (whichever is least)
4. The City of Park River has obtained the necessary bond in the following amount through the North Dakota Insurance Reserve Fund:
Dated and adopted this 10th day of June, 2024.

Mayor: _____

ATTEST: _____ City Auditor

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, Hillcrest Country Club, PB Properties III, LLC-Alexander House, Curtis Sarkilahti-Top Hat Bar, The Club Bar & Lounge Inc, and North Star Coop. Berg checked the WC Treasurer's website and found the property taxes have been paid and are current on all properties listed above. Seim moved and Bell seconded to approve the renewal of licenses for the above-mentioned businesses. Upon roll call vote, all voted aye. M/C.

Krystal Gire DBA Mystic On Main submitted her renewal application and the correct fee however, her landlord has not paid the taxes on the property. Council felt Gire could not be held responsible for the unpaid property taxes. Bell moved and Gillespie seconded to approve the renewal of her license. Upon roll call vote, all voted aye. M/C.

Linette Ramirez, DBA Linn's Tex-Mex Cuisine, submitted her renewal application and the correct fee however, the property taxes as of this afternoon had not been paid. Halvorson moved and Seim seconded to approve the license request contingent upon proof the property taxes have been paid. Upon roll call vote, all voted aye. M/C.

City Administration reported HMR CPAs mentioned during the meeting, to review of the newly completed 2021 audit, action should be taken on the \$23,097.38 owed by the Park River Park District to the city for reimbursement of wages and associated expenses. The balance of \$23,097.38 accrued over a period of several years when the Park District first hired a full-time park and recs director and incurred revenue shortfalls and could not keep up on the payments. Halvorson moved and Bell seconded to approve forgiving the \$23,097.38 debt owed by the PR Park District to the City of Park River. Upon roll call vote, all voted aye. M/C.

Councilmember Gillespie asked City Attorney Slaamod for clarity on an invitation he received for a free drink and steak dinner from the community complex committee. His reason for direction is the petition to increase the sales tax by ½ percent is currently circulating and upon completion the City Council will need to vote on the petition. Slaamod asked if the Mayor or any other Councilmember received an invite to this event. Councilmember Seim did. Slaamod mentioned anything with a monetary value of over \$10 could be seen as an attempt to influence the way someone will vote. He suggested Gillespie and Seim could turn down the invitation or call and ask for the cost of the dinner and pay for the meal and drink out of their own pocket so it does not look like a favorable vote is being sought.

Gillespie moved and Bell seconded to approve the City to pay the \$500 fee to the Walsh County Sheriff's Department for policing the July 3rd Street dance. Upon roll call vote, all present voted aye. M/C.

Seim moved and Skjerven seconded to approve the requested street closures for all the street dance activities happening during the July festivities. Upon roll call vote, all voted aye. M/C. The PR Fire Dept and PR Ambulance will be notified of the closures.

Thompson, on behalf of the bar owners on Briggs Ave S who are asking permission to sell alcoholic beverages on the sidewalk in front of their establishments during the July 3rd Street dance and on July 4th. Bell moved and Kubat seconded to approve the above-mentioned requests. Upon roll call vote, all voted aye. M/C.

Bell moved and Gillespie seconded to approve paying the bagpipers for the July 4th parade.

Halvorson mentioned a couple of the police cameras needed work. Halvorson said parts have been ordered and if the parts do not fix the problem the City may need to look at getting a couple of new cameras.

Mayor's Comments: Stenvold feels the City should not be watering the hanging baskets any longer due to staff shortage and the Garden Club should find someone to water them or possibly have the Parks and Rec Department take over the watering. Thompson stated the City agreed to water the hanging baskets this year and should honor the commitment. She mentioned there were three people hired as summer help and City Administration could also help Public Works water the plants through the summer.

Public Works: PWD Johnson asked the Council for permission to purchase a new mosquito fogger as the current fogger is over fifteen years old. The cost is \$18,850 and there is enough money in the Environmental Services Fund to pay for the purchase. The fogger would be used to offset aerial spraying in areas with more mosquitos when needed. Gillespie moved and Seim seconded to approve PWD Johnson's request to purchase the new fogger as requested. Upon roll call vote, all voted aye. M/C.

Johnson is asking the Council's permission to remove millings on 6th St W west of Wadge Ave S up towards the fair buildings and replace with asphalt. The millings wash out when a heavier rain falls and Johnson would like to have part of the street along the wash out removed and have an asphalt patch put in. There is also an area on 6th St E that needs to be dug out and fixed. He would also like to fix holes on 4th S E along the railroads tracks by Polar. Bell moved and Skjerven second to approve Johnson's request to have an asphalt company remove and repair the areas discussed up to \$15,000. Upon roll call vote, all voted aye. M/C.

Auditor & Assessor Reports: Thompson presented this month's bills and financial reports to the Council. Bell 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.

General Fund & Municipal Utilities:

38998	Postmaster	374.98
99	Animal Elskan Inn, LLC	350.00
39000	Border States Electric Supply	1,794.02
1	Grand Forks Utility Billing	260.00
2	CNH Industrial Accounts	120.52
3	Consolidated Waste, LTD.	21,708.75
4	Farmers Union Service Assoc	37,989.76
5	Jim's Super Valu	117.62
6	KLJ	2,790.00
7	Montana Dakota Utilities	329.60
8	ND One Call Inc.	77.35
9	ND Rural Water Systems Assoc	265.00
39010	ND Sewage Pump Lift Station	28,009.08
11	Northdale Oil, Inc	678.24
12	North Star Coop	1,774.70
13	Park River Hardware	408.16
14	Polar Communications	1,315.58
15	PR Park District	1,656.92
16	Quill Corporation	660.51
17	Samson Electric LTD	40.01
18	Simmons Multimedia USA	226.00
19	Team Laboratory Chemical Corp	5,720.00
39020	Titan Machinery	3,351.65
21	TRANSCRIPT PUBLISHING	600.00
22	US Bank Equipment Finance	229.67
23	USA BLUE BOOK	70.34
24	Water Treatment Fund	13,418.13
25	Walsh County Auditor	14,591.16
26	Walsh County Press	674.28
27	WC Three Rivers Soil Cons Dist	735.00
28	Verizon Wireless	112.48
10079-101	Salaries	29,042.95
AW	US Treasury	9,016.89
AW	Bike Path Fund	3,500.00
AW	BC/BS of North Dakota	12,577.20
AW	Colonial Life	303.23
AW	NDPERS	12.02
AW	NDPERS	800.00
AW	NDPERS	800.00
AW	NDPERS	4,895.63
AW	Electric Repair & Replacement	8,000.00
AW	Sewer Repair & Replacement	3,700.00
AW	Wat & Sew Imprv Dist #2016-1	9,490.00
AW	Water System Repair & Replace	9,950.00
AW	Water Tower Fund	16,145.00
AW	First United Bank	22.45
AW	NMPA	121,301.59
AW	PSN	54.95
AW	Electric Repair & Replacement	8,000.00
AW	Sewer Repair & Replacement	3,700.00
AW	Wat & Sew Imprv Dist #2016-1	9,490.00
AW	Water System Repair & Replace	9,950.00
AW	Water Tower Fund	16,145.00

Finance and Audit Committee members Gillespie and Bell along with City Administration Thompson and Berg met with Rachel Almen of HMR CPAs to go over the 2021 City Audit. All departments end of year financial statements were reviewed and some suggestions made to help City

Administration streamline reporting procedures. The 2022 audit date will start on October 7th with completion by the end of the year. Bell mentioned in talking with other cities they are behind in their audits like Park River as many companies have staff shortages as well. Gillespie thanked Thompson and Berg for the job they do for the City. Bell moved and Gillespie seconded to approve the 2021 audit upon recommendation of the Finance and Audit Committee. Upon roll call vote, all voted aye. M/C.

Berg mentioned she attended the WC Board of Equalization meeting last Tuesday in Grafton. Matt Byron appeared and agreed to allow WC Tax Director Ed Sevigny and City Assessor Berg to view his property for assessment purposes.

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

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JULY 8, 2024 AT 5:30 PM.

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, July 8, 2024 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, Cory Seim, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson, Assistant Deputy Auditor Amanda Pickar and Assessor/Deputy Auditor Ann Berg. Absent: Kyle Halvorson. Others: Ashley Seim-PR Park Board, Nina Hollingsworth, Jess Johnson and Amy Guderjohn of FCHC, Allison Olimb-WC Press, Laura Alkofer, Bruce Ellingson, Joel Hylden, Josh Anderson and Jon Markussen.

Additions and Changes to Agenda: Add the following under old business: #3 Speed Sign Request.

Comments and Questions from Citizens: Amy Guderjohn and Jess Johnson from FCHC Senior Life Solutions department presented information on the services they provide to the local community. The services include therapy programs for individuals and families, medication education and management, which help individuals 65 and older experiencing depression or anxiety associated with aging and other life changes.

Jon Markussen representing the Sandwood North homeowners appeared and is asking the City to contribute funds to chip seal the road from County Rd 12 to the golf course. In 2018 the City contributed funds toward a similar project. The current project will cover approximately 3,800 square yards with an estimated cost of \$7,700 and they are asking for \$1,000 from the City. They are also asking if they could add on to the City's chip seal project. Slaamod informed Markussen a cost share contract between the City and Sandwood North would need to be completed. PWD Johnson was asked if the additional yards could be added to the City project and he felt it was a viable option as the project start in August.

Bruce Ellingson is asking the Council to change Ordinance 3. Section 3 regarding to the length of time and the number of goats and sheep which can be used for commercial purpose. Ellingson would like to see the number raised from a maximum of four to eight to ten animals. He will write up a plan and submit it to the Council. Guderjohn and Johnson of FCHC and Ellingson left at 5:43 pm.

Approval of Minutes: Seim moved and Bell seconded to approve the minutes from the June 10, 2024 regular meeting. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Slaamod presented information on the Parks and Rec sales tax increase petition. Thompson stated the petition with the needed number of verified signatures was turned into her office on June 18, 2024. Slaamod informed the Council they could vote to approve the petition as presented and the sales tax increase would go into effect or the Council could vote to hold a special election 90 days after the petition was turned in and the ½% sales tax increase for the Parks and Rec would be voted on by the citizens residing within Park River city limits. Bell moved and Gillespie seconded to hold a special election and let the residents vote on the ½% sales tax increase for the Park River Park District. Per City Ordinance and the Home Rule Charter a special election will be held 90 days from June 18, 2024. Upon roll call vote, the following voted aye: Gillespie, Skjerven, Kubat and Bell with Seim voting nay and Halvorson was absent. M/C. Thompson will verify that the special election can be held in Park River rather than at the court house in Grafton.

Bell informed those present Laurie Hall Larson contacted her about clarification on the radar speed sign placement. She would like to have the 45-mph radar signs moved from their current areas and move them to the 25-mph sign site. Deputy Hardy explained the signs cannot just be moved as the 45-mph signs are calibrated specifically for 45-mph areas and new signs calibrated for 25-mph would need to be ordered and cost more than the current radar signs. Thompson informed the Council approximately \$10,000 was spent on the two 45-mph radar calibrated signs. The 45-mph radar signs will remain where they are currently setup with no additional radar signs ordered for the 25-mph sites. Hardy reported WC Deputies have been patrolling the area and not many tickets have been issued within City limits rather more tickets have been issued outside of City limits.

City Attorney: City Attorney Slaamod updated the Council on the progress for easements for the electric upgrade to underground main electric lines. All property owners have been contacted. Jarret Leas of KLJ has been working on surveys and legal descriptions.

An issue with the current Ordinance 25 to Regulate Traffic Within The City of Park River Section 10 was discussed. Currently there is a 48-hour parking limit. Vehicle owners have been moving their vehicles as little as 2" rather than moving the vehicles to a different area. There have been issues with campers, trailers and boats becoming fixtures on City streets along with vehicles parked facing the wrong way. Slaamod checked several other City's ordinances and they require vehicles to be moved from 200' up to 1,200' from the previous spot along with restrictions on parking on City streets from October 1st through April 15th to help with snow removal. The issue was sent to the Contracts & Policies Committee.

Slaamod spoke on the property tax exemption application for the future structure from Prairie Timber Wrights owned by Dr. Mark Helgeson. He is asking for a 10-year 100% exemption, which he can since raw timber is considered an ag commodity. Prior to the hearing, a notice to competitors needs to be published by Helgeson notifying Leon's Building Center and North Star Coop that he will be selling rough cut lumber, slabs, firewood, timbers and other wood products. Gillespie moved and Bell seconded to have Helgeson proceed with publishing a notice to competitors in the local newspaper. Upon roll call vote, all voted aye. M/C.

Slaamod went over a sales tax bond ordinance from bond council Scott Wegner for the additional water and sewer infrastructure in Block 1 of Green Acres Addition. The ordinance will need to stay in effect until the bond is paid off.

Bell moved and Kubat seconded to approve the first reading of "**An Ordinance Authorizing The Issuance Of City Of Park River, North Dakota Sales Tax Revenue Bonds For Green Acres Addition Water And Sewer Mains.**" Upon Roll call vote the following voted "Aye": Gillespie, Skjerven, Seim, Kubat and Bell; Voted "Nay": None; Absent: Halvorson. M/C. (The entire ordinance may be obtained at the Auditor's Office or on the City website.)

Committee Reports: *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through June 2024 are down by -2.34% or -\$5,790.56. Kubat moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

PR Airport: Berg reported the runway lighting project is progressing well. She also informed the Council since the airport has not yet completed the paperwork for its own EIN, the FAA will allow the airport to apply under the City's EIN. For proposed airport projects to continue in a timely manner a Flight Inspection will need to be performed. The cost for the flight inspection is covered under an FAA grant but will need to be paid prior to the inspection. The cost is approximately \$22,000. The Airport will ask the Sales Tax Committee for a loan to cover the cost of the Flight

Inspection and will pay the loan after the grant money is received from the FAA.

Bike Path: Bell reported the Bike Path Committee received a cost share grant for up to \$25,000 for tree description signs, holders and to pay for a contractor. Committee member Josh Anderson applied for the grant on short notice to use for buying signs and holders along with payment to Joel Hylden for his services as a master gardener. City Attorney Slaamod cautioned the committee they should have gotten the Council's approval prior to submitting the grant on behalf of the City as they need to approve all funds that are expended by the City and questioned where will the funds come from to pay for the signs, holders and Hylden's services. Slaamod would like to have Hylden provide a copy of his Master Gardeners Certificate to the City prior to signing the grant contract for auditing purposes. The City questioned if this was a one-time grant as trees on Briggs Ave need to be replaced and were told this is a yearly grant. Bell moved and Gillespie seconded to approve paying for the signs and holders from the Municipal Utility account and pay for contracted services to Hylden upon a signed contract and proof of his certificate. Upon roll call vote, all voted aye. M/C. Hylden and Anderson left at 6:32 pm.

PR Community Club: Thompson reported there will be spots assigned to each food vendor next year as there were issues on how trailers were parked. Received comments that there should have been more seating available and the possibility of setting up a tent in the little park for shade and discussed the possibility of more garbage cans along the parade route. Seim stated there were seven contestants for the rib cookoff which was very well attended.

PR Eco Dev Corp: The loan has been applied for the additional infrastructure in Green Acres Addition.

PR Housing Authority: Gillespie informed the Council that Matt Hell will continue to do the maintenance at the 8-plex.

PR Park District: Ashley Seim reported a contractor inspected the middle pool and informed them the cost to fix the pool would be approximately \$32,000 to fix the leak and another \$50,000 or more to take out and replace the pool liner. A. Seim reported the cost of a new outdoor pool is approximately \$5 million dollars. The installation of the splash pad at the baseball complex is underway. They are waiting for the construction of the building to house the pumps and electricity.

Wards: Kubat questioned when is something going to be done about the cotton blowing from cottonwood trees in the little park. Skjerven was asked about the shrubs located on the south berm of the Askim property. The shrubs obstruct the view from traffic stopped at the Cty Rd 12 and Hwy 17 intersection.

Committees with nothing to report: PR Public Library and Strategic Planning

New Business: None.

Mayor's Comments: Stenvold stated there were many compliments on all aspects of the July festivities and how good the City looked thanks to the hard work of everyone from the City workers to the property owners.

Mayor Stenvold appointed the following people to serve on the 2024-2026 Committees. Seim moved and Bell seconded to approve the 2024-2026 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 and Derek Pokrzywinski.
Bike Path:	Corri Bell, Mary Jo Olson, Rita Beneda, Ashley Seim, Sara Freeman, Joel Hylden and Josh Anderson.
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 and Dan Stenvold
Special Assessment Commission:	Dr. Mark Helgeson, Rebecca Chyle, Eugene Bossert
WCJDA:	Halvorson

Stenvold appointed Dustin Slaamod of Fleming DuBois and Flemming as the City Attorney. Bell moved and Seim seconded to approve the appointment. Upon roll call vote all voted aye. M/C.

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

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

Public Works: PWD Johnson informed the Council the new fogger has been delivered.

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.

General Fund & Municipal Utilities

39029	Postmaster	373.09
39030	ADAPCO	128.92
31	Animal Elskan Inn, LLC	210.00
32	Border States Electric Supply	17,329.99
33	Grand Forks Utility Billing	52.00
34	Core & Main	974.57
35	Dale's Small Engine Repair LLC	347.97

36	Diamond Vogel, Inc.	1,244.46
37	Don Greicar	6,206.00
38	Electric Repair & Replacement	8,000.00
39	Fleming DuBois & Fleming PLLP	5,042.58
39040	Funded Depreciation	6,500.00
41	General Funded Depreciation	5,000.00
42	Hurttt, Mortenson & Rygh, PTR	6,687.42
43	Jim's Super Valu	57.58
44	Matt Byron	50.00
45	Montana Dakota Utilities	189.01
46	Michael Todd & Company, Inc	1,683.02
47	ND One Call Inc.	31.50
48	NDAAO Secretary/Treasurer	225.00
49	Northdale Oil, Inc	1,455.50
39050	North Star Coop	1,087.45
51	Park River Hardware	365.25
52	Amanda Pickar	97.89
53	Polar Communications	1,010.27
54	PR Community Club	167.35
55	PR Park District	1,390.29
56	Samson Electric LTD	3,815.27
57	Sanitation Products Inc	369.21
58	Sewer Repair & Replacement	3,700.00
59	Team Laboratory Chemical Corp	7,162.50
39060	Van Diest Supply Co	20,040.00
61	Vector Disease Control	3,200.00
62	Verizon Wireless	106.00
63	Wat & Sew Imprv Dist #2016-0	9,490.00
64	Water System Repair & Replace	9,950.00
65	Water Tower Fund	16,145.00
66	Water Treatment Fund	13,683.45
67	Wayne's Variety	68.14
68	Walsh County Auditor	7,789.93
69	WC Record	73.00
39070	Walsh County Sheriff's Dept	500.00
71	Farmers Union Service Assoc	4,764.00
72	Consolidated Waste, LTD.	20,776.75
10102-28	Salaries	31,415.53
10129	Bell, Corrine N	2,216.40
10130	Gillespie, Kenneth W.	2,354.92
10131	Halvorson, Kyle M	2,354.92
10132	Kubat, Dennis J.	2,308.75
10133	Seim, Cory L.	1,847.00
10134	Skjerven, Leah L.	2,401.10
10135	Stenvold, Daniel J	4,248.10
10136-52	Salaries	18,391.24
AW	US Treasury	18,204.69
AW	BC/BS of North Dakota	12,577.20
AW	First United Bank-ACH	22.85
AW	First United Bank-ACH	22.85
AW	First United Bank-UB NSF	127.94
AW	NDPERS	3.70
AW	NDPERS	800.00
AW	NDPERS	800.00
AW	NDPERS	600.00
AW	NDPERS	7,269.81

AW	NMPA	123,356.53
AW	Premium Processing	303.23
AW	PSN	54.95

Special Funds

10222	KLJ	1,917.11
-------	-----	----------

Berg mentioned she has an appointment with Becky Chyle to do an assessment visit on four apartments at the PR Housing Authority 8-plex on Wednesday. A business owner contacted Berg to schedule an assessment visit to his property.

Thompson asked to schedule the Pre-liminary Budget Hearing for Monday, August 5th at 5:30 pm and Council agreed.

Being no further business, Bell moved to adjourn at 6:55 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING, MONDAY, AUGUST 5, 2024 AT 5:30 PM.

Published Subject to the Governing Body's Review and Revision

The City of Park River held a Public Hearing of the Park River City Council on Monday, August 5, 2024 at 5:30 PM.

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

Stenvold stated the purpose of the public hearing was to allow the public a chance to comment on or protest the proposed preliminary 2025 City budget.

City Administration went over the revised 2025 preliminary budget with the Council which showed the General Fund budget request staying at 105.00 mills which will generate \$431,343 in revenue. The increase in revenue is related to the Walsh Grain terminal addition to the tax roll. The additional revenue will be used to offset anticipated increases in the policing budget, fuel in the street and snow removal budgets and overdue repair and maintenance to the city hall auditorium and auditor's office.

The Municipal Airport and Public Library budgets will stay at 4.00 mills which will generate \$16,432 In revenue for each entity.

The Recreation budget will stay at 2.5 mills which will generate \$10,270 in revenue for the Park District.

The specials for the Fire Department budget will stay at \$500.

Bell felt a firm should be hired to assess the city hall auditorium and figure the best layout and use for the building. Discussion included the following suggestions: Filling in the basement and dropping the floor to ground level making the entire building handicap assessable. Bathrooms, a kitchen and storage would be added to the main floor and if necessary, an addition could also be included to provide a space to hold larger community events. By reconfiguring the stage and balcony areas and dropping the ceiling the building would have a better flow and atmosphere. Administration informed the Council there are funds available in the budget to hire a firm to provide an assessment of use for the auditorium. The auditor's office needs new flooring throughout the entire building.

No one was in attendance to comment or protest the 2025 preliminary budget. Bell moved and Kubat seconded to approve the 2025 preliminary budget and not increase the mill levy from 105.00 mills. Upon roll call vote, all voted aye. M/C.

Being no further business, Kubat moved to adjourn at 6:17 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, August 12, 2024 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, Dennis Kubat and Corrine Bell, City Attorney Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson, Assistant Deputy Auditor Amanda Pickar and Assessor/Deputy Auditor Ann Berg. Absent: None. Others: Marcus Lewis-FCHC, Allison Olimb-WC Press, Britta Gravelin, Laura Alkofer, Eugene Bossert, Dennis Larson, Daryl Larson, Gerald Pohanka Ashley Seim-PR Park Board and WC Deputy Hardy.

Additions and Changes to Agenda: Add the following under old business: #6 Green Acres Commercial Lots; Add under City Attorney: Residency Check.

Comments and Questions from Citizens: Daryl Larson reported on the process involved with the berm tree project. Sites for trees are identified, trees are ordered, locations flagged, utility locates scheduled, dig holes, plant and stake trees, water newly planted trees and trim trees 8-10' up from ground so sight lines are not obscured and all new foliage at the base of trees is removed. Bob Larson has been helping with the project this year. Of the 12-16 trees planted every year in the last 10-12 years, 203 have survived. Larson reported several people have pulled out newly planted trees rather than calling and asking for them to be removed. Reason most often given for not wanting trees on their berms is not wanting to mow around them. Larson has been planting several different species of trees to offset the potential for disease to decimate one species of trees in the future. Larson asked if the Council would consider issuing up to a \$50 rebate for property owners who would like to buy a larger/older tree to be planted on their berm. The issue was sent to the Buildings and Grounds Committee for their consideration.

Dennis Larson presented an update from the last NMPA meeting. A study on regional haze has been conducted and they hope the final report will be completed by November. If the final ND plan submitted to the EPA is rejected, they can challenge the ruling. NMPA has been updating and modernizing language in the bylaws. HDR Engineering has been working on putting together a plan for underground lines and are working on a grant to help offset the cost. Larson mentioned NMPA CEO Jasper Schinder would like to speak to the Council and asked if the November or December meeting would be best. Halvorson mentioned there is an EV, electric vehicle, grant available for installing a charging station. Halvorson mentioned should the City of Park River decide not to use the grant they can regrant the grant to another business. A business owner has mentioned they are interested in using the grant to install an EV charging station. Larson or Stenvold will bring it to NMPA's attention to set the grant in motion and to take advantage of the grant. Action was tabled until additional information is received.

Marcus Lewis of FCHC reported 18 sophomores to seniors from across the state attended and job shadowed health care professionals. Alex Skyrud, a nurse practitioner, is at FCHC along with a board-certified psychologist. KLJ is conducting a survey of need/use of FCHC.

Gerald Pohanka asked the Council if there is anything on file with the City to protect property owners from having a daycare located next to their home. Pohanka is all for progress and having health care located in our community but questioned the hospitals need to purchase homes for their use. The issue was forwarded to the Contracts and Policies Committee for review. He also questioned why there is no curb and gutter on the north end of Briggs Ave N and questioned why 50' and 100' lots have the same amount of special assessments. Eugene Bossert, member of the Special Assessment Committee, responded the special assessments are not assessed by lots but rather by parcels.

Approval of Minutes: Skjerven moved and Seim seconded to approve the minutes from the July 8, 2024 regular meeting. Upon roll call vote, all voted aye. M/C. Bell moved and Kubat seconded to approve the minutes from the August 5, 2024 Public Hearing for the Preliminary Budget meeting. Upon roll call vote, all voted aye. M/C.

Unfinished Business: The special election for the proposed Park District ½% sales tax increase will be held on Monday, September 16th from 9:00 am to 7:00 pm in the City Office Community Room. Absentee ballots are available at the City Auditor's Office. One inspector and two judges are needed. Bell moved and Kubat seconded to hold the special election on Monday, September 16th with polls open from 9:00 am to 7:00 pm for the Park District proposed ½% sales tax increase in the City Office Community Room. Upon roll call vote, all voted aye. M/C. Mayor Stenvold appointed Sherry Greicar as the Election Inspector with Katie Johnson and Bonny Dvorak as Judges with Shelly Hodny as the Alternate. Gillespie moved and Skjerven seconded to approve the appointments of the Election Inspector, Judges and Alternate as listed above. Upon roll call vote, all voted aye. M/C.

Thompson reported Eaton Cooper sent information showing the 756 nodes for the auto read water meters have been shipped. Thompson has contacted Ferguson to find a contractor to install the water meters. PWD Johnson reported approximately 40% of the auto read electric meters have been installed.

Halvorson reported the old security cameras and system need to be upgraded as two of the cameras are not working and finding parts for repairs are hard as the cameras are obsolete. A quote from Polar Communications was reviewed by the Council. With technology changing at a fast rate leasing equipment would cover repairs and replacement should a camera fail rather than having to pay for a new camera if the equipment is purchased. The cost would be \$141.35 per month with an estimated installation cost of \$5,957.24. City administration reported Sales Tax Capital Improvement money could be used for the project. Skjerven moved and Seim seconded to lease the camera and NVR hard drive from Polar Communications and have the equipment installed with funds from the Sales Tax Capital Improvement Fund. Upon roll call vote the following voted aye: Gillespie, Skjerve, Seim and Bell with Halvorson and Kubat abstaining. M/C.

The 48-hour parking ordinance needs to have the Contracts and Policy Committee meet.

Thompson reported Berg and herself discussed and figured preliminary lot prices for the Green Acres Commercial area. Thompson asked the Council to increase the interest by ½% to cover expenses not included in the water and sewer loan such as publication, attorney fees, bond council and city staff wages. The increase would amount to approximately \$4,000 per percent. The lot prices would range from about 20,750 to \$28,700. Halvorson moved and Bell seconded to increase the interest percentage by ½% and the lot prices as presented with the ½% increase. Upon roll call vote, all voted aye. M/C.

City Attorney: City Attorney Slaamod updated the Council on the progress for easements for the electric upgrade to underground main electric lines. All property owners have been contacted. Paperwork has been sent out to property owners' signatures.

Slaamod went over a sales tax bond ordinance for the additional water and sewer infrastructure in Block 1 of Green Acres Addition. The ordinance will need to stay in effect until the bond is paid off.

Bell moved and Kubat seconded to approve the second reading of “**An Ordinance Authorizing The Issuance Of City Of Park River, North Dakota Sales Tax Revenue Bonds For Green Acres Addition Water And Sewer Mains.**” Upon Roll call vote the following voted “Aye”: Gillespie, Skjerven, Seim, Kubat and Bell; Voted “Nay”: None; Absent: None. M/C. (The entire ordinance may be obtained at the Auditor’s Office or on the City website.)

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 is 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 July 2024 are down by -6.32% or - \$17,527.79. Gillespie moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C. The Sales tax Committee approved the following recommendations from the PR Economic Development Corp from Economic Development Funds: Approved \$1,000 to KLJ for an invoice for design water & sewer, \$1,917.11 to KLJ for an invoice for water & sewer, approved \$1,259.92 to KLJ for an invoice for water & sewer extension in Green Acres Addition commercial zone; Approved \$3,500 to Sarah Hultin for the Mural Cost Share in the Mayoral Park; and approved \$5,000 to WC JDA to re-issue a check for the Rea Good NE ND Match Grant. Gillespie moved and Bell seconded to approve all five of the requests from the Economic Development Funds. Upon roll call vote, all voted aye. M/C. The Sales Tax Committee approved from the Capital Improvement Fund a \$22,350 loan to the PR Airport Authority for the FAA Flight Inspection which is reimbursable from the FAA upon completion. Bell moved and Kubat seconded to approve the \$22,350 loan from the Capital Improvement Fund to the PR Airport Authority for the FAA Flight Inspection which is reimbursable from the FAA upon completion. Upon roll call vote, all voted aye. M/C.

Bike Path: Bell reported the dog stations and solar lights have arrived. Information on the signs and holders will be discussed before they are ordered.

PR Community Club: Thompson reported the Cruzin’ Main event went well. The next event is the Trunk or Treat in October.

PR Eco Dev Corp: Olimb and Gravelin reported on the Mayoral Park. With the cost share Mural completed and beautification work done in the Mayoral Park, interest has been regenerated in development of the lots which are owned by the PR Economic Development Corp and the City of Park River between the Wild Magnolias and Dug Out Bar. The area was used for the Cruzin’ Main event and the Lyric Theatre/Public Library book reading. Olimb and Gravelin felt there should be an outline drawn up on who is responsible for the mowing and upkeep of the area. They would like to start on fundraising and a formal design of the space. Slaamod felt the Contracts and Policies Committee should meet and come up with an agreement.

PR Housing Authority: Berg informed the Council she is still waiting for additional information so she can assign a true and full value to the exempt property.

Wards: Skjerven thanked the Public Works Dept. for trimming the shrubs at the Cty Rd 12 and Hwy 17 intersection.

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

New Business: Sem moved and Skjerven seconded to approve the certification of election results. Upon roll call vote, all voted aye. M/C.

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

Halvorson reported on the NMPA meeting he attended. There will be no wholesale rate increase this year. Asked if the City should consider increasing the rate every other year as expenses and wages go up. No decision was made.

The Council discussed issues with younger persons riding electric bikes and not following rules of the road. Slaamod reported it is an equipment violation as they are not street legal vehicles and is an enforcement issue.

Thompson reported a business owner asked about having a handicap parking spot located in the middle of the 400 block. There are spots located on the end of the block. Johnson was asked to order handicap signs for the spots. Bell moved and Seim seconded to place two handicap spots in front of the Senior Citizens Center from 5:00 am to 10 pm. Upon roll call vote, all voted aye. M/C.

Mayor’s Comments: Nothing to report.

Public Works: PWD Johnson informed the Council the chip sealing was completed but the company ran out of supplies. They completed the 2017-2018 streets in the roughest shape and all but three blocks were done.

PWD Johnson was contacted by the ND DOT about a grant for updating the 54 street lights along Hwy 17 to LED along with new wiring. The cost is approximately \$80,000 but there will be no cost to the City. Bell moved and Gillespie seconded to give Johnson permission to enter into a contract with the ND DOT to replace the lights to LED and upgrade the wiring. Upon roll call vote, all voted aye. M/C.

Johnson would like the Council’s permission to spend up to \$5,000 on new Christmas lights. Halvorson moved and Bell seconded to approve spending up to \$5,00 per year for the next two years on new Christmas ornaments. Upon roll call vote, all voted aye. M/C.

Johnson asked for the Council’s permission to purchase a new front mount snow blower to be used as a spare and mounted on the recently purchased IH tractor. One of the older snow blowers had extensive repairs made last year and Johnson wanted to make sure the City was covered should a blower go down. The cost of a new snow blower is about \$23-24,000. City Administration informed the Council there is money in the General Funded Depreciation Fund. Kubat moved and Skjerven seconded to grant Johnson’s request to purchase a new snow blower. Upon roll call vote, all voted aye. M/C.

Auditor & Assessor Reports: Thompson presented this month’s bills and financial reports to the Council. Bell 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.

General Fund & Municipal Utilities

39073	PR Park District	4,500.00
74	Postmaster	402.75
75	Bruce Eikenberry Windows	275.00
76	Grand Forks Utility Billing	143.00
77	Consolidated Waste, LTD.	20,726.75
78	Dale’s Small Engine Repair LLC	398.98
79	Elan Financial Services	486.07

39080	Electric Repair & Replacement	8,000.00
81	Fleming DuBois & Fleming PLLP	1,412.00
82	Funded Depreciation	6,500.00
83	General Funded Depreciation	5,000.00
84	Michael Kilmer Construction	6,979.31
85	Montana Dakota Utilities	203.88
86	ND One Call Inc.	74.35
87	Northdale Oil, Inc	2,046.56
88	North Star Coop	1,008.21
89	Park River Hardware	237.34
39090	PDQ Sanitary Services, Inc	1,250.00
91	Polar Communications	1,014.83
92	PR Park District	3,083.16
93	Samson Electric LTD	288.50
94	Sewer Repair & Replacement	3,700.00
95	Simmons Multimedia USA	62.00
96	Team Laboratory Chemical Corp	1,927.00
97	Nancy Thompson	71.75
98	Vector Disease Control	3,200.00
99	Verizon Wireless	103.84
39100	Wat & Sew Imprv Dist #2016-1	9,490.00
1	Water System Repair & Replace	9,950.00
2	Water Tower Fund	16,145.00
3	Water Treatment Fund	17,283.09
4	Walsh County Auditor	24,324.78
10153-84	Salaries	35,444.60
AW	US Treasury	10,762.82
AW	BC/BS of North Dakota	12,577.20
AW	First United Bank-July ACH Cr for Duplicate Chg	-22.85
AW	First United Bank	22.85
AW	First United Bank-NSF-Util Bill	221.92
AW	First United Bank-NSF-Util Bill	500.00
AW	First United Bank-NSF-Util Bill	518.21
AW	Job Service ND	54.24
AW	ND ST Tax Commissioner	549.46
AW	NDPERS	3.70
AW	NDPERS	600.00
AW	NDPERS	600.00
AW	NDPERS	4,902.98
AW	NMPA	139,538.10
AW	PR Airport Authority	938.32
AW	PR Airport Authority	943.61
AW	PR Airport Authority	1,127.47
AW	PR Public Library	938.32
AW	PR Public Library	943.61
AW	PR Public Library	1,127.47
AW	PSN (Payment Services Network)	54.95
Special Funds		
6397	Border States Electric Supply	22,329.45
6398	Cannon Technologies Inc	87,630.40
6399	Fleming DuBois & Fleming PLLP	160.00
6400	Kinetic Leasing	29,432.00
6401	US Bank	500.00
6402	Zions Bank	124,586.23
Debt Service & Loan Funds		
10223	Sarah Hultin	3,500.00
10224	KLJ	1,259.92
10225	WC JDA	5,000.00

Berg mentioned she has continuing education classes this week in Bismarck which she needs to keep her Assessors certification.

Thompson asked the Council's permission to apply for the WC Self-help Levy and to be used for Christmas ornaments. The grant awarded is about \$1,500 depending on the number of applicants. Seim moved and Halvorson seconded to grant the request to apply for the WC Self-help Levy.

Thompson reminded the Council of the noon Special Meeting on August 19th; of the Final Budget Meeting on September 9th and of the NDLC Fall Conference from September 18th to 20th.

Being no further business, Seim moved to adjourn at 7:19 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor

Published Subject to the Governing Body's Review and Revision

Mayor Dan Stenvold called the meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven and Kyle Halvorson, City Attorney Dustin Slaamod, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Council Members Cory Seim, Dennis Kubat and Corrine Bell and Public Works Director (PWD) Dee Jay Johnson. Others present: Dr. Mark Helgeson and Brad Brummond.

Mayor Stenvold turned the meeting over to City Attorney Slaamod. Slaamod stated the reason for the public hearing was to review the property tax incentive application for Prairie Timber Wrights. Letters were sent to the WC Commission, PR Area School District and Kensington Township with no letters received in protest or in favor from any of the entities. Competitors were identified, notices were published and a public hearing was scheduled. ND CC 40-57.1 defines how the exemption qualifies. It also states, commencement of construction means the building or erecting of any improvements other than site preparation or excavation; so, no permanent construction may proceed prior to approval of the exemption. It was brought to Slaamod's attention that a cement slab was in place on the property. Upon Slaamod's legal opinion, since concrete has been poured, the property tax exemption can not be approved as presented.

Dr. Mark Helgeson, the property owner, realized the application might be denied but the contractors had scheduled the pour and he was not sure when they could reschedule. The slab was poured about two to three weeks ago.

Slaamod recommended Helgeson retain legal representation as there are other avenues open for property tax exemptions on the property and mentioned a PILOT as one option.

Halvorson moved and Skjerven seconded, upon City Attorney's Slaamod's recommendation based on ND CC, to deny the property tax exemption for Prairie Timber Wrights as presented due to permanent structure being installed. Upon roll call vote, all present voted aye. M/C.

Being no further business, Halvorson moved to adjourn at 12:07 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor