

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, January 13, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Stenvold called the meeting to order at 5:30 pm and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Kyle Halvorson Dennis Kubat and Corrine Bell, City Attorney Cole Johnston, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson, Assistant Deputy Auditor Amanda Pickar and Assessor/Deputy Auditor Ann Berg. Absent: Councilmember Cory Seim. Others present: Joseph Fietek, Mike Helt, Kerry A. and Larissa Schmitz, Jay Skorheim, Rachel Lundquist, Eugene Bossert, Patty Dahlen, Andrew Erickson, Daryl Larson, Cindy Staven, Nina Hollingsworth, Waylon Lietz, Jess Johnson, Allison Olimb-WC Press, Ashley Seim, Marcus Lewis-FCHC, Cheri Lothspeich and Lindsey Sveen.

Additions and Changes to Agenda: Add under Unfinished Business Halvorson asked to add #2-Contracts & Policies;

Comments and Questions from Citizens: Mike Helt of First Care Health Center (FCHC) announced FCHC will be participating in the Giving Hearts Day fundraiser on Thursday, February 13<sup>th</sup>. And has matching funds up to \$33,000. FCHC has participated in this event since 2008. They are raising funds for a GE Lunar DEXA system for the radiology department which measures bone density or the thickness or strength of bones. Helt mentioned 78% of donations are \$100 or less so every dollar counts.

Approval of Minutes: Skjerven moved and Bell seconded to approve the minutes from the December 9, 2024 regular meeting with the following change: Change the last sentence under Employee Relations to read uncompensated overtime rather than ~~bonuses for unpaid overtime~~. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Halvorson reported the Employee Relations Committee met on January 6, 2025 and are recommending the following items for consideration: Pay salaried public works employees Dee Jay Johnson and Josh Irvine \$7,000 each for uncompensated overtime in the water treatment plant for 2024. The department was down a couple of employees and the plant treated an additional 60 million gallons of water in 2024. Halvorson moved and Kubat seconded approve a \$7,000 payment each to salaried public works employees Johnson and Irvine for 2024 uncompensated overtime in the water treatment plant. Upon roll call vote, all voted aye. M/C.

The Committee felt rather than paying out a lump sum for uncompensated overtime to salaried public works employees a flat rate should be paid for hours worked in the water treatment plant on Saturdays and Sundays throughout the year. All hours worked over 40 hours on Saturday and Sunday will be paid at \$20.00 per hour to salaried public works employees. Halvorson moved and Kubat seconded to pay out uncompensated overtime for over 40 hours worked at \$20.00 per hour to salaried employees who work Saturdays and Sundays in the water treatment plant. Upon roll call vote, all voted aye. M/C. Thompson announced there are two applicants and interviews will be scheduled.

Halvorson mentioned the Contracts and Policies Committee met on Tuesday, January 7<sup>th</sup> with the Park Board to discuss a lease and a joint powers agreement. Editing needs to be done on the lease and they will meet again to work on the joint powers' agreement. Halvorson mentioned in order to move along the hospital parking solution "he did not see the lease and joint powers agreement as necessary steps to be completed before putting the issue back to the Buildings and Grounds Committee." He wanted the parking lot issue to be put back to the Buildings and Grounds Committee to get their questions answered for a solution as opposed to the sale of the land. Halvorson felt any solution the hospital is looking at is going to need the City's input or some action from the City. The goal here is to get all of the stakeholders involved and get all the questions answered and figure out a solution sooner rather than later. Bell stated this topic was not something the Contracts and Policies Committee discussed and felt this would be a whole other subject. Stenvold asked Gillespie if this was something the Buildings and Grounds Committee could take on? Gillespie said he would have to meet with the people and see but did not think anything had changed but he will investigate it.

City Attorney: Cole Johnston of Fleming, DuBois, & Fleming, PLLP presented an ordinance with the Council for appointed officers.

Bell moved and Skjerven seconded to approve the second reading and final passage of Ordinance 1.c.

**ORDINANCE NO. 22  
AN ORDINANCE PROVIDING FOR THE REMOVAL OF APPOINTIVE OFFICERS**

BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF PARK RIVER, WALSH COUNTY, NORTH DAKOTA, THAT:

- I. Adopting Ordinance 1.c of the City Ordinances of the City of Park River to read as follows:

**ORDINANCE 1.c  
AN ORDINANCE PROVIDING FOR THE REMOVAL OF APPOINTIVE OFFICERS.**

Section 1.

Mayor and/or Council, Upon Approval by Council, May Remove Appointive Officers - Reasons for Removal to be Given

The mayor and/or council may request to remove any officer appointed by the mayor whenever the mayor and/or council is of the opinion that the interests of the City demands such removal. The mayor and/or a member of the council shall report the reasons for such removal to the council at its next regular meeting. Said officer shall be removed upon the approval by a majority vote of the council.

**Effective Date.** This Ordinance shall take effect after its passage, approval, and publication. Dated this 9<sup>th</sup> day of December, 2024.

The governing body of the political subdivision acted on the foregoing resolution of the 9<sup>th</sup> day of December, 2024.

Roll Call Vote: Aye: Gillespie, Skjerven, Halvorson Kubat and Bell. Nay: None. Absent: Council member Seim. Abstain: None.

First Reading: December 9, 2024; Second Reading: January 13, 2025; Published \_\_\_\_\_ 2025.

ATTESTED TO:

By \_\_\_\_\_  
Nancy Thompson, City Coordinator/Auditor

By \_\_\_\_\_  
Daniel J. Stenvold, Mayor

The lagoon tillable farmland lease is up for renewal. Larry Toews Farm (LTF) is the current renter at \$2,505 per year for 21.4 acres. Thompson spoke with Lee Toews of LTF about renewing the lease at the same rate and term. Toews is asking for permission to sublet the land to his son Dustin Toews with the same provisions as outlined in the lease. Skjerven moved and Bell seconded to renew the farm lease with Larry Toews

Farm and allow Dustin Toews to sublet the land from LTF with the same provisions as outlined in the lease. Upon roll call vote, all voted aye. M/C.

**Committee Reports:** *Sales Tax:* Berg informed the Council the Sales Tax year to date collections through December 2024 are down by - 6.49% or -\$32,396.16. This is the largest decrease in the past several years. Halvorson moved and Bell seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C. Berg mentioned online sales tax collections totaled \$49,376.00 in 2024. The Sales Tax Committee met and are recommending payment of the following requests; Bell moved and Skjerven seconded to approve from the Economic Development Fund to pay \$7,500 to the PR Economic Development Corp for 2025 operating capital. Upon roll call vote, all voted aye. M/C. Halvorson moved and Kubat seconded to approve from the Economic Development Fund to pay \$17,423.25 bi-yearly to the Bank of ND for the utility loan in Green Acres Addition. Upon roll call vote, all voted aye. M/C. Bell moved and Kubat seconded to approve from the Economic Development Fund to pay a \$20,000 down payment to Gemmill Custom Homes for the two homes being built in North Star Addition using the SPARKS program. Thompson mentioned the homes to be built meet all the requirements of the protective convenance. Upon roll call vote, all voted aye. M/C.

*Bike Path:* Bell stated a meeting will be held at the end of the month.

*PR Community Club:* The Gala will be held on March 1<sup>st</sup>.

*PR Eco Dev Corp:* The Mayoral Park subcommittee is moving forward and will be reviewing plans submitted by Prairie Architecture. Two new homes will be built in North Star Addition. Some grant funding has been received and the PR EDC will now look for financing so the homes can be built with construction to start in the spring. Lakota and Larimore have both had two homes built and the plans are similar, slab homes about 1,632 square feet with two car attached garages. No sale prices have been determined yet. The homes specs meet the North Star Addition protective convenance.

*PR Park District:* A. Seim mentioned their next meeting is on Monday, January 20th at 5:30 pm.

*Committees with nothing to report:* PR Airport, Buildings & Grounds, Employee Relations, PR Housing Authority, PR Public Library, Ward: and Strategic Planning.

**New Business:** None.

**Mayor's Comments:** Stenvold stated his medicine is no longer working due to stress levels and he "will not quit this job but as of next month I will medically retire myself." Stenvold would like to see Halvorson step into his role as Mayor. There is a process to follow. City Attorney Johnston informed those present if it is a vacancy or absence or disability of the Mayor than the President of the City Council would act in the Mayor's absence and have the powers of the Mayor. If the Mayor decides to vacate the office the vacancy could be filled either through a special election or the Council could fill the vacancy after 15 days. By filling the vacancy, it would be with one of the members of the Council.

**Public Works:** PWD Johnson reported they built three new racks to hold the Christmas lights/decorations. These racks will help keep the decorations from damage. Reported a fire hydrant at the intersection of Railroad Ave W and 7<sup>th</sup> St east was hit and broke at the base. 200,000 gallons of water were lost and with up to two feet of frost replacing the hydrant will have to be done in the summer. The person's insurance company is covering the cost of loss and replacement at 100%. Reported a resident's sewer line was broken when the pipe bursting was done in 2020 but did not show up until now. When the street was dug up the 10" water main had broken through the middle of the resident's sewer pipe and the cost of repair will be a city expense.

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

**General Fund & Municipal Utilities:**

39285	Verizon Wireless	155.88
86	First United Bank	250.00
87	Postmaster	407.22
88	Acme Tools	259.00
89	Banyon Data Systems, Inc	1,490.00
39290	Border States Electric Supply	411.00
91	Butler Machinery Co	938.00
92	Cannon Technologies Inc	18,029.00
93	Grand Forks Utility Billing	52.00
94	CNH Industrial Accounts	451.79
95	Consolidated Waste, LTD.	20,710.75
96	Dale Pecka	825.00
97	Elan Financial Services	55.98
98	Electric Repair & Replacement	8,000.00
99	Fleming DuBois & Fleming PLLP	1,530.00
39300	Funded Depreciation	6,500.00
1	General Funded Depreciation	5,000.00
2	Heartland Gas Co.	111.00
3	Jim's Super Valu	80.83
4	DeeJay Johnson	917.31
5	Kringstad Drain Cleaning	750.00
6	Leon's Building Center, Inc	52.96
7	Lothspeich Cheri	582.00
8	M4 Contracting	900.00
9	Montana Dakota Utilities	1,620.39
39310	Morgan Printing	133.50
11	ND Dept of Environmental Quality	20.39

12	ND One Call Inc.	7.70
13	Northdale Oil, Inc	1,347.44
14	North Star Coop	2,333.01
15	Owen Software Innovations LLC	100.00
16	Park River Hardware	304.22
17	Polar Communications	1,170.88
18	PR Community Club	150.89
19	PR Park District	1,276.55
39320	Quill Corporation	521.58
21	Rainbow Auto Body	666.38
22	Ricard Plumbing & Heating	657.50
23	Sewer Repair & Replacement	3,700.00
24	Swartz Plmb, Heat & Cool	533.00
25	Vanguard Appraisals, Inc	275.00
26	Verizon Wireless	155.91
27	Wat & Sew Imprv Dist #2016-1	9,490.00
28	Water System Repair & Replace	9,950.00
29	Water Tower Fund	16,145.00
39330	Water Treatment Fund	13,069.98
31	Wayne's Variety	125.64
32	Walsh County Auditor	7,764.86
33	Walsh County Highway Dept	5,031.30
34	Walsh County Press	795.48
35	Walsh County Treasurer	3,179.54
10297-337	Salaries	55,666.65
AW	US Treasury	13,441.76
AW	BC/BS of North Dakota	12,577.20
AW	Debt Service Checking	4,000.00
AW	Debt Service Checking	15,576.66
AW	Debt Service Checking	86,300.00
AW	Debt Service MMIS	9,136.00
AW	Debt Service MMIS	9,660.00
AW	Debt Service MMIS	105,803.30
AW	First United Bank	22.55
AW	NDPERS	3.70
AW	NDPERS	600.00
AW	NDPERS	600.00
AW	NDPERS	7,094.92
AW	NMPA	152,894.28
AW	Premium Processing	231.48
AW	PSN (Payment Services Network)	54.95
AW	PR Park District	4,871.70
AW	PR Park District	21,533.06
AW	PR Airport Authority	15,327.23
AW	PR Public Library	15,327.20
AW	PR Public Library	3,272.94
AW	PR Airport Authority	3,272.94
AW	Special Assessment Fund	504.34
<b>Special Funds:</b>		
006425	Border States Electric Supply	16,615.62
6426	Void	0.00
6427	Cannon Technologies Inc	842.40
<b>Debt Service &amp; Bond Fund:</b>		
10237	Bohlman Trenching, LLC	8,942.25
10238	KLJ	2,533.25
10239	PR Economic Development Corp	7,500.00

Thompson mentioned the City received \$125,000 from the Prairie Dog Funds to be used for upgrading infrastructure and the funds will be used in 2025 to upgrade the electrical infrastructure.

Berg reported the ND State Tax Commissioner's office is accepting applications for the \$500 Primary Residence tax credit. Last year the system

was not setup to accept properties setup as trusts, if you were denied the tax credit for this reason in 2024, please contact the ND St Tax Commissioner's office for assistance. All other residents may submit their applications on-line.

Homestead Credit Application for senior citizens & disabled persons have been mailed out by the WC Tax Director's office. The income parameters, after eligible out of pocket medical expenses, have changed from last year from a maximum of \$42,000 to \$70,000 and the percent of savings to a 50% and 100% exemption. Both applications can be found on the ND State Tax Commissioner's website, the WC Tax Director's office ad website or at the Park River City Office & the city website & Facebook page.

Stenvold announced "before I ask for adjournment, um after the February meeting, whoever's the Mayor if it's Kyle or if you want to vote on somebody it was agreed between myself and the owners of Fleming and DuBois law firm that Dusty would come back." "I never fired him I wanted him to take a sabbatical until this hospital thing cooled down but it hasn't so, he can come back, maybe shed some more light on it but I just wanted you to know that he was never fired by me."

Gillespie thanked Stenvold for his many years of service to the Park River community and wished him the best of luck with his issues.

ND CC 40-01-09.01 states that cities shall publish a schedule of Employee Salaries. The following 2025 salaries were approved by the Council at the December 9, 2024 Council meeting; PWD Dee Jay Johnson \$73,131.65, APWD Josh Irvine \$63,860.00, Public Works Staff – Fulltime - Matt Hell \$44,928.00, Parttime-Brandon Mathiason \$22.00 per hour; Administrative Staff – Auditor/City Coordinator Nancy Thompson \$73,846.12; Assessor/Deputy Auditor Ann Berg \$64,473.80, Amanda Pickar \$39,520.00; Janitorial Staff – Katie Johnson \$20.00 per hour and Roger A Johnson \$20.00 per hour.

Being no further business, Bell moved to adjourn at 6:12 PM.

ATTEST:

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

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

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The City of Park River held their regular meeting of the Park River City Council on Monday, February 10, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Stenvold called the meeting to order at 5:31 pm 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 Cole Johnston, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Public Works Director (PWD) Dee Jay Johnson. Others present: Joseph Fietek, Brenda & Keith Nilson, Bruce Heggen, Valery & Loren Gullickson, Julenne & Keith Anderson, Vicky & Darryl Hell, Arlen Simon, Dennis Melland, Charlotte & Harold Myrdal, Eugene Bossert, Nancy & Daryl Larson, Mike Helt, Lindsey Sveen, Ernie Slominski, Carol Pewe, Rita & Chuck Melke, Laura Alkofer, Cindy Staven, Megan Suda, Susan Phelps, Larry Gaarder, Rita & Ron Beneda, Kenny & Gale Beneda, Andrew Erickson, Lori Seim, Marilyn Simon, Nina Hollingsworth, Diana Hahn, Megan Thompson, Lois & Gary Mathiason, Dennis Markuson, Paul & Coleen Simon, Bob Lundquist, Waylon Lietz, Kali Flaten, Kara Ruhland, Deanne & Owen Bakken, Cheri Lothspeich, Audrey & John Blair, Britt Jacobson, Patty Dahlen and Geri Beckman.

Additions and Changes to Agenda: Move X. Unfinished Business under V. Approval of Minutes.

Comments and Questions from Citizens: This time is set aside for members of the public (3 minute maximum) to speak to the City Council on any issue related to the City of Park River; except any quasi-judicial matter subject to a public hearing. Three minutes per person. Harold Myrdal mentioned 120 to 150 patients are seen at the FCHC per day. FCHC conducted a survey several years ago and it showed there is a need for more parking.

Nina Hollingsworth noted she wished she was here to discuss exciting things for giving hearts day but rather she informed those present that First Care Health Center (FCHC) will be pausing the pursuit of USDA Rural Development funding until the parking issue is addressed due to lack of space.

Megan Suda mentioned the parking situation and what her department, speech language services, has to offer and is looking forward to the expansion of space for her department.

Arlen Simon, President of the PR Vol Ambulance Service, informed those present about the lack of space in the ambulance bay when dropping off patients and that 2 new ambulances have been ordered. One ambulance is a 4-wheel drive and will not fit in the ambulance bay resulting in the need for expanding this area. The only alternative for this vehicle is to unload the patient at the main entry violating HIPA rules, unfavorable weather and exposing other patients to trauma victims.

Cheri Lothspeich mentioned parking has not been an issue for her but was when she brought her wheelchair bound dad and had to leave him in the entry, find a parking spot and return to take him in for his appointments. Noted the thousands of dollars saved in mileage for patients.

Approval of Minutes: Bell moved and Halvorson seconded to approve the minutes from the January 13, 2025 regular meeting. Upon roll call vote, all voted aye. M/C.

Unfinished Business: Halvorson wanted to revisit the timeline regarding the FCHC parking issue. Would like to see the Council work to make the community better. Mentioned he spoke with Ashley Seim regarding the several meetings needed to resolve the Park District leases. Look to lease the land north of FCHC for parking. Asked City Attorney Johnston if the land could be sold, leased or donated to FCHC. Johnston reported the land would need to go for sale on sealed bids as the value is over \$2,500., the land could not be donated, the land could be leased if the appropriate easements are in place. Bell asked to wait with a decision until information from the city engineer was received. Halvorson moved to lease the 1.22 acres of land north of FCHC 1.22 acres to FCHC for \$99 for 99 years, having appropriate easements in place, upon receipt of information from the City's engineer AE2S on exact placement of utilities. Halvorson rescinded his motion to lease the land and changed the motion to sell the land north of FCHC to FCHC, having appropriate easements in place, receive information from the City's engineer AE2S on exact placement of utilities. Seim seconded the motion. Bell asked if the former Koenig property and the land north of FCHC would need variances to have parking in these areas and was told yes, variances would need to be filed. Skjerven noted harassment of Councilmembers needs to stop. Gillespie asked if a set of prints for the expansion could be provided. He also asked where staging for the project will be and was told west of the proposed parking lot. Halvorson was going to rescind his motion and was informed there is a motion and a second on the table and a vote should be taken. Upon roll call vote the following voted aye: Skjerven; with Halvorson, Seim, Kubat, Bell and Gillespie voting nay. Motion failed. Halvorson moved and Seim seconded to lease the 1.22 acres to FCHC for \$99 for 99 years contingent on repairs, easements and information from City engineer AE2S and a legal description. Upon roll call vote all voted aye. M/C. The public in attendance disrupted the proceedings causing Councilmember Bell to proclaim loudly that the meeting was still in session. Many of the public left leaving the following in attendance: Joseph Fietek, Ashley Seim, Eugene Bossert, Nancy & Daryl Larson, Mike Helt, Andrew Erickson, Diana Hahn, Bob Lundquist, Britt Jacobson and Patty Dahlen.

Public Works: Nothing to report.

Mayor's Comments: Stenvold stated "It's been a privilege and an honor to serve all of you," at different meetings and many hours. "Park River is the best little city in North Dakota." "I am done." Stenvold asked Council President Halvorson to take over his chair.

City Coordinator/Auditor Nancy Thompson stated before Dan leaves the Council needs, as a whole, to make a motion to approve Dan's (the mayors) vacancy and stepping down as Mayor. Bell moved and Skjerven seconded to approve the Mayor's seat vacant as declared by City Coordinator/Auditor Thompson. Upon roll call vote all voted aye. M/C.

At this time Council President Halvorson took the chair and presided over the meeting as acting Mayor. Out going Mayor Stenvold took a seat away from the table with members of the public.

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

**General Fund & Municipal Utilities:**

39336	Postmaster	480.22
37	Void	0.00
38	Catalis PWE	699.60

39	Grand Forks Utility Billing	52.00
39340	CNH Industrial Accounts	2,720.15
41	Consolidated Waste, LTD.	20,688.75
42	Core & Main	510.16
43	Dale Pecka	680.00
44	East Side Garage	959.70
45	Elan Financial Services	66.97
46	Electric Repair & Replacement	8,000.00
47	Fleming DuBois & Fleming PLLP	1,417.72
48	Funded Depreciation	6,500.00
49	General Funded Depreciation	5,000.00
39350	Joel Hylden	7,500.00
51	Michael Kilmer Construction	7,397.49
52	Kringstad Ironworks INC	76.00
53	Lark Signs	9,422.50
54	Leon's Building Center, Inc	577.21
55	M4 Contracting	700.00
56	Montana Dakota Utilities	2,054.68
57	MMUA	7,629.00
58	ND Dept of Environmental Quality	40.78
59	ND One Call Inc.	41.35
39360	Northdale Oil, Inc	2,012.05
61	North Star Coop	2,510.73
62	Park River Hardware	85.83
63	Void	0.00
64	PR Community Club	600.00
65	PR Figure Skaters	25.00
66	Quill Corporation	461.96
67	Riteway Business Forms	162.55
68	Safe T Pull	129.00
69	Sewer Repair & Replacement	3,700.00
39370	Team Laboratory Chemical Corp	1,679.50
71	The J.P Cooke Company	106.96
72	US Bank Equipment Finance	229.79
73	Wat & Sew Imprv Dist #2016-1	9,490.00
74	Water System Repair & Replace	9,950.00
75	Water Tower Fund	16,145.00
76	Water Treatment Fund	12,934.35
77	Wayne's Variety	22.90
78	Walsh County Auditor	16,892.91
79	Walsh County Press	441.48
39380	WC Water Resource District	7,780.26
81	WSI	4,646.91
82	Void	0.00
83	Polar Communications	1,167.56
84	CARDMEMBER SERVICE	20.00
85	Verizon Wireless	208.71
10338-64	Salaries	40,268.20
AW	Us Treasury	11,304.01
AW	2026 Elec Trans & Dist Upgrade	16,615.62
AW	BC/BS of North Dakota	12,577.20
AW	Debt Service MMIS - Savings	36,343.94
AW	First United Bank	22.55
AW	Job Service ND	34.43
AW	ND ST Tax Commissioner	773.63
AW	NDPERS	3.76
AW	NDPERS	600.00
AW	NDPERS	600.00
AW	NDPERS	2,409.40
AW	NMPA	168,283.63

AW	PR Airport Authority	582.96
AW	PR Airport Authority	1,189.26
AW	PR Park District	730.26
AW	PR Park District	1,554.56
AW	PR Public Library	582.96
AW	PR Public Library	1,189.27
AW	Premium Processing	259.90
AW	PSN (Payment Services Network)	54.95
AW	Special Assessment Fund	36.01
AW	2026 Elec Trans & Dist Upgrade	16,615.62
AW	Water ARM 2024	842.40

**Special Funds:**

6428	Cannon Technologies Inc	900.00
6429	T&R Electric Supply Co. Inc	12,764.80
6430	Zions Bank	23,086.25

**Debt Service & Bond Fund:**

10238	KLJ	2,533.25
10239	PR Economic Development Corp	7,500.00
10240	Gemmill Custom Cabinets, LLC	20,000.00
10241	Prairie Center Architecture	2,312.50

City Administration is asking to renew the following CD at 4.05%: Fd 648 Water Tower Fd (1) 7-month \$137,294.28. Bell moved and Skjerven seconded to approve the request from City Administration to renew CDs as presented. Upon roll call vote all voted aye.

Bell moved and Gillespie seconded to approve the Bank of ND Pledge of Securities dated December 31, 2024. Upon roll call vote, all voted aye. M/C.

Thompson informed the Council the delinquency list total as of January 31<sup>st</sup> is over \$60,000 with notices being sent to renters and landlords along with property owners. Public works has been given a list of disconnects. Berg noted the ARM water meters will be installed late February or in March. Thompson noted with the new auto-read meters she will be able to disconnect the delinquent accounts for the office so Public Works will not need to visit each property to disconnect utilities.

City Attorney: Cole Johnston of Fleming, DuBois, & Fleming, PLLP spoke about the Mayor's vacancy as covered in ND CC 40-08-16 stating it is filled by the Council President. A petition for a special election can be turned in to the City Auditor's office.

Larry "Lee" Toews is asking for permission to sublet the land to his son Dustin Toews with the same provisions as outlined in the lease. Skjerven moved and Bell seconded to renew the farm lease with Larry Toews Farm and allow Dustin Toews to sublet the land from LTF with the same provisions as outlined in the lease. Upon roll call vote, all voted aye. M/C.

Johnston noted the lease between the City and the Park District will be ready next month but is waiting for information Thompson is checking on. Johnston noted the Park District can only govern park land they own.

Committee Reports: Sales Tax: Berg informed the Council the Sales Tax year to date collections through January 2025 are up 24.96% or \$12,205.20. Bell moved and Kubat seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. M/C.

The Sales Tax Committee met and are recommending payment of the following request; Bell moved and Skjerven seconded to approve from the Economic Development Fund to pay \$2,312.50 to Prairie Centre Architecture for the town square design. Upon roll call vote, all voted aye. M/C.

Bike Path: Bell stated a meeting will be held at the end of the month, working on a legal description for the bench lease, waiting for proofs from Lark Signs and will be looking into a grant for dog waste stations on the west bike path.

PR Community Club: The Gala will be held on March 1<sup>st</sup>.

PR Eco Dev Corp: Daryl Larson asked if the City could set prices on the Green Acres Commercial lots with MDU included. No bid estimate has been received since last fall. A committee is working on the convenance to provide guidelines for building parameters. Bell moved and Seim seconded to give permission to the PR EDC to move forward with having MDU brought into the commercial lots. Mike Helt left at 7:03 PM.

PR Housing Authority: Bell reported the sale on the 8-plex has closed with approximately \$6,172.89 in funds remaining. Steve Rehovsky, Becky Chyle and Derek Pokrzywinski have resigned their seats on the Housing Committee. All Housing Authority documents will be brought to the Auditor's office.

PR Park District: Ashley Seim asked if a meeting date has been set to go over the lease agreement between the City and Park District. Thompson responded she is waiting for a copy of the lease before she contacts members with a meeting date.

PR Public Library: Berg reported the Public Library President Geri Beckman has contacted her about going over the last couple of years financial reports and invoices.

Committees with nothing to report: *PR Airport, Buildings & Grounds, Employee Relations, Wards and Strategic Planning.*

New Business: With Stenvold stepping down as Mayor it leaves his seat open on the Walsh Rural Water System (WRWS) board and the Consolidated Waste LLC board open. PWD Johnson recommended Corri Bell to replace Stenvold on the WRWS board. Seim moved and Gillespie seconded to appoint Bell to the WRWS board. Upon roll call vote, all voted aye. M/C. Seim moved and Bell seconded to appoint Halvorson to the Consolidated Waste LLC board. Upon roll call vote, all voted aye. M/C.

Berg presented an Application For Property Tax Incentives for New or Expanding Business from Danny M. Wells. Berg recommended denying the application mainly because the property address listed on the application did not match the parcel number plus the application was not signed. Bell moved and Seim seconded to deny the application as presented. Upon roll call vote, all voted aye. M/C.

Being no further business, Seim moved to adjourn at 7:25 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor



Published Subject to the Governing Body's Review and Revision

Acting Mayor Kyle Halvorson called the informational meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Dennis Kubat and Corrine Bell, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Council Members Cory Seim. Others: Bob Lundquist.

Halvorson informed those present the purpose for the meeting was to discuss the purchase of a boom truck and received information on a special election.

Halvorson asked Thompson to speak about a special election. Thompson reported a petition has been filed with her on Monday, February 24, 2025 asking for a special election to be held to fill the vacancy of Mayor. Thompson, on Wednesday, February 26, 2025, verified all the information on the petition was valid. Administrative staff Berg and Pickar also verified the information on the petition. The petition had the necessary number of signatures and was turned in before the 4:00 pm deadline making it a valid petition. As per ND CC election timelines, a notice will be published in next week's official City newspaper informing potential candidates of the filing deadline, which is April 8, 2025. Thompson informed the Council the special election for Mayor, as within ND CC election guidelines, will be held on Tuesday, June 10, 2025 from 9:00 am to 7:00 pm in the Community Room of the City Office Building.

PWD Johnson, who has been looking for a boom truck since last year, reported he has found one to purchase. The boom truck is in Watertown, SD and was inspected by Johnson and Dennis Larson. The boom truck is a 2016 model, has 3,000 hours on the lift, has 4-wheel drive, lifts faster, has a double bucket and has a longer reach than the 35-year-old boom truck the PWD currently uses. Johnson informed the price is \$75,000 with additional funds for delivery and other paperwork and is asking Council's permission to purchase the truck. City Administration informed the Council \$50,000 is available in the Electric Fund checking with the remaining \$25,000 in the Electric Fund savings. Kubat moved and Bell seconded to grant Johnson' request to purchase the 2016 boom truck using electric funds from checking and savings to cover the purchase price, delivery costs and paperwork fees. Upon roll call vote, all voted aye. M/C.

Being no further business, Bell moved to adjourn at 5:45 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting 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 10, 2025 at 5:30 PM.

The meeting began with Acting Mayor Halvorson inviting all present to rise for the Pledge of Allegiance.

Acting Mayor Halvorson called the meeting to order and requested a roll call. Berg conducted the roll call, confirming the presence of Council members: Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Corrine Bell. A quorum was established. Also in attendance: City Attorney Cole Johnston, Public Works Director (PWD) Dee Jay Johnson, Assistant Deputy Auditor Amanda Pickar and Assessor/Deputy Auditor Ann Berg. Absent: Coordinator/Auditor Nancy Thompson. Others present: Andrew Erickson, Nina Hollingsworth, Allison Olimb, Mike Helt, Cheri Lothspeich, Nancy & Daryl Larson, Rachel Lundquist, Eugene Bossert, Diana Hahn, Joseph Fietek, Lori Seim, Patty Dahren, Waylon Lietz, Ashley Seim and Lindsey Sveen.

Acting Mayor Halvorson asked for additions or changes to the agenda. Hearing none, the meeting proceeded.

Comments and Questions from Citizens: This time is set aside for members of the public (3 minute maximum) to speak to the City Council on any issue related to the City of Park River; except any quasi-judicial matter subject to a public hearing. **Three minutes per person.**

Michael Helt of First Care Health Center. (FCHC) thanked the council for their unanimous vote in favor of a 99-year lease to (FCHC.) He reported FCHC raised nearly \$95,000 during the Giving Hearts Day campaign for enhancements to their radiology department, including the purchase of an upgraded TURDEXA system. Helt expressed gratitude for the community's support.

Lori Seim of FCHC provided an update on potential health concerns, specifically mentioning measles as the next potential crisis to watch out for. She reported that there were no cases in North Dakota yet but advised the council that FCHC was preparing for it. Seim also reminded everyone that it was colorectal cancer awareness month and mentioned that FCHC could schedule colonoscopies within a week for diagnostic reasons.

Nina Hollingsworth of FCHC echoed Michael Helt's gratitude for the council's support. She reported that building committee meetings had been rescheduled for the current week and progress was continuing with their USDA consultant. Hollingsworth also thanked those who attended the community health needs assessment meetings, emphasizing their importance in driving FCHC's strategic direction and vision.

Approval of Minutes: Skjerven moved and Gillespie seconded to approve the minutes from the February 10, 2025 regular meeting with the following correction; Johnston reported the land would need to go for sale on sealed bids as the value is over \$2,500., the land could not be donated, the land could be leased if the appropriate easements are in place. Upon roll call vote, all voted aye. M/C. Kubat moved and Bell seconded to approve the minutes from the February 25, 2025 special meeting as presented. Upon roll call vote, all voted aye. M/C.

Public Works: PWD Johnson provided several updates on public works matters: The new truck is anticipated to arrive by the week's end, having successfully passed all required inspections. Water meter installations are projected to commence around April 14, starting from the East end of town in the Kensington Addition. Official notifications will be mailed to residents regarding the installations with scheduling options. Patching operations on State Hwy 17 are slated for the end of the week, contingent upon favorable weather conditions. Johnson has solicited recommendations from the Council regarding the potential removal of a damaged tree located south of the post office on Briggs Ave S. Johnson asked Morris Seal Coat for bids on the chip sealing project, with estimates expected by the following week. The LED street lights along Hwy 17 will be installed this fall or next spring.

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

*General Fund & Municipal Utilities:* 39386 Postmaster 406.41 87 Cardmember Services 698.35 88 Grand Forks Utility Billing 5200 89 Consolidated Waste, LTD. 20,649.75 39390 Dale Pecka 300.00 91 Electric Repair & Replacement 8,000.00 92 Fleming DuBois & Fleming PLLP 1,170.00 93 Funded Depreciation 6,500.00 94 General Funded Depreciation 5,000.00 95 Jim's Super Valu 28.21 96 DeeJay Johnson 192.99 97 M4 Contracting 400.00 98 MDU 1,783.88 99 MFOA OF ND 120.00 39400 ND One Call Inc. 82.70 1 Northdale Oil, Inc 1,059.41 2 North Star Coop 1,360.45 3 Park River Hardware 53.95 4 Peterson Motors Co 600.00 5 Polar Communications 1,277.56 6 Sewer Repair & Replacement 3,700.00 7 Stuart C Irby Co 2,703.66 8 Titan Machinery 2,791.62 9 True North Equipment 415.99 39410 US Bank Equipment Finance 229.71 11 Verizon Wireless 207.84 12 Wat & Sew Imprv Dist #2016-1 9,490.00 13 Water System Repair & Replace 9,950.00 14 Water Tower Fund 16,145.00 15 Water Treatment Fund 11,389.95 16 Wayne's Variety 40.98 17 Walsh County Press 387.00 18 Ye Olde Medicine Center 19.89 10365-10386 Salaries 28,006.92 AW US Treasury 8,681.94 AW BC/BS of North Dakota 12,577.20 AW Colonial Life 259.90 AW Debt Service Checking 900.00 AW Debt Service Checking 23,086.25 AW Debt Service Checking 12,764.80 AW Debt Service MMIS 120,453.55 AW First United Bank 22.70 AW First United Bank 25.00 AW Municipal Utilities 6,566.30 AW NDPERS 3.76 AW NDPERS 600.00 AW NDPERS 600.00 AW NDPERS 2,395.54 AW NDPERS 4,846.63 AW NMPA 152,641.70 AW Peterson Motors Co 75,150.00 AW PR Airport Authority 589.58 AW PR Airport Authority 4,125.41 AW PR Park District 1,572.22 AW PR Park District 2,580.29 AW PR Public Library 589.58 AW PR Public Library 4,128.36 AW PSN 54.95 AW Sales Tax Fund 11,848.54 AW Special Assessment Fund 124.14

*Special Funds:* 10242 First Care Health Center 249,592.19

*Debt Service & Bond Fund:* 6431 Cannon Technologies Inc 1,800.00 6432 Border States Electric Supply 2,902.22

Berg presented information to the Council on the BCBS of ND health insurance increase. The increase for health, dental and vision this year is 6% which will result in a yearly increase to the city's cost portion of about \$13,100. Berg also reported the City participates in the state wide small group grandfathered plan which is for employers with under 50 employees. Most plans for employers with 50 or more employees increased between 18 to 20%. Berg noted there is a change in coverage which allows for domestic partners to be covered under the City plan. The Council felt they would not allow this at this time as none of the employees who qualify have asked to be covered under this provision. Gillespie moved and Bell seconded to have the City cover the increase of each plan of the City's portion. Upon roll call vote, all voted aye. M/C.

City Attorney: Nothing to report.

Unfinished Business: None.

Committee Reports: *Sales Tax:* Berg reported that sales tax revenue was up \$16,985.57 year-to-date, a 16.03% increase. She provided fund balances for economic development \$417,092.98, capital improvement \$510,713.75, and interest \$72.70, totaling \$927,879.43. Seim moved and Bell seconded to approve the sales tax report into record. Upon roll call vote, all voted aye. Berg mentioned Thompson and

herself were reviewing interest earned on the sales tax funds which are currently in checking earning .05% and possibly moving the funds into a money market account or into CDs. They will present information at next month's meeting.

*PR Airport:* Berg reported closeout paperwork for two projects are in the works.

*Bike Path:* Bell stated the tree ID signs have been ordered for the bike path. An Arbor Day Walk is scheduled for June 7, which would include a tree planting and speakers. A bench for the West Path is still in the works.

*PR Community Club:* The Gala was held on March 1st and almost 100 people attended. The Family Dance is this weekend with 140 people signed up to attend. The Spring Event will be held on Saturday, April 15th at the Lyric Theatre. Donations are being sought to purchase bikes and other prizes. The first Farmers Market will be held the Thursday after the July 4th weekend. The Bike Across America event will be August 7th and 8th in Park River. July 4th festivities being planned are a street dance featuring 32 Below, bouncy houses, rib cookoff, balloon animals, music in the park along with other events. A cornhole tournament has not been ruled out.

*PR Eco Dev Corp:* Allison Olimb mentioned they are still moving forward with the construction of two new homes in North Star Addition along with the Mayoral Park plans and development.  
Eugene Bossert left at 6:01 pm.

*PR Housing Authority:* It was noted that the Park River Housing Authority committee could possibly be removed from the agenda in the future. Fietek asked if the remaining funds and documents had been turned over to the City. Berg responded no funds or documents had been brought to the City office.

*PR Park District:* Ashley Seim reported on a successful fishing derby at Homme Dam, with 82 children taking part in the event. Their next meeting is scheduled for Monday, March 17th at 5:30 pm.

*PR Public Library:* Berg reported she and Public Library President Geri Beckman had reviewed the library's financials. The library is looking for fundraising ideas and ways to increase community awareness of their services.

*Wards:* Seim reported a complaint about lawnmowers lined up along Maple St and questioned its zoning status. Bell reported there was also a complaint about semi-trucks using side streets, potentially damaging newly paved roads. It was decided to refer the truck route, load limits, weight restrictions and semis on side streets issues to the Streets and Utilities Committee.

*Committees with nothing to report: Buildings & Grounds, Employee Relations, and Strategic Planning.*

New Business: Seim introduced and moved and Skjerven seconded the following Resolution:

**WHEREAS**, the City of Park River is a member of the Northern Municipal Power Agency (NMPA) 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, 2026. Upon roll call vote, all voted aye. M/C.

Kubat introduced and moved and Bell seconded the following Resolution:

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

**NOW, THEREFORE BE IT HEREBY RESOLVED**, that Dee Jay Johnson is hereby appointed to represent the City of Park River on the Advisory Council of NMPA through April 30, 2026. Upon roll call vote, all voted aye. M/C.

With Dan Stenvold stepping down as Mayor, an alternate spot opened on NDAMPS. Seim moved and Bell seconded to appoint Dennis Larson as the representative to the North Dakota Association of Municipal Power Systems (NDAMPS.) Upon roll call vote, all voted aye. M/C.  
Bell moved and Kubat seconded to appoint Dee Jay Johnson as the alternate to the North Dakota Association of Municipal Power Systems (NDAMPS.) Upon roll call vote, all voted aye. M/C.

Dennis Larson provided an update on NMPA matters: HDR Engineering was exploring grant opportunities, including a BRICK grant and a North Dakota Transportation Authority grant. An application from Star Energy was expected for setting up an interconnect policy for large solar generators and wind turbines. MINNKOTA contract negotiations were ongoing. An 8.3% electrical rate increase will be going into effect in April. Local rates are being looked at an information will be provided at next month's meeting. Upcoming meetings were announced: Regular NMPA meeting on March 26, MINNKOTA annual meeting on April 3-4, and NMPA annual meeting on May 20-21.

Berg reported Barb Ferguson will be covering the office next Wednesday and Thursday while staff is attending the NDLC spring conference.

Being no further business, Seim moved to adjourn at 6:15 pm.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting 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 14, 2025 at 5:31 PM.

The meeting began with Acting Mayor Halvorson inviting all present to rise for the Pledge of Allegiance.

Acting Mayor Halvorson called the meeting to order and requested a roll call. Berg conducted the roll call, confirming the presence of Council members: Ken Gillespie-by phone, Leah Skjerven, Cory Seim-by phone, Dennis Kubat-by phone and Corrine Bell. A quorum was established. Also in attendance: City Attorney Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Joseph Fietek, Waylon Lietz, Andrew Erickson, Marcus Lewis, Allison Olimb, Daryl Larson, Lindsey Sveen, Dennis Larson, Patty Dahren, Ashley Seim, Megan Flom, Nina Hollingsworth, Lori Seim, Eugene Bossert and Martha Anderson.

Acting Mayor Halvorson asked for additions or changes to the agenda. City Attorney Slaamod requested to move the First Care Health Center lease discussion before the Park Board lease discussion.

Comments and Questions from Citizens: This time is set aside for members of the public (3 minute maximum) to speak to the City Council on any issue related to the City of Park River; except any quasi-judicial matter subject to a public hearing. **Three minutes per person.**

Marcus Lewis from First Care Health Center provided the following updates: Briggs Beginnings received a \$30,000 Growing Future grant. They are meeting childcare needs and will be full this summer with a waiting list. They received no deficiencies in their sleep study accreditation recertification. They are celebrating Occupational Therapy month and have made changes to the therapy department. FCHC has partnered with Bio Girls since 2020, a self-esteem building program for girls grades 2-6 and they will be holding a 5K run/walk with Bio Girls on May 3rd at 8 am.

Daryl Larson brought several items to the Council's attention. A Forestry Grant request which is a federal grant for tree planting and maintenance. He is requesting 50 trees to be planted in parks and along City berms. The estimated cost is around \$17,000-\$18,000. The City would pay upfront and be reimbursed. Halvorson added the Forestry tree grant to the agenda under New Business.

Larson relayed information on Green Acres commercial lot prices. The committee from the Park River Economic Development Corp met to determine new lot prices and increased them by about \$3,000 per lot. Front lots will help pay for the back road. There will be no special assessments on these lots. They are still waiting on final numbers from MDU.

Larson also brought up concerns about shipping containers being used for storage in residential areas and suggested the council consider regulations. This issue was referred to the Contracts & Policies Committee.

He also mentioned issues with large vehicles making Main Street difficult to navigate and suggested changing the angle of diagonal parking. This issue was referred to the Street & Utilities Committee.

Andy Erickson expressed concerns about animals at large in the community. He has lived in Park River for 13 years and it has always been an issue, primarily cats. He is tired of them getting into garbage and entering his fenced yard. He has also encountered loose dogs in the frisbee golf course area. He requested something be done, suggesting it makes the town look "frumpy." Council members discussed the existing animal control ordinance and the challenges of enforcement. They agreed to put out a reminder on the city app about registering pets and keeping them leashed.

Motion to approve the March 10, 2025 regular meeting minutes made by Gillespie, seconded by Kubat. 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 Skjerven seconded to approve payment of the following bills. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39223 Void 0.00 39419 Bismarck Hotels & Conference Center 654.00 39420 Postmaster 478.59 21 Banyon Data Systems, Inc 865.00 22 Ann E Berg 430.30 23 Border States Electric Supply 1,698.07 24 Bruce Eikenberry Windows 140.00 25 CARDMEMBER SERVICE 1,363.59 26 Grand Forks Utility Billing 52.00 27 CNH Industrial Accounts 1,903.42 28 Consolidated Waste, LTD. 20,649.75 29 East Side Garage 397.00 39430 Electric Repair & Replacement 8,000.00 31 Farmers Union Service Assoc 28,433.66 32 Fleming DuBois & Fleming PLLP 2,700.00 33 Funded Depreciation 6,500.00 34 General Funded Depreciation 5,000.00 35 Ken Gillespie 353.65 39474 John or Angela Moore 150.00 75 KAT & COMPANY 750.00 76 Leon's Building Center, Inc 90.38 77 M4 Contracting 400.00 78 Montana Dakota Utilities 1,191.31 79 MMUA 6,129.00 39480 ND Dept of Environmental Quality 55.34 81 NDLC 500.00 82 Northdale Oil, Inc 999.14 83 North Star Coop 2,050.18 84 ODNEY 1,200.00 85 Polar Communications 1,217.71 86 Postmaster 350.00 87 Quill Corporation 546.33 88 Riteway Business Forms 878.95 89 Samson Electric LTD 96.98 39490 Sewer Repair & Replacement 3,700.00 39491 Stuart C Irby Co 67.80 92 Team Laboratory Chemical Corp 5,018.50 93 US Bank Equipment Finance 252.23 94 Verizon Wireless 52.00 95 Wat & Sew Imprv Dist #2016-1 9,490.00 96 Water System Repair & Replace 9,950.00 97 Water Tower Fund 16,145.00 98 Water Treatment Fund 12,757.80 99 Walsh County Auditor 18,734.74 39500 Walsh County Press 499.08 1 WC Record 100.00 2 WC Three Rivers Soil Cons Dist 1,050.00 3 Walsh Rural Water District 5,250.00 10387-408 Salaries 27,278.40 AW US Treasury 8,516.65 AW BC/BS of North Dakota 12,577.20 AW Colonial Life 259.90 AW Debt Service Checking 26.21 AW Debt Service Checking 2,902.22 AW Debt Service Checking 900.00 AW Debt Service Checking 1,800.00 AW Debt Service MMIS - Savings 500.00 AW First United Bank 22.45 AW General Fund 125,000.00 AW General Fund 152,543.53 AW General Fund 205,415.69 AW Municipal Utilities 29,375.94 AW Municipal Utilities 14,413.60 AW NDPERS 3.76 AW NDPERS 600.00 AW NDPERS 600.00 AW NDPERS 4,847.04 AW NMPA 139,635.32 AW PR Airport Authority 440.73 AW PR Airport Authority 6,662.80 AW PR Park District 1,175.27 AW PR Park District 4,158.12 AW PR Public Library 440.73 AW PR Public Library 6,662.68 AW PSN 54.95 AW Special Funds 199.55

**Special Funds:** AW Bank of North Dakota 17,423.35

**Debt Service & Bond Fund:** 6433 Bank of North Dakota 19,501.04 6434 Bank of North Dakota 14,772.32 6435 First United Bank 47,145.25 6436 T & R Service Company 2,881.58 6437 US Bank 83,038.75 6438 Zions Bank 214,530.00

Thompson presented the financial reports to the Council. Bell moved and Kubat seconded to approve the financial reports into record. Upon roll call vote, all voted aye. M/C.

Berg presented requests to transfer and close the various accounts as follows: Transfer \$45,000 from Street Improvement District 2013-1 (Fund 365) to a CD and transfer remaining \$470.33 to the General Fund. The CD will be used for pay for repairs to 135<sup>th</sup> Ave NE. Transfer \$3,954.46 from Special Assessment Deficiency fund (Fund 245) to General Fund and close the account. Funds in this account are from the sale of Northern Mushroom assets. Transfer \$146,774.26 from Water Improvement District 2020-1 (Fund 645) to Fund 648 Water Tower Revenue Bond Series 2014 for loan repayment. This fund was used for the water and sewer main upgrade. After the project was completed, this project was rolled into the Water Tower 2014 loan refinance. Transfer \$10,545.98 from Electric Upgrade 2020 (Fund 671) to Municipal Utilities Electric Fund (602) and close fund 671. The project was funded by revenue from the Municipal Utilities Electric Fund 602. Bell moved and Seim seconded to approve all account transfers and closures as listed above. Upon roll call vote, all voted aye. M/C.

Berg presented information on renewing the following CDs:

Renew Water Tower Fund 648 CDs of \$75,000 for 6 months and \$125,000 for 12 months totaling \$200,000. Renewing Water System Repair/Replacement Fund 632 CDs of \$50,000 for 6 months \$75,000 for 6 months, and CDs of \$75,000 and \$150,000 for 12 months totaling \$350,000. Renew Municipal Funded Depreciation Fund 630 CD of \$75,000 for 12 months. Renew Water Distribution Fund 601 CD of \$100,000 for 12 months. 6-month CD rate is 4.08% and 12-month rate is 3.86%. Bell moved and Skjerven seconded to approve renewal of the afore listed CDs. Upon roll call vote, all voted aye. M/C.

City Administration is asking permission to transfer funds from Checking, Savings and Money Market bank account into CD's: Fund 648 – Water Tower Funds Debt Service MM \$250,000 total: (1) - 6 Month CD = \$50,000; (1) - 6 Month CD = \$75,000 and (1) - 13 Month CD = \$125,000; Fund 644 – Water & Sewer Imp Dist #2016-1 Debt Service MM \$100,000 total: (1) - 6 Month CD = \$50,000 and (1) - 13 Month CD = \$50,000; Fund 632 – Water System Repair & Replacement Mun Util MM \$100,000 total: (1) - 7 Month CD = \$100,000; Fund 603 Sewer Fund Mun Util MM \$100,000 total: (1) - 7 Month CD = \$100,000; Fund 602 – Electric Funds Mun Util Checking \$100,000 total: (1) - 7 Month CD = \$100,000; Fund 365 - St Improve Dist #2013- 135th Ave NE Debt Service MM \$45,000 total: (1) - 7 Month CD = \$45,000; Fund 363 – St Improve Dist #2018-1 (Mill & Overlay) Debt Service MM \$75,000 total: (1) - 7 Month CD = \$75,000; Fund 362 – St Improve Dist #2020-1 (Hilltop) Debt Service MM \$75,000 total: (1) - 7 Month CD = \$75,000; Fund 361 – St Improve Dist 2020-1 (50 Blocks) Debt Service MM \$50,000; (1) - 7 Month CD = \$50,000. The interest rate is: 7 Month CD 4.08% 13 Month CD 3.86%. Bell moved and Skjerven seconded to approve transfer of the afore listed funds to CDs. Upon roll call vote, all voted aye. M/C.

Thompson provided an update that the 2019 Tahoe police vehicle is up for renewal as part of their 6-year renewal cycle. This was provided as an FYI to the council.

Thompson requested approval for Katie Johnson and Bonnie Dvorak to serve as election workers for the special election on June 10th. Motion made by Gillespie, seconded by Seim, to approve Katie Johnson and Bonn Dvorak as election workers. Upon roll call vote, all voted aye. M/C.

Public Works: Dennis Larson presented two proposals from Star Energy Services. A mobile power portal that Northern Municipal Power Agency will pay for a contract to oversee paperwork and setup for solar panel installations, with fees paid by the city if used. Motion made by Skjerven, seconded by Kubat, to approve signing both Star Energy Services contracts. Upon roll call vote, all voted aye. M/C. Larson also mentioned the Northern Municipal annual meeting on May 21<sup>st</sup> and invited council members to attend if interested.

PWD Johnson announced spring cleanup will start on May 12<sup>th</sup> (Monday after Mother's Day.) Residents need to call the city office by Friday, May 9<sup>th</sup> to be put on the list.

PWD Johnson mentioned installation of the auto-read water meters started today. PWD Johnson received an estimate of \$8,800 to paint the old shop north of the water plant, including 3 coats of paint and labor from Larson Painting. The council discussed the need for the painting due to rust on the roof. Motion made by Bell, seconded by Gillespie, to approve painting the old shop for \$8,800. Upon roll call vote, all voted aye. M/C.

PWD Johnson discussed Johnson Potato's plans to build a new 80'x300' potato storage building. The new building would be constructed over existing water and sewer lines. Johnson Potato is requesting the city to consider cost-sharing for sleeving the sewer line and potentially removing the water line. The council decided to table the discussion for further consideration.

PWD Johnson presented the annual aerial spraying agreement for vector control for the mayor's signature.

City Attorney: Dustin Slaamod reported on the ongoing negotiations for the First Care Health Center land lease. He received written commentary from the hospital's legal representative Megan Flom. There were suggested changes to the draft lease agreement. He mentioned that he is awaiting additional information from the city engineer regarding weight limits and suggested language for the lease. The council agreed to send the matter back to the Contracts and Policies Committee for further review.

Slaamod presented the final version of the Park District lease agreement, which includes a 5-year term with automatic renewal for another 5 years if not terminated; a \$3,000 utility credit; insurance coverage requirements outlined in Section 10; and exclusion of a 1.22-acre parcel for the hospital lease. Motion by Gillespie and seconded by Seim to approve the Park District lease agreement draft for submission to the Park Board. Upon roll call vote, all voted aye. M/C.

Slaamod then requested approval to submit a notice to quit/vacate for the 1.22-acre parcel to be leased to the hospital. Motion by Bell and seconded by Skjerven to approve Slaamod's issuing a notice to the Park District as requested. Upon roll call vote, all voted aye. M/C.

Unfinished Business: PWD Johnson provided an update on the smart meter installation progress. Electric auto-read meter installation is about 70% complete. Residents who have not scheduled their water auto-read installation will receive a final notice. Approximately 50% of residents have called in and scheduled appointments and VEPO will be here seven to eight weeks providing water meter installation. Thompson mentioned once all scheduled meter installs are completed property owners who have not called in for an appointment will be charged \$50 per month per meter as per city ordinance. She also informed the council the new auto disconnect for electric meters has been used by the office to shut off electricity to delinquent utility customers.

The council discussed the proposed lot prices for the Green Acres Addition. However, due to concerns about electrical installation costs, the matter was deferred back to the Economic Development Committee for further review. The council also discussed covenant item #11, which requires construction to be completed within 2 years of lot purchase. This item was sent to the city attorney for legal review. Dennis Larson noted there is no electrical service to the south side of the commercial lots which would increase the cost.

Committee Reports: Sales Tax: Berg reported that sales tax revenue was up \$10,172.70 year-to-date, a 7.41% increase. She provided fund balances for economic development \$424,921.82, capital improvement \$518,542.60 and interest \$117.38, totaling \$943,581.80. Bell moved and Skjerven seconded to approve the sales tax report into record. Upon roll call vote, all voted aye.

The Sales Tax Committee recommended approval and renewing the following items:  
Economic Development (2) 6-month CDs for \$50,000 each and (1) 12-month CD for \$100,000 and Capital Improvement (2) 6-month CDs for \$50,000 each and (1) 12-month CD for \$100,000. Upon roll call vote, all voted aye. M/C.

Recommendation to approve payment of \$5,683.75 from Economic Development Fund to Prairie Architecture for Mayoral Park design work. Motion by Bell and seconded by Gillespie to approve payment to Prairie Architecture. Upon roll call vote, all voted aye. M/C.

Recommendation to approve a \$6,000 loan to T.I.F. Fund 367 for loan payment on North Star Addition. Motion by Seim and seconded by Kubat to approve a \$6,000 loan to T.I.F. Fund 367. Upon roll call vote, all voted aye. M/C.

*PR Airport:* Berg reported that the airport engineering proposal committee reviewed proposals from three engineering firms. Additional funding from the FAA is expected, and a meeting with the North Dakota Aeronautics Commission is scheduled for Wednesday.

*Bike Path:* Bell stated Tree label IDs have been ordered. Working on a grant applying for more dog waste stations. Waiting on survey for bench placement along west bike path. Working on entrance sign design, pending cost estimates and NDDOT approval.

*PR Community Club:* Allison Olimb reported on recent and upcoming events: The Spring Extravaganza was held on Saturday, featuring movie showings and prize giveaways of 20 bikes and 24-25 baskets & prizes. Both shows of the movie "Turbo" were sold out. The city-wide rummage sale is scheduled for June 7<sup>th</sup>. Discussion about coordinating responsibilities for the 4th of July celebration was brought up and different entities will meet to set-up an outline. "32 Below" is the band booked for July 3rd Street dance and discussed need for more seating during 4th of July events. The Cornhole tournament still needs volunteers.

*PR Eco Dev Corp:* Allison Olimb mentioned Two spec homes are being marketed with construction expected to start in May on lots 4 & 22 in North Star Addition. The houses fit within existing covenant. Interested buyers should contact the city office. The Mayoral Park project is in the bidding process.

*PR Park District:* Ashley Seim reported the next park board meeting has been rescheduled to Tuesday, April 22<sup>nd</sup> and will be posted in the paper.

*Wards and Mayors Comments:* Skjerven questioned if former Mayor Dan Stenvold's statement in his "Last Minute with The Mayor" in last month's newspaper article was correct when he stated the last special election cost the City more than \$3,000. Thompson responded the cost Stenvold listed was incorrect; the cost was about \$1,200.

*Committees with nothing to report: Buildings & Grounds, Employee Relations, PR Public Library and Strategic Planning.*

New Business: The council discussed the possibility of surveying and parceling out the city's 100-acre property. The survey would create individual parcels for different areas (hospital lease, golf course, ball diamond, etc.) AE2S provided a rough estimate of \$12,000 for the survey. Bell moved to have AE2S survey and parcel out the 100-acres at a cost of \$12,000. The motion died due to lack of a second. The Council decided to send the matter to the Buildings and Grounds Committee for further discussion.

Motion by Skjerven and seconded by Bell to approve the transfer of the American Legion's liquor license to the Legion Coliseum on May 17<sup>th</sup> for the First Care Health Center employee appreciation event and on May 26<sup>th</sup> for the Samdahl graduation party. Upon roll call vote, all voted aye. M/C.

Motion by Seim and second by Bell to approve applying for up to a \$25,000 reimbursable forestry grant for planting 50 tree and tree trimming along berms and in City Parks. Upon roll call vote, all voted aye.

Slaamod, on behalf of the fire department, informed the council they had purchased a house (520 Briggs Ave S) for training purposes. He stated that they would be using it for practice and would notify the public when training exercises are scheduled to avoid causing alarm.

Mayor Halvorson announced that the city office would be closed on Friday, April 18th for Good Friday.

Being no further business, Seim moved to adjourn at 7:15 pm.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting 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 14, 2025, 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 14, 2024. Acting Mayor Kyle Halvorson called the meeting to order with the following present: Council Members Ken Gillespie, Leah Skjerven, Dennis Kubat and Corri Bell. Absent Cory Seim. Present in Council Chambers: City Attorney Dustin Slaamod, City Coordinator/Auditor Nancy Thompson, & City Assessor/Deputy Auditor Ann Berg.

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

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 97% and necessitated minor increases based on comparisons with like properties which sold. 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 2025 assessment role, Berg reported that 7 building permits for construction were issued; there also were 8 unpermitted improvements made to properties; 34 properties were bought/sold; 2 house or commercial properties were demolished; and lot adjustments added to the increase in valuation.

Skjerven moved and Bell seconded to accept the City Assessor's report and adjustments as presented for the year 2025. Upon roll call, all voted aye. M/C.

With no further business, Skjerven moved to adjourn at 5:21 PM.

**ATTEST:**

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

\_\_\_\_\_  
Kyle Halvorson, Acting Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, TUESDAY, APRIL 29, 2025 AT 5:30 PM.

Published Subject to the Governing Body's Review and Revision

Acting Mayor Kyle Halvorson called the special meeting to order and upon roll call the following were present: Council members: Leah Skjerven, with Ken Gillespie, Dennis Kubat and Corrine Bell by phone, City Attorney Dustin Slaamod and Assessor/Deputy Auditor Ann Berg. Absent: Council Members Cory Seim, Public Works Director (PWD) DeeJay Johnson, Coordinator/Auditor Nancy Thompson. Others: None.

Slaamod informed those present the purpose for the meeting was to discuss a request by the PR Park District staff but they resolved the issue themselves and no discussion would take place.

Being no further business, Skjerven moved to adjourn at 5:33 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting 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 12, 2025 at 5:31 PM.

The meeting began with Acting Mayor Halvorson inviting all present to rise for the Pledge of Allegiance.

Acting Mayor Halvorson called the meeting to order and requested a roll call. Berg conducted the roll call, confirming the presence of Council members: Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Corrine Bell. A quorum was established. Also in attendance: City Attorney C/A Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: None. Others present: Eugene Bossert, Lindsey Sveen, Martha Anderson, Sarah Hultin, Katie Skorheim, Nancy & Daryl Larson, Patty Dahren, Ashley Seim, Nina Hollingsworth, Lori Seim, Harold Myrdal, Bob Lundquist, Allison Olimb with Joseph Fietek arriving at 5:45 pm.

Acting Mayor Halvorson asked for additions or changes to the agenda. Hearing none, the meeting proceeded.

Comments and Questions from Citizens: This time is set aside for members of the public (3 minute maximum) to speak to the City Council on any issue related to the City of Park River; except any quasi-judicial matter subject to a public hearing. Three minutes per person.

Nina Hollingsworth provided a brief update on FCHC. She mentioned it was hospital week and expressed gratitude for the staff. She highlighted the recent achievement of their hospital pharmacist, Brittany Jallow, who received the North Dakota Society for Hospital Pharmacists Award for Excellence in Medication Use Safety. Nina emphasized the significant improvements Brittany has made to the in-house pharmacy program since joining in 2017, including the implementation of Omnicell cabinets for medication distribution.

Lori Seim of FCHC distributed flyers to those present regarding the upcoming Daisy Foundation awards for nominating nurses, specifically RNs. She explained that they are in the final stages of preparation and that a more polished flyer will be available when the program is officially launched. Lori noted that it was the last day of National Nurses Week, which runs from May 6th to 12th, ending on Florence Nightingale's birthday.

Katie Skorheim, a physical therapist at FCHC, thanked the community for their support of the Bio Girls program and the 5k event held on May 3rd. She reported that nearly 100 active runners and walkers participated, raising \$1,521 through donations and participation fees. Katie shared positive feedback from the girls, particularly their appreciation for the community's support during the event. She expressed excitement about continuing the program next year and provided her contact number (284-4573) for any feedback or questions regarding the event. Skorheim left at 5:35 pm.

Minutes: Motion to approve the minutes of the April 14, 2025 regular meeting was made by Seim, seconded by Bell. M/C. Motion to approve the minutes of the April 14, 2025 equalization meeting was made by Bell, seconded by Gillespie. M/C. Motion to approve the minutes of the April 29, 2025 special meeting was made by Bell, seconded by Skjerven. M/C.

Public Works: PWD Johnson reported that as of the previous Thursday, 150 residents had not yet scheduled their water meter replacement. He proposed implementing a \$150 installation fee for residents who do not schedule the replacement before the contractor leaves at the end of June. CC/CA Thompson explained that residents have had three notices and opportunities to schedule the installation and emphasized that the city is paying for a contractor to perform these installations. She suggested that the fee would compensate for the additional cost to the city if city staff must perform the installations. Council members discussed the notification process, including letters, Facebook posts, and the Living Local app. They also considered the challenges some residents might face in scheduling the installation. Kubat moved and seconded by Gillespie to implement a \$150 installation fee for water meter replacements not scheduled before the contractor leaves town. Upon roll call vote Kubat, Bell, Gillespie and Skjerven voted aye with Seim voting nay. M/C. CA Slaamod will add the \$150 installation fee to the resolution outlining the \$50 per month cover charge for each electric and water meter not installed.

PWD Johnson presented a bid from Morris Seal Coat for chip sealing at \$2.38 per square yard, noting a 17% increase from the previous year's rate of \$2.05 for the 70,000 square yards. He estimated the total cost would be approximately \$166,000, an increase of about \$25,000 from the previous year. Motion to approve the chip sealing estimate was made by Seim, seconded by Gillespie. M/C. CC/CA Thompson clarified that the funding could come from sales tax capital improvements, general or municipal funded depreciation.

Auditor & Assessor Reports: CC/CA Thompson presented the payments and financial reports. The total payments for the municipal and general fund were \$270,136, which included \$2,200 in deposit refunds. Debt service payments for the month totaled \$35,161.45. Motion to approve the following payments was made by Skjerven, seconded by Kubat. M/C.

**General Fund & Municipal Utilities:** 39504 Postmaster 407.62 5 Ashley Fisher or Cody Wilson 150.00 6 Berger-Weis, Chasity 150.00 7 Garcia, Kayla 150.00 8 Gravelin, Jody or Shane 150.00 9 Ham, Kirk or Vicki 100.00 39510 Hankey, Jana 100.00 11 Hankeyfargo, LLC 150.00 12 Hinrichs, Claire Rene 100.00 13 Johnson, Christian 150.00 14 Mayeshe, Orlin & Ashley 150.00 15 North Star Coop 150.00 16 Otto, Austin or Doris 100.00 17 Toews, DeWayne 150.00 18 Tollefson Estate, Mary Jane 100.00 19 Curt Sarkilahti 200.00 39520 Zak Newton Haselmo 150.00 21 Cardmember Services 1,200.15 22 Grand Forks Utility Billing 52.00 23 CNH Industrial Accounts 653.02 24 Consolidated Waste, LTD. 20,671.75 25 D&E Auto Body Repair 11,629.19 26 Dale Pecka 375.00 27 East Side Garage 100.10 28 Electric Repair & Replacement 8,000.00 29 Farmers Union Service Assoc 3,816.50 39530 Funded Depreciation 6,500.00 31 General Funded Depreciation 5,000.00 32 M4 Contracting 200.00 33 MDU 656.07 34 ND Dept of Environmental Quality 20.39 35 ND One Call Inc. 18.00 36 NMPA 1,312.77 37 Northdale Oil, Inc 1,840.05 38 North Star Coop 2,687.32 39 Park River Hardware 152.98 39540 Polar Communications 1,177.84 41 PR Figure Skaters 100.00 42 Samson Electric LTD 2,885.57 43 Sanitation Products Inc 1,208.30 44 Sewer Repair & Replacement 3,700.00 45 Transcript Publishing 600.00 46 US Bank Equipment Finance 312.67 47 Verizon Wireless 155.91 48 Wat & Sew Imprv Dist #2016-1 9,490.00 49 Water System Repair & Replace 9,950.00 39550 Water Tower Fund 16,145.00 51 Water Treatment Fund 12,468.39 52 Walsh County Auditor 10,348.63 53 Walsh County Press 617.10 54 Walsh Rural Water District 2,333.00 10409-29 Salaries 28,205.34 AW US Treasury 8,923.16 AW BC/BS of North Dakota 12,577.20 AW Colonial Life 259.90 AW Debt Service MMIS 9,703.19 AW First United Bank-Customer NSF Ck 126.92 AW First United Bank-ACH 22.55 AW Debt Service MMIS 12,880.00 AW NDPERS 3.76 AW NDPERS 600.00 AW NDPERS 600.00 AW NDPERS 4,935.00 AW NMPA 131,558.30 AW PR Airport Authority 419.89 AW PR Airport Authority 561.70 AW PR Park District 337.34 AW PR Park District 1,119.69 AW PR Public Library 419.89 AW PR Public Library 561.69 AW **Debt Service & Bond Funds:** 16.80 AW Water Treatment Fund 529.56 Debt Service & Bond Fund: 6439 Ferguson Waterworks 7,329.82 6440 Rural Dev Finance Corp 27,831.63 **Special Funds:** 10243 Prairie Center Architecture 5,683.75 10244 North Valley Career & Tech 7,500.00

CC/CA Thompson then presented the financial report, highlighting the increase in the cash balance for fund 501 Prairie Dog due to a payment received from the state, bringing the balance to \$399,000. Motion to approve the financial report was made by Bell, seconded by Kubat. M/C.

A/DA Berg presented two abatement requests: Viking Electronics: A/DA Berg recommended approving the abatement for the structure at 408 Tower Street, reducing the value of the structure from \$134,000 to \$0 due to the multi-communication nature of fiber optics. The land would remain taxable, and farmland acreage would be added to the parcel. Motion to approve the Viking Electronics abatement was made by Skjerven, seconded by Bell. M/C. Steve Currie: A/DA Berg recommended approving an abatement for the property at 313 Briggs Avenue South, setting the structure value at \$15,000 instead of the requested \$7,500, due to the remaining value in the slab and exterior structure and upon discussion with Currie who agreed to the \$15,000 structure value. Motion to approve the Steve Currie abatement at \$15,000 for the structure was made by Seim, seconded by Gillespie. M/C.

A/DA Berg also informed the council about a new legislative requirement to send valuation notices to all parcel owners, regardless of the value increasing, decreasing or staying the same. She noted this would significantly increase the workload and will require additional time to process the notices for all 931 parcels.

A/DA Berg presented information on two aerial imaging companies, 95 West Aerial Mapping and EagleView, that Walsh County is considering for updated property imaging. She explained the differences between the two services and their potential benefits for property assessment and other city departments. The estimated cost for 95 West would be about \$13,000 for a three-year contract, while EagleView would be significantly more expensive but offer additional features. The council expressed interest in the concept but requested more information before making a decision.

City Attorney: CA Slaamod presented the farm lease renewals for David Johnson (lagoon area) and Arlen Askim (Green Acres Addition). He noted that the Askim lease had been updated to reflect the reduced acreage (19.03 acres) due to road construction and the Helgeson lot purchase. The arbitration clause was removed from both leases, with any disputes to be settled in district court instead. Motion to approve the Arlen Askim lease was made by Bell, seconded by Gillespie. M/C. Motion to approve the David Johnson lease was made by Bell, seconded by Skjerven. M/C.

Unfinished/Old Business: Acting Mayor Halvorson announced the Contracts and Policies Committee would meet the following day at 5:30 pm to discuss storage/shipping containers, the FCHC land lease, and a written policy on comments from citizens at public meetings.

It was noted the Streets and Utilities committee had not yet met regarding street weight load limits.

It was noted the Buildings and Grounds committee had not yet met to discuss having the 100-acre parcel located on the north side of town surveyed and parceled out.

Committee Reports: *Sales Tax:* A/DA Berg presented the sales tax committee's recommendation to approve a payment of \$7,500 from economic development funds to the North Valley Internship Program. This represents the first year of a three-year commitment. Motion to approve the \$7,500 payment to the North Valley Internship Program was made by Bell, seconded by Gillespie. M/C. A/DA Berg then presented the sales tax collection report, noting that the month's collections were \$31,442.91, bringing the year-to-date total to \$168,720.91, which is up 10.41% from the previous year. She also reported on the fund balances for economic development and capital improvement. Motion to approve the sales tax report was made by Skjerven, seconded by Bell. M/C.

*Bike Path:* CC/CA Thompson clarified that the reimbursable forestry grant was for city trees, not the bike path. She requested a motion to apply for the \$25,000 grant, which would require the city to pay upfront and then be reimbursed. Motion to apply for the \$25,000 reimbursable forestry grant was made by Kubat, seconded by Gillespie. M/C.

*PR Community Club - 4th of July*

Martha Anderson provided updates on recent and upcoming Community Club events, including successful spring movie screenings, the spring rummage sale scheduled for June 7th, and preparations for the farmers market which have organizations claiming all meal events. She also reported on plans for the 4th of July celebration, including securing entertainment and activities such as petting zoo, bouncy houses and rib fest. They are looking at combining Cruzin' Main with Cycling Across America this summer.

The council discussed the formation of a dedicated 4th of July committee to improve coordination between various entities involved in the event. Halvorson and Kubat, as Council representatives and asked if the city office could help when needed on this committee. It was noted the Sons of the Legion may not be cooking burgers this year.

*PR Dev Corp:* Daryl Larson reported on meetings with Tom Gemmill and Lisa Rotvold regarding the construction of two houses in the North Star Addition. He discussed plans for proper setbacks, grading, and the requirement for sidewalks in accordance with city code. Larson also mentioned potential plans to move excess fill to the Green Acres addition. Larson presented a quote of \$19,866.63 he received from Dennis Larson for electrical work in the Green Acres Addition. After discussion, the council decided to use capital improvement funds to cover this cost. Motion to use capital improvement funds to pay for the electrical work in Green Acres addition was made by Bell, seconded by Gillespie. M/C. Lori Seim left at 6:25 pm.

The council also approved updated lot prices for the Green Acres Addition replatted commercial lots. Motion to approve the following lot prices: Lots 8 through 20 at \$28,000, lots 28 through 32 at \$25,500, lot 33 at \$23,500, and lot 27 at \$31,500 was made by Seim, seconded by Bell. M/C.

*PR Park District:* Park Board President Ashley Seim reported on ongoing baseball activities and upcoming tournaments, including the district high school tournament from May 19-21 and the Legion State Tournament from July 31 to August 5. She also requested a meeting with the Contracts and Policies Committee to discuss revisions to the Park District lease.

*Public Library:* Acting Mayor Halvorson reported that a library meeting was scheduled for Friday, May 16, at 9 AM.

*Ward and Mayors Comments:* CC/CA Thompson addressed concerns about nuisance properties, stating that the city has started compiling a list and will follow the established procedure for notifications and enforcement. If letters regarding nuisance properties are not responded to by the owners CA Slaamod will issue legal correspondence to the owners.

*Committees with nothing to report:* Airport, Buildings & Grounds, Contracts & Policies, Employee Relations, Streets & Utilities and Strategic Planning.

#### New Business:

Per NDCC 40-01-09 a motion to designate the Walsh County Press as the official city newspaper was made by Skjerven, seconded by Bell. M/C.

A/DA Berg presented staff concerns about the air quality in the city office building, citing various symptoms experienced by current and former staff and the building's history. She proposed obtaining estimates for air quality testing from two companies in Fargo. Motion to pursue estimates for comprehensive air quality testing from Company #2 was made by Seim, seconded by Gillespie which was amended by Seim and seconded by Bell to test for everything except radon. M/C.

Mayor Halvorson announced that the city office would be closed on Monday, May 26th, in observance of Memorial Day. He also reminded committee members to schedule their meetings.

Being no further business, motion to adjourn was made by Seim at 6:43 pm.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

Published Subject to the Governing Body's Review and Revision

Acting Mayor Kyle Halvorson called the special meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Cory Seim, Corrine Bell with Dennis Kubat-by phone. City Attorney (CA) Dustin Slaamod, Public Works Director (PWD) DeeJay Johnson, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: None. Others: Jay Thompson, Waylon Leitz, Patty Dahlen, Eugene Bossert, Allison Olimb, Nina Hollingsworth, Lindsey Sveen and Marcus Lewis.

CA Slaamod presented a petition for variance from PRASD #8 regarding the Early Learning Center. He recommended the Council table the petition as presented. He will contact Aaron Schramm and let him know the verbiage needs to be changed from boundary and resubmitted. Council approved having CC/CA Thompson on the petition on behalf of the city owned land. Gillespie moved to table and Bell seconded.

CC/CA Thompson presented pay request #1 from Ferguson Waterworks in the amount of \$26,530.00 for the installation of the new auto read water meters. Seim moved and Bell seconded to approve the pay request as presented. Upon roll call vote, all voted aye. M/C.

An estimate of \$1,850.00 was received from City of Park River's engineering firm AE2S to review an engineering report from FCHC engineering firm KLJ. Bell moved and Gillespie seconded to accept the estimate and have AE2S review any (FCHC) parking lot schematics from KLJ. Discussion questioned if soil testing was done, weight limits on bare ground, if geo-testing had been completed by FCHC and who would pay for testing. Weight limits would be part of geo-testing as this is standard practice. Upon roll call vote the following voted aye: Gillespie, Skjerven, Kubat and bell with Seim voting nay. M/C. CA Slaamod was asked to reach out to AE2S.

The Council discussed raising the general liability insurance limit from \$3 million to \$6 million per year. The deadline to increase the limit is the end of May or wait until next year. The Council asked Farmers Union Insurance rep Jay Thompson to provide the current cost and the cost of raising the limit. He stated the premium cost is \$845 for \$3 million and would increase by \$2,333 for a \$6 million dollar limit. Seim moved and Skjerven seconded to approve increasing the general liability insurance limit to \$6 million with the increased premium. Upon roll call vote all voted aye. M/C.

Being no further business, Bell moved to adjourn at 12:28 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

**CITY OF PARK RIVER, NORTH DAKOTA. SPECIAL COUNCIL MEETING, WEDNESDAY, JUNE 4, 2025 AT 12:00 PM.**

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

Acting Mayor Kyle Halvorson called the special meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Corrine Bell with Dennis Kubat-by phone. City Attorney (CA) Dustin Slaamod-by phone. City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: Councilmember Cory Seim, Public Works Director (PWD) DeeJay Johnson. Others: Aaron Schramm and Brad Brummond.

CA Slaamod presented a petition for variance from PRASD #8 regarding the Early Learning Center. He reviewed the petition, found everything in order and is recommending the Council, if they so choose, to have Acting Mayor Halvorson or CC/CA Thompson sign on behalf of the City for City owned parcels #38.0000.12174.000 and 38.0000.12152.010. In addition, the petition is requesting a variance to the set-back requirement by four feet and the nature of use to be used for an early learning center. Bell moved and Skjerven seconded to approve having Acting Mayor Halvorson or CC/CA Thompson sign the petition on behalf of the City of Park River and approve the variance for the set-back and nature of use as requested. Upon roll call vote, all voted aye. M/C.

CA Slaamod informed the Council a Public Hearing would need to be held and the earliest it could be held after official publication in the Walsh County Press would be June 19<sup>th</sup>. The meeting was set for Thursday, June 19, 2025 at 5:30 pm.

Being no further business. Bell moved to adjourn at 12:06 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JUNE 9, 2025 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, June 9, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Acting Mayor Kyle Halvorson called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat, Corri Bell, and Kyle. A quorum was established. City Attorney (CA) Dusting Slaamod, Public Works Director (PWD) Dee Jay Johnson, City Coordinator/City Auditor CC/CA Nancy Thompson, Assistant Deputy Auditor (ADA) Amanda Pickar and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: None. Others present: Linda Meberg, Allison Olimb-WC Press, Michael Helt, Audrey and Joh Blair, Misty Praska, Bruce and Mary Heggen, Kara Ruhland, Kali Flaten, Cindy Staven, Larry Iverson, Jen Kadlec, Diana and Randy Hahn, Joseph Fietek, WC Sheriff Ron Jurgens, Megan Thompson, Lindsey Sveen, Marcus Lewis, John Sveen, Tracy Laaveg, Megan Flom, Patty Dahlen, Amy Guderjohn, Mariah Hall, Waylon Lietz, Markita Novak, Dorothy Novak, Myron "Happy" Seeba, Wally Rygh, William Galloway, Nina Hollingsworth, Josh Stromberg, Laurie and Bob Larson, June Ellingson, Nancy and Daryl Larson, Damon Johnson Eugene Bossert, Jana and David Hankey, Dwight Larson, Debby and Joe Karas, Dennis Markusen, Shannon and Jon Markusen, Paul and Colleen Samson, Dori Carlson Helgeson, Mark Helgeson, Dena Larson, Jess Johnson, Lori Seim, Kathryn O'Leary, Ashley Seim, Cheri Lothspeich, Geri Beckman, Bob Lundquist, Rita and Ronald Beneda, Lori and Larry Gaarder, Marilyn Simon, Gale Beneda, Sheryl and Orville Kjelland, Betty Koenig, and Britt Jacobson.

Additions or Changes to Agenda: John Markusen's discussion on Sandwood chip seal was added as item number 8 under new business. Tracy Laaveg was moved to the top of the list under comments from citizens.

**Comments from Citizens:** Tracy Laaveg provided an update on the WCTU Fountain restoration project. She detailed the project's history since 2021, including challenges in finding contractors and fundraising efforts. The estimated cost decreased from \$300,000 to between half and a third of the original price. Laaveg announced that a 20% down payment had been made to secure Reedhammer Masonry for restoration next summer. The committee plans to continue fundraising, including selling Park River trivia playing cards on July 4th. She also mentioned the possibility of listing the restored fountain on the National Register of Historic Places.

Nina Hollingsworth of FHC presented an economic analysis of First Care Health Center's impact on the local economy.

Dennis Markusen discussed First Care Health Center's expansion project and the need for additional parking.

Cheryl Lothspeich expressed frustration with the city council's handling of the hospital parking lot issue. She criticized the council for creating obstacles and unreasonable demands, such as yearly lease reviews.

Paul Samson raised concerns about the lease agreement for the hospital parking lot. He questioned the lack of just cause provisions in the termination clause and criticized the limitations on the construction staging area.

Myron "Happy" Seeba, commander of Post 147, and Josh Stromberg addressed the council regarding the parceling of the Coliseum land. They requested to be involved in discussions about surveying and parceling the area.

Lori Seim, an employee of First Care, emphasized the hospital's trustworthiness and urged council members to seek out information if they feel they don't have enough to make decisions. Seim stressed the importance of the project for the betterment of the facility and community.

Megan Thompson, a nurse manager at First Care, spoke about the importance of the hospital to the community and its role in attracting and retaining young families. She expressed disappointment with the delays in the hospital expansion project, the no vote on the county jail and the no vote on the Edinburg school expansion.

Approval of Minutes: Motion to approve the May 12, 2025 regular meeting minutes was made by Seim and seconded by Skjerven. Upon roll call vote, all voted aye. M/C. Motion to approve the May 27, 2025 special meeting minutes was made by Bell and seconded by Kubat. Upon roll call vote, all voted aye. M/C. Motion to approve the June 4, 2025 special meeting minutes was made by Bell and seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

Auditor's & Assessor's Report: CC/CA Thompson presented the general fund, municipal utilities and debt service payments. Motion to approve the following payments was made by Kubat and seconded by Bell. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39555 Postmaster 628.25 - 39556 Animal Elskan Inn, LLC 140.00 - 39557 Ann E Berg 89.98 - 39558 Bruce Eikenberry Windows 250.00 - 39559 Grand Forks Utility Billing 254.00 - 39560 CNH Industrial Accounts 3,902.96 - 39561 Consolidated Waste, LTD. 21,813.00 - 39562 Core & Main 342.91 - 39563 Electric Repair & Replacement 8,000.00 - 39564 Funded Depreciation 6,500.00 - 39565 General Funded Depreciation 5,000.00 - 39566 Larson Dayton 8,800.00 - 39567 Lunseth Plumbing & Heating Co. 118.00 - 39568 MDU 315.87 - 39569 ND One Call Inc. 55.05 - 39570 Northdale Oil, Inc 1,002.81 - 39571 North Star Coop 1,468.47 - 39572 Polar Communications 1,177.84 - 39573 Prairie Center Architecture 15.00 - 39574 Samson Electric LTD 1,852.60 - 39575 Sewer Repair & Replacement 3,700.00 - 39576 Wat & Sew Imprv Dist #2016-1 9,490.00 - 39577 Water System Repair & Replace 9,950.00 - 39578 Water Tower Fund 16,145.00 - 39579 Water Treatment Fund 15,393.18 - 39580 Walsh County Auditor 8,239.92 - 39581 WC Record 85.00 - 10430-53 Salaries 30,659.62 - AW US Treasury 9,510.82 - AW BC/BS of North Dakota 13,344.60 - AW Bike Path Fund 3,500.00 - AW Colonial Life 259.90 - AW SID # 2021-1 (50 Bks) 7,103.56 - AW First United Bank-CDs 595,000.00 - AW First United Bank 300,000.00 CDs - AW First United Bank 806.83 NSF UB J.L. - AW First United Bank NSF UB A.S. 489.42 - AW First United Bank ACH 22.85 - AW First United Bank NSF UB L.C. 69.21 - AW Main Street Checks 46.11 - AW NDPERS 3.76 - AW NDPERS 600.00 - AW NDPERS 600.00 - AW NDPERS 4,973.13 - AW NMPA 131,690.77 - AW PR Airport Authority 113.97 - AW PR Airport Authority 506.85 - AW PR Park District 66.16 - AW PR Park District 1,351.58 - AW PR Public Library 113.97 - AW PR Public Library 506.85 - AW PSN 54.95 - AW Special Assessment Fund 3.38 **Debt Service & Bond Funds:** 6441 Ferguson Waterworks #2516 26,530.00 - 6442 Border States Electric Supply 10,083.29 - 6443 Cannon Technologies Inc 3,600.00 - 6444 Ferguson Waterworks #2516 2,655.37 - 6445 Rural Dev Finance Corp 27,831.63.

CC/CA Thompson presented the financial reports for review. Motion to approve the financial reports was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

CC/CA Thompson provided an update on the water auto-read project. The company VEPO Metering has left, and 52 residents did not sign up for water meter changes. A \$50 metering fee will be added to their water bills at the end of June for non-compliance. 20 additional properties require curb shutoffs and will not be charged the fee.

Regarding mold testing, CC/CA Thompson presented a proposal from Legend Technical Services for \$5,000 to conduct comprehensive mold testing in the city office building. A/DA Berg explained the health concerns that prompted this request and the testing that is covered in the contract. Motion to approve the \$5,000 mold testing contract was made by Seim and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

City Attorney: CA Slaamod reported that Askim and Sons are not looking to renew their Green Acres Hay lease contract. The council discussed putting the lease out for bids and finding someone to hay the land in the meantime with Kelly Houser and Donny Porter as names mentioned to do the first cutting. Motion to put the lease back out for bids and find someone to hay the land in the interim was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

CA Slaamod presented the recommended changes to the Park Board lease agreement from the May 21, 2025 Contracts and Policies committee meeting. Changes included extending the notice period for personal property removal from 30 days to 1 year, clarifying facility condition reporting, and addressing easements. Changes were made to Sections 2, 6 and 13 and breaking out the exhibits to A-Current park land; B-Golf Course, Legion Coliseum and 1.22 acres; C-List of Exhibits. Several modifications were made to the lease based on Park Board input. An addition was made to include maintenance of the eastern bike path. Motion to approve Section 4 of the lease with the addition regarding bike path maintenance: Moved by Gillespie, seconded by Skjerven. Upon roll call vote, all voted aye. M/C. Motion to approve the entire Park Board lease agreement with the discussed changes was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

CA Slaamod discussed the ongoing negotiations regarding the First Care Health Center parking lot lease. The hospital is not willing to proceed with further soil testing until the 1-year termination clause is addressed. The council discussed options for amending the termination clause. CA Slaamod read Either party may terminate this lease agreement, for cause, in addition to the material terms delineated further in this agreement, for either abandonment, closure, excessive and repeated damages, public need as defined as any governmental taking under North Dakota law and/or force majeure by written notice delivered to the other no less than one (1) year prior to the date upon which such termination is to become effective. Motion to amend the lease agreement to include "for cause" termination provisions, as noted above, was made by Gillespie and seconded by Bell. Upon roll call vote, all voted aye. M/C. CA Slaamod informed those present the lease agreement will now be forwarded to FCHC Attorney Flom for review.

CA Slaamod and PWD Johnson presented Johnson Farms' request to expand their storage facility, which would involve building over city water and sewer lines. The council discussed the need for more information and cost estimates before making a decision. Motion to reach out to AE2S engineer Jarda Solc for a new task order regarding the sewer and water lines was made by Seim and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

At 6:38 pm eight attendees left the meeting.

Public Works: PWD Johnson reported no updates.

At 6:48 pm two attendees left the meeting. At 6:50 pm five attendees left the meeting. At 6:52 pm five attendees left the meeting.

Unfinished/Old Business: CA Slaamod presented the Resolution to amend Ordinance 30 Section 9 subsections a and b as a recommendation from the Contracts and Policies committee regarding keeping or installing portable storage containers in any zoning designation within city limits. The proposed ordinance would prohibit such containers with some exceptions for (30 days) temporary use for loading and unloading goods for relocation or construction. One existing container located on Parcel #38.0000.12235.000 was grandfathered in. Motion to approve the new ordinance regarding shipping and storage containers was made by Bell and seconded by Skjerven. Upon roll call vote, all voted aye. M/C. (The entire amended Ordinance can be found at the City Auditor's Office or the City website.)

CA Slaamod presented the recommendation to change the weight limit ordinance for city streets from 2 tons total to 6 tons per axle load, with exceptions for delivery and service vehicles. Motion to approve the amended weight limit ordinance was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C. (The entire amended Ordinance can be found at the City Auditor's Office or the City website.)

CC/CA Thompson presented the recommendation to increase electric rates by \$0.0008 per kilowatt for regular use and \$0.004 per kilowatt for off-peak use. Motion to approve the electric rate increases was made by Skjerven and seconded by Kubat. Upon roll call vote, all voted aye. M/C.

The council discussed moving forward with surveying and parceling out the 100 acres of city land at a cost of \$12,000.00 by AE2S. This would provide clear legal descriptions for various city properties, including the golf course, Coliseum, pool, and park areas. Motion to approve the surveying and parceling of the 100 acres at a cost of \$12,000 by AE2S was made by Gillespie and seconded by Bell. Upon roll call vote the following voted aye: Gillespie, Skjerven, Kubat and Bell with Seim voting nay. M/C.

The city attorney provided an update on the ongoing project to update the city's ordinance book, estimating that about 30% of the work had been completed.

Committee Reports: Sales Tax-A/DA Berg presented the sales tax report, noting that collections year-to-date were \$101,873.92, a 1.27% increase from the previous year. The total balance in various funds was reported as \$949,043.28. Motion to approve the sales tax report was made by Bell and seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

Airport: A/DA Berg reported family members of WC Skjerven would like to place a new sign at the airport.

*Bike Path:* Corri Bell provided an update on bike path activities, including the upcoming Arbor Day "Gather and Grow" event scheduled for June 28th. Tree ID signs have been received and will be installed. Plans are in place for additional bike path signage and dog waste stations. The committee is considering adding solar lights along the path. Bell thanked Ron and Rita Beneda for all the work they have done on the bike path not limited to emptying the dog waste stations.

*PR Community Club:* CC/CA Thompson reported the Fourth of July poster is out, and larger posters have been made to display in windows on Main Street to improve visibility of event information.

*PR Dev Corp - Green Acres MDU:* CC/CA Thompson reported the cost for adding MDU services to Green Acres came in at \$53,000. This expense will be covered by the EDC. Motion to approve moving forward with the MDU project, pending city attorney review, was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

*PR Park District:* Regular meeting to be held next Monday, June 16<sup>th</sup>.

*PR Public Library:* It was noted that online library usage has significantly increased, with over 2,000 checkouts in the past year. The board will continue to promote the Public Library.

*Ward and Mayors Comments:* Gillespie raised a safety concern about traffic on County Road 12 near the new day care and suggested adding signage to slow traffic. The council mentioned reaching out to the Walsh County Highway Department.

PWD Johnson confirmed that rock chipping for road maintenance is planned for late July or early August.

**New Business:** Motion to approve the cost of two deputies for the July 3rd Street dance was made by Bell and seconded by Kubat. Upon roll call vote, all voted aye. M/C.

Motion to approve off-premise liquor licenses for July 3rd and 4th events was made by Seim and seconded by Kubat. Upon roll call vote, all voted aye. M/C. Sheriff Ron Jurgens suggested reaching out to WC Health and ask to use the ID scanners which are available free of charge.

Motion to approve street closures for July 1st, 3rd, and 4th events, consistent with previous years, was made by Bell and seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

Motion to approve up to \$1,000 for bagpipers for the July 4th celebration, if needed, was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

The council discussed the renewal of alcoholic beverage licenses for various establishments. Mystic On Mains license was not considered due to non-submission of renewal application and fees and had a past due utility bill. The American Legion had not provided proof of dram shop insurance. The remaining applicants submitted their renewal applications, license fees and were current on their property taxes.

Motion to approve alcoholic beverage licenses for Hillcrest Country Club, PB Properties III LLC, Nickers Holdings LLC, The Club Bar & Lounge Inc, North Star Coop and Linn's Tex-Mex Linette Ramirez was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

Motion to approve the American Legion's alcoholic beverage license pending proof of insurance by June 30th was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

Seim moved and Bel 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 9th day of June, 2025.

Mayor: \_\_\_\_\_

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

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

Motion to approve the transfer of the American Legion's alcoholic beverage license to the Coliseum, pending proof of insurance by June 30<sup>th</sup>, for the following events: 7-3-25 Alumni Banquet; 7-19-25 Brummond/Fraser wedding reception; and 7-24-25 PR Figure Skaters Purse Party was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

Jon Markusen presented a request for the city to participate in the Sandwood North chip seal project. The total project cost is \$16,000, with a request for the city to contribute \$1,000. Motion to approve the city's \$1,000 contribution to the Sandwood North chip seal project was made by Bell and seconded by Skjerven. Motion to approve including Sandwood North's project in the city's chip seal project, with Sandwood North reimbursing the city for their portion, was made by Bell and seconded by Kubat. Upon roll call vote, all voted aye. M/C.

**Scheduled Meeting(s):** Public Hearing for PRASD Early Learning Center on Thursday, June 19<sup>th</sup> at 5:30 pm.

Mayor Kyle Halvorson noted a Contracts and Policies committee meeting may be scheduled to address the geotech provisions for the hospital parking lot lease. If a meeting needs to be scheduled the exact date will be determined after CA Slaamod and FCHC Attorney Megan Flom discuss the lease agreement.

CC/CA Thompson announced that the city office will close at 1 PM on Thursday, June 12<sup>th</sup> for staff to attend training through the ND League of Cities in Grand Forks.

Being no further business, Seim moved to adjourn at 7:39 pm.



ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

Published Subject to the Governing Body's Review and Revision

Acting Mayor Halvorson called the meeting to order at 5:37 pm and upon roll call the following were present: Council members: Ken Gillespie, Cory Seim, and Corrine Bell with Dennis Kubat by phone. City Attorney (CA) Dustin Slaamod, City Coordinator/City (CC/CA) Auditor Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: Council Member Leah Skjerven and Public Works Director (PWD) Dee Jay Johnson. Others present: Aaron Schram.

Acting Mayor Halvorson turned the meeting over to CA Slaamod. Slaamod stated the reason for the public hearing was to review the petition for variance from the Park River Area School District #8 for the Early Learning Center. The petition had the correct number of required signatures from at least 75% of the property owners within 300' of the property located at 601 5<sup>th</sup> St W. The petition is requesting a variance to Ordinance 30 Section 3 Subsection 6 to change the setback requirement on the east side from 12.5' to 10.5' to install a retaining wall. In addition, they are also asking for a variance to Ordinance 30 Section 3 Subsection 2 to operate an Early Learning Center with a daycare in the R-1 zoned property. CA Slaamod noted no objections were submitted by letter or in person and recommended approving the petition for variances to the setback requirements and the permitted uses as outlined above.

Bell moved and Gillespie seconded, upon CA Slaamod's recommendation, to approve the petition for variances to PRASD #8 for the Early Learning Center petition for the variances for non-conforming use as noted above.

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

Being no further business, Seim moved to adjourn at 5:40 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, JUNE 19, 2025 AT 5:40 PM.

Published Subject to the Governing Body's Review and Revision

Acting Mayor Kyle Halvorson called the special meeting to order and upon roll call the following were present: Council members: Ken Gillespie, Cory Seim and Corrine Bell with Dennis Kubat-by phone. City Attorney (CA) Dustin Slaamod, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: Councilmember Leah Skjerven and Public Works Director (PWD) DeeJay Johnson. Others: Aaron Schramm.

Krystal Gire DBA Mystic On Main submitted her renewal application and the correct fee on Tuesday, June 10<sup>th</sup> for her Alcoholic Beverage License. Her utility bill is up to date however; her landlord has not paid the taxes on the property. Council felt Gire could not be held responsible for the unpaid property taxes. Seim moved and Bell seconded to approve the renewal of her license. Upon roll call vote, all voted aye. M/C.

At the Monday, June 9<sup>th</sup> Council meeting electric rates were increased due to a wholesale rate increase. However, an informational sheet given to the Council an extra zero (0) was inadvertently added to the residential and commercial rate increase which was approved as \$.0008 rather than \$.008. Gillespie moved and Seim seconded to approve the rate increase from \$.1205 per kWt to \$.1277 per kWt for commercial and residential metered electricity. Upon roll call vote, all voted aye. M/C.

Being no further business, Bell moved to adjourn at 5:47 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Acting Mayor

Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the special meeting of the city council to order at 5:30 PM on Monday, June 30, 2025. A/DA Berg conducted the roll call, confirming a quorum was established with the following present: Councilmembers Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. Also present: City Attorney (CA) Dustin Slaamod, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg with City Engineer Jarda Solc of AE2S by phone. Others: Bruce and Mary Heggen, Eugene Bossert, First Care Health Center (FCHC) Attorney Megan Flom, John and Audrey Blair, Gayle Beneda, Laurie Larson, Cindy Staven, WC Press-Allison Olimb, Lindsey Sveen, Marcus Lewis, Cheri Lothspeich, Rachel Lundquist, Michael Helt, Nina Hollingsworth, Waylon Lietz, FCHC Engineer Jon Markuson of KLJ and Patty Dahlen.

CC/CA Thompson reminded the council since this was a special meeting, only items on the agenda could be discussed.

CA Slaamod prefaced the discussion by mentioning a meeting held last week with FCHC Attorney Megan Flom, FCHC Engineer Jon Markuson, City of Park River Engineer Jarda Solc of AE2S and himself to review the implications of obtaining a geotechnical report.

Solc, the city engineer, provided an update on the geotechnical information. He explained that the initial discussions were focused on understanding if the utilities underneath the area could withstand a load of 80,000 pounds. Solc stated that he couldn't guarantee this without more information about the soil and pipe conditions. Solc emphasized that typical utilities at that depth usually disperse the load sufficiently, making it less of a concern.

Solc mentioned that a geotechnical report would provide information on groundwater elevation, types of material, and soil compaction. However, he clarified that such a report is primarily used for developing pavement sections and examining the top 2-3 feet of soil, rather than determining specific weight-bearing capacities for underground utilities, as it doesn't address the structural integrity of the pipes.

Solc and CA Slaamod both highlighted that geotechnical reports provide generalities and typically won't guarantee specific load-bearing capacities. They also noted that the sporadic nature of soil sampling (testing a 3-inch bore in a 10,000 square foot area) limits the comprehensiveness of the report.

CA Slaamod mentioned that the hospital was already obtaining a geotechnical report for its expansion to ensure structural integrity for pillars or foundations supporting a 2-3 story building. He emphasized that this report was more relevant for building construction than for a parking lot.

Based on discussions with Solc and Markusen, CA Slaamod concluded that pursuing a geotechnical report would not provide additional useful information for the city's purposes. He suggested removing the paragraph about weight restrictions from the lease agreement, focusing instead on the "if you break it, you buy it" principle for any damage to infrastructure.

CA Slaamod presented the revised FCHC lease agreement for 1.22 acres to the council. He outlined the following key points and changes: Removal of the weight restriction paragraph; Inclusion of both concrete and metal bollards as acceptable options; Permission for the lessee to regrade the leased premises for parking lot construction and access from Code Avenue N, with the lessee responsible for proper drainage; Specific excavation permissions and restrictions; Permission to move trees from the leased premises; Allowance for installing a retaining wall to reduce slope, with drainage responsibilities; Restrictions on storing materials or items on the premises, with exceptions during construction; Adding an indemnification clause to protect the city from claims related to equipment, materials, and potential accidents during construction; Clarification on abandonment and closure conditions in Section 2 and to change Halvorson's title on the signature page.

CA Slaamod confirmed that these changes were agreed upon by the hospital's legal team by asking FCHC Attorney Flom for verification which she gave. He expressed his comfort with the indemnification clauses in place.

Gillespie asked for clarification on whether First Care and their legal team were okay with the contract as presented, which CA Slaamod confirmed earlier with Flom. Gillespie also requested an architectural drawing of the parking lot for review. Markusen from KLJ presented a preliminary drawing of the parking lot layout, explaining the contouring and showing how it would blend with the existing ground levels. Motion made by Skjerven and seconded by Seim to accept the lease agreement with the above presented revisions. Upon roll call vote, all voted aye. M/C

CA Slaamod explained the need for a variance petition due to the current R-1 zoning of the property which is contrary to zoning regulations for a parking lot. He requested a motion from the council to circulate a petition for variance, which would allow for a parking lot on R-1 zoned land and permit the impervious surface area to exceed 35% of the total area as listed in Ordinance 30.

CA Slaamod and Mayor Halvorson planned to circulate the petition to gather required signatures from neighboring properties. The city also owns one of the properties (the ambulance building) that would be included in the petition. Motion made by Gillespie and seconded by Kubat to proceed with the variance petition process as outlined above by CA Slaamod. Upon roll call vote, all voted aye. M/C

Being no further business, Bell moved to adjourn at 5:56 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JULY 14, 2025 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 14, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Cory Seim, Dennis Kubat and Corri Bell. A quorum was established. City Attorney (CA) Dusting Slaamod, City Coordinator/City Auditor CC/CA Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: Public Works Director (PWD) Dee Jay Johnson and Assistant Deputy Auditor (ADA) Amanda Pickar. Others present: Daryl Larson, Ashley Seim, Allison Olimb-WC Press, Jordon Hollingsworth, Lindsey Sveen, Patty Dahlen, Becky Chyle and Levi Johnson.

Additions or Changes to Agenda: Add to City Attorney #6 Purchase agreement for Green Acres lots 8-10 and #7 Green Acres Addition Covenants.

**Comments from Citizens:** Daryl Larson informed the Council the forestry grant the city applied for was declined due to lack of funding.

Approval of Minutes: Motion to approve the June 9, 2025 regular meeting minutes was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C. Motion to approve the June 19, 2025 public hearing minutes was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C. Motion to approve the June 19, 2025 special meeting minutes was made by Gillespie and seconded by Skjerven. Upon roll call vote, all voted aye. M/C. Motion to approve the June 30, 2025 special meeting minutes was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

Auditor's & Assessor's Report: CC/CA Thompson presented the general fund, municipal utilities and debt service payments. Motion to approve the following payments was made by Skjerven and seconded by Gillespie. Upon roll call vote, all voted aye. M/C. **General Fund & Municipal Utilities:** 39582 Verizon Wireless 155.92 - 39583 Postmaster 412.09 - 39584 Acme Tools 269.99 - 39585 Advanced Engineering & 2,587.50 - 39586 Antonson, Terry 100.00 - 39587 Autentico, Jennifer or Lito 150.00 - 39588 Bonny Dvorak 250.00 - 39589 Border States Electric Supply 640.10 - 39590 Budish, Gary 48.31 - 39591 Cardmember Services 621.15 - 39592 CNH Industrial Accounts 800.91 - 39593 Cody Ostle or Sophia Agos 150.00 - 39594 Consolidated Waste, LTD. 20,923.00 - 39595 Diamond Vogel, Inc. 963.54 - 39596 Electric Repair & Replacement 8,000.00 - 39597 Farmers Union Service Assoc 5,653.00 - 39598 Ferguson Waterworks #2516 497.21 - 39599 Voided 0.00 - 39600 Voided 0.00 - 39601 Fleming DuBois & Fleming PLLP 4,630.00 - 39602 Funded Depreciation 6,500.00 - 39603 General Funded Depreciation 5,000.00 - 39604 Grand Forks Utility Billing 52.00 - 39605 Greff, Daniel 100.00 - 39606 Hurtt, Mortenson & Rygh, PTR 7,000.00 - 39607 Katie Johnson 250.00 - 39608 Home Improvement Handyman LLC. 1,360.00 - 39609 Kotaska, Pearl 100.00 - 39610 Kringstad Ironworks INC 14.79 - 39611 Lark Signs 337.50 - 39612 Leon's Building Center, Inc 252.94 - 39613 Lunseth Plumbing & Heating Co. 400.00 - 39614 McGauvran, Renae 150.00 - 39615 Montana Dakota Utilities 192.49 - 39616 MMUA 6,129.00 - 39617 ND Dept of Environmental Quality 20.39 - 39618 ND One Call Inc. 39.40 - 39619 ND Rural Water Systems Assoc 270.00 - 39620 NDAAO 225.00 - 39621 Northdale Oil, Inc 1,900.36 - 39622 Northern Lights Auto Body 3,708.22 - 39623 North Star Coop 4,247.60 - 39624 Opp Construction 3,001.35 - 39625 Park River Hardware 533.80 - 39626 Amanda Pickar 89.11 - 39627 Polar Communications 1,127.63 - 39628 Quill Corporation 286.56 - 39629 Samson Electric LTD 3,536.82 - 39630 Sewer Repair & Replacement 3,700.00 - 39631 Team Laboratory Chemical Corp 9,057.00 - 39632 Unruh, Charles 150.00 - 39633 US Bank Equipment Finance 182.14 - 39634 Verizon Wireless 171.81 - 39635 Wat & Sew Imprv Dist #2016-1 9,490.00 - 39636 Water System Repair & Replace 9,950.00 - 39637 Water Tower Fund 16,145.00 - 39638 Water Treatment Fund 10,924.98 - 39639 Wayne's Variety 50.45 - 39640 Walsh County Auditor 13,217.02 - 39641 Walsh County Press 992.37 - 39642 WC Record 96.80 - 39643 Walsh County Sheriff's Dept 600.00 - 39644 WC Three Rivers Soil Cons Dist 300.00 - 39645 Cardmember Services 841.40 - 10454-78 Salaries 33,104.77 - AW US Treasury 10,152.07 - AW Premium Processing 259.90 - AW BC/BS of North Dakota 13,344.60 - AW First United Bank 22.90 - AW NDPERS 3.76 - AW NDPERS 600.00 - AW NDPERS 600.00 - AW NDPERS 5,144.67 - AW NMPA 137,504.46 - AW PSN (Payment Services Network) 54.95 - **Debt Service & Bond Funds:** 6446 Border States Electric Supply 7,403.88 - 6447 Ferguson Waterworks #2516 47,355.00 - **Special Funds:** 10245 MDU 53,193.00

CC/CA Thompson presented the financial reports for review. Motion to approve the financial reports was made by Kubat and seconded by Gillespie. Upon roll call vote, all voted aye. M/C. The pledge of securities from the Bank of ND as of June 30, 2025 was provided to the council for review.

CC/CA Thompson presented pay request #2 from Ferguson Waterworks in the amount of \$41,130.00 for the installation of the new auto read water meters. Kubat moved and Seim seconded to approve the pay request as presented. Upon roll call vote, all voted aye. M/C.

CC/CA Thompson informed the Council the preliminary budget hearing date and time needs to be set. Upon discussion, Wednesday, August 6<sup>th</sup> at 5:30 pm was set as the meeting date for the preliminary budget.

Thompson and Berg provided an update on the water auto-read project. The company VEPO Metering left, and 44 residents did not sign up for water meter changes. A \$50 per month fee will be added to their water bills starting at the end of June for non-compliance. Sixty-three additional properties scheduled meter replacement but require curb shutoffs, additional plumbing or commercial meters and will not be charged the fee.

Council was informed the mold testing for the City Auditor's Office building has been scheduled for Tuesday, July 22<sup>nd</sup>.

Council was informed the 2023 City audit has been scheduled for August 20<sup>th</sup> and 21<sup>st</sup>.

Skjerven moved and Seim seconded to allow office staff to use Mayor Halvorson's signature stamp for approved official documents and checks. Upon roll call vote, all voted aye. M/C.

A/DA Berg presented information about Walsh County purchasing Eagleview software, which would cost the city of park River \$2,433 per year for three years if the council agrees to a cost share. The software provides comprehensive mapping and measuring capabilities for assessing,

planning, and public works. After discussion, the council decided not to approve the cost share for the software at this time due to concerns about its necessity and cost.

City Attorney: CA Slaamod opened the only bid received for haying the 19.02 acres of alfalfa in Green Acres Addition. David Johnson submitted a bid of \$35.00 per acre for the remaining 2025 haying season and \$70.00 per acre for the 2026-2027-2028 years. Motion to accept David Johnson's bids as presented above with the same parameters in the previous lease was made by Bell and seconded by Gillespie. Council questioned who the city found to make the first cutting prior to July 4<sup>th</sup> and CA Slaamod informed them Kelly Houser took care of haying the 19.02 acres. Upon roll call vote, all voted aye. M/C.

CA Slaamod provided an update on the Johnson Potato Warehouse situation. They no longer need to proceed with a geotech study. Johnson Farms' is looking to expand their storage facility, which would involve building over city water and sewer lines. Levi Johnson of Johnson Farms provided details on the proposed expansion. The council discussed potential cost-sharing agreements for replacing infrastructure but will consult with the city engineer and seek cost estimates.

CA Slaamod explained the process for declaring a vacancy for the Ward 3 council seat following Halvorson's election as mayor. The council needed to declare the vacancy and decide whether to hold a special election or start a 15-day waiting period for petitions. Bell moved and Gillespie seconded to declare the Ward 3 council seat vacant. Upon roll call vote, all voted aye. M/C. The council decided to wait for the 15-day period, which would end on July 29th at 4 PM. They agreed to advertise the vacancy and accept letters of interest from potential candidates and would hold a meeting on July 31<sup>st</sup> after the Public Hearing to consider letters received.

CA Slaamod reported the city had received all prerequisite signatures for a variance on land, 1.22 acres, currently leased to the hospital. The council set a public hearing date for July 31 at 5:30 PM to discuss a variance petition.

CA Slaamod presented a draft public comment policy based on new legislation (Senate Bill 2180). The council discussed various aspects of the policy, including but not limited to: Public comments will remain at the beginning of the meeting; Individuals must provide their name and address in writing prior to commenting; Comments should be relevant to City of Park River business; Setting a 3-minute time limit per speaker; Removing the 30-minute total time limit for public comments; The mayor may recognize comments from the public during council discussions at their discretion. Motion to approve the policy as amended was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C. (The entire Public Comment Policy can be found at the City Auditor's Office or the City website.)

CA Slaamod provided information on the need for a purchase agreement for Lots 8, 9, and 10 in Block 1 of Green Acres Addition. These are city owned, commercially zoned lots for sale by the city. Unity Medical has expressed interest in purchasing these lots. Motion to authorize CA Slaamod to begin abstract research and create a purchase agreement for the sale of the lots to Unity Hospital was made by Gillespie and seconded by Bell. Upon roll call vote the following voted aye: Gillespie, Skjerven, Kubat and Bell with Seim voting nay. M/C.

The council reviewed proposed covenants for lots 27 through 33 in Green Acres Add. They discussed potential issues with zoning and the types of structures allowed. The council decided to table this item until more information could be gathered about similar developments in other cities.

Public Works: PWD Johnson was not present, but it was reported that chip seal work is scheduled to start at the end of July, along with water and sewer patch repairs.

Unfinished/Old Business: CA Slaamod presented the Resolution to amend Ordinance 30 Section 9 subsections a and b regarding keeping or installing portable storage containers in any zoning designation within city limits for the second reading. The ordinance will prohibit such containers with some exceptions for (30 days) temporary use for loading and unloading goods for relocation or construction. One existing container located on Parcel #38.0000.12235.000 was grandfathered in. Motion to approve the second reading for the ordinance regarding shipping and storage containers was made by Bell and seconded by Gillespie. Upon roll call vote, all voted aye. M/C. (The entire amended Ordinance can be found at the City Auditor's Office or the City website.)

CA Slaamod presented the second reading of the ordinance on weight limits for city streets. The ordinance prohibits operating or parking motor vehicles with a gross vehicle rating of more than 6 tons per axle load limit on residential streets, except when proceeding to or from a point of delivery or making delivery or services within city limits. Motion to approve the reading was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C. (The entire amended Ordinance can be found at the City Auditor's Office or the City website.)

Committee Reports: *Sales Tax-A/DA* Berg presented the sales tax report, noting that collections year-to-date were \$124,894.51, a 0.97% increase from the previous year. The total balance in various funds was reported as \$949,043.28. Motion to approve the sales tax report was made by Bell and seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

*Bike Path:* Bell reported the committee will meet next week and noted the path looks great and is being well-maintained.

*PR Community Club:* The community club provided updates on several events: A bike tour is coming on August 7-8; They are planning a "Briggs Block Party" instead of the usual cruise night; The council approved closing one block of Briggs Avenue on August 7 for the event. Skjerven moved and Seim seconded to approve closing one block of Briggs Avenue South between 4th and 5th Streets on August 7th for the Briggs Block Party. Upon roll call vote, all voted aye. M/C. The council also discussed the recent 4th of July celebrations, including parade attendance, the petting zoo incident, and concerns about alcohol wristbands and ID scanning, noting both positive aspects and areas for improvement.

*PR Dev Corp* - The PR EDC discussed the Green Acres lots and requested that the city consider hiring Becky Chyle from Rose Realty to market the city owned commercial properties once zoning and covenant issues are resolved. Seim moved and Bell seconded to contract with Rose Realty for marketing the Green Acres lots once covenants are complete. Upon roll call vote, all voted aye. M/C. The council also received updates on the Mayoral Park design launch party scheduled for August 7th and progress on the North Star development, where foundations for two new houses have been laid.

*PR Park District:* President Ashley Seim provided the following updates on Park District activities: The splash pad is operational but experiencing some issues with wind affecting water recycling; Two major baseball tournaments are coming up: the Babe Ruth district tournament and the Legion State Tournament; and the Park District has been receiving good reviews on its facilities from visiting teams.

*Airport & PR Public Library:* Nothing to report.

*Ward and Mayors Comments:* Council members discussed concerns about e-scooters and e-bikes in the city, particularly regarding safety and adherence to traffic laws by student aged operators. They agreed to look into creating awareness and potentially implementing regulations. The mayor thanked everyone involved in making the 4th of July celebration a success, including city staff, councilmembers, community club members, and volunteers.

New Business: Motion to approve the transfer of the American Legion's alcoholic beverage license to the Coliseum on 8-2-25 for the Romo/Hernandez and 8-23-25 for the Deschamp/McCoy wedding receptions. Motion was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

The council discussed and approved increasing the gaming permit fee for local permits from \$10 to \$25 per permit event and site authorizations from \$0 to \$100 per year as allowed by ND CC. Motion to approve the increases was made by Seim and seconded by Bell. Upon roll call vote, all voted aye. M/C.

CA Slaamod conducted a residency check with all council members and the mayor, confirming that they all still resided in their respective wards or within the city limits.

It was noted that City Assessor Berg will be in Bismarck for certification training from August 12-14.

Being no further business, Bell moved to adjourn at 7:37 pm.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the meeting to order at 5:30 pm and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Cory Seim, and Dennis Kubat with Corrine Bell by phone. City Attorney (CA) Dustin Slaamod, City Coordinator/City (CC/CA) Auditor Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: Council Member and Public Works Director (PWD) Dee Jay Johnson. Others present: Michael Helt, John and Audrey Blair, Linda and Luther Meberg, Laurie Hall-Larson, Nina Hollingsworth, Bruce Heggen, Eugene Bossert, Cheri Lothspeich, Lori Seim, Dori Carlson-Helgeson, Diana and Randell Hahn, Rita Beneda, Patty Dahlen, Paul Samson, Char and Harold Myrdal, Larry Gaarder, Frank Justin, Haley Ulland, Kennedy Olson, Lindsey Sveen and Daryl and Nancy Larson.

Acting Mayor Halvorson turned the meeting over to CA Slaamod. Slaamod stated the reason for the public hearing was to review the petition for variance for the City of Park River. The petition had the correct number of required signatures from at least 75% of the property owners within 300' of the property located at 119 Code Ave N. The petition is requesting a variance to Ordinance 30 Section to allow for the construction of a parking lot on the property which is located in a R-1 zoning and contrary to zoning regulations. In addition, to allow for the impervious surface area to exceed 35% of the total area.

CA Slaamod noted no objections were submitted by letter or in person and recommended approving the petition for variances to the permitted uses as outlined above.

Gillespie moved and Skjerven seconded, upon CA Slaamod's recommendation, to approve the petition for variances for non-conforming uses as noted above.

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

Being no further business, Seim moved to adjourn at 5:32 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor



Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the special meeting of the city council to order at 5:35 PM on Thursday, July 31, 2025. A/DA Berg conducted the roll call, confirming a quorum was established with the following present: Councilmembers Ken Gillespie, Leah Skjerven, Cory Seim and Dennis Kubat with Corri Bell by phone. Absent: None. Also present: City Attorney (CA) Dustin Slaamod, City Coordinator/City Auditor (CC/CA) Nancy Thompson, Assistant Deputy Auditor (ADA) Amanda Pickar and Assessor/Deputy Auditor (A/DA) Ann Berg. Others present: Michael Helt, John and Audrey Blair, Linda and Luther Meberg, Laurie Hall-Larson, Nina Hollingsworth, Bruce Heggen, Eugene Bossert, Cheri Lothspeich, Lori Seim, Dori Carlson-Helgeson, Diana and Randell Hahn, Rita Beneda, Patty Dahlen, Paul Samson, Char and Harold Myrdal, Larry Gaarder, Frank Justin, Haley Ulland, Kennedy Olson, Lindsey and John Sveen, Daryl and Nancy Larson and Clara Kjelland.

The Council received and reviewed letters of interest prior to tonight's meeting from the following candidates for the open Ward 3 Council seat: Jordan Hollingsworth, Susan Degner, Joseph Fietek and Andrew Erickson.

Mayor Halvorson explained the process for interviewing candidates for the open Ward 3 Council seat. He noted that all candidates would be asked the same questions and asked to respond in random order. Each candidate was interviewed with questions covering topics including their understanding of council roles, reasons for serving, approaches to transparency, handling disagreements, and priorities for the city.

Jordan Hollingsworth described his background as a high school principal at Edinburg who previously taught history, government and economics for eight years. He expressed feeling called to serve the community and bring his administrative skills to the council. He emphasized his experience on the Church Council at Our Saviors and as commander of the Sons of the American Legion. He suggested setting key objectives focused on economic growth, key public services, and housing, while remaining fiscally responsible. As a Council he stressed finding compromise while recognizing that all council members share the goal of Park River's long-term success. Hollingsworth highlighted public advocacy as his strongest role and discussed the importance of building consensus, communication, and transparency.

Susan Degner shared her accounting background as a finance manager and treasurer for multiple organizations including the Park River Camp Endowment Fund Committee and the Department of North Dakota American Legion Auxiliary. She noted that several years ago she previously ran for city council. On handling disagreements with residents, Degner agreed with others that communication is key. She emphasized that council members often are provided more information for decision making than the general public. She noted that she shops locally to support community businesses and wants to help maintain Park River's character while moving it forward. Degner expressed her love for Park River and desire to give back to the community she considers home. She identified oversight and trustee roles as her natural strengths.

Joseph Fietek highlighted his extensive experience attending council meetings, stating he had been attending longer than current council members. Fietek emphasized fiscal responsibility and long-term planning as priorities, noting concerns about Park River's high taxes and utility rates compared to similar communities. He viewed council service as an opportunity to have a voice in local government and serve the community, similar to his 10-11 years on the Park River Fire Department. Fietek emphasized that transparency "comes down to rules and procedures" and "holding yourself above board." He stressed having the discipline to follow proper procedures. He identified strategic thinking as his strongest skill due to his financial and operational background in different businesses.

Andrew Erickson discussed his 11.5 years of experience working for the North Dakota Department of Agriculture in regulatory enforcement. On handling disagreements with residents, Erickson noted the importance of making fiscally responsible decisions for the long term, even when they might not make everyone happy. Erickson emphasized the importance of transparency in city government and his commitment to Park River as his home. He noted that public participation in council meetings is important for local governance. Erickson identified the overall budget, long-term planning for sustainability and growth as priorities, while ensuring fiscal responsibility with taxpayer dollars. He identified decision-making as his strongest skill due to his professional experience making difficult decisions.

Following the interviews, the council recessed briefly at 6:30 pm to consider the candidates. The meeting was scheduled to reconvene for a vote on the appointment. The meeting reconvened at 6:36 pm.

Gillespie noted he spoke with residents in his ward about the candidates. Gillespie moved and Skjerven seconded to appoint Andrew Erickson to fill the vacant Ward III seat. Upon discussion: Bell thanked all four of the candidates and mentioned all four were qualified to fill the position. She also thanked the residents who contacted her in support of all the candidates. She noted she was hoping someone would have mentioned the ability to follow Robert's Rules of Order and looking toward the future for accessible housing for the elderly and handicapped. Skjerven commended all the candidates for showing interest to serve on the Council. She noted working together is necessary as all blame for conflicts does not all fall on the council. Halvorson was pleased with the number of people from Ward III who were willing to serve and thanked them. He also noted he spoke to residents and they mentioned good points about all the candidates. Kubat thanked the candidates for their interest in serving. Seim noted serving on the council is not always fun like tonight's meeting. Upon roll call vote the following voted aye, Gillespie, Skjerven, Kubat and Bell with Seim voting nay. M/C.

Being no further business, Skjerven moved to adjourn at 6:49 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, AUGUST 11, 2025 AT 5:30 PM.**

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

The City of Park River held their regular meeting of the Park River City Council on Monday, August 11, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Andrew Erickson, Cory Seim and Dennis Kubat. Absent: Corri Bell. A quorum was established. City Attorney (CA) Dusting Slaamod, Public Works Director PWD Dee Jay Johnson City Coordinator/City Auditor CC/CA Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Others present: WC Deputy Charlie Hardy, Rita Beneda, Haley Ulland, Nina Hollingsworth, Ashley Seim, Allison Olimb-WC Press, Char Myrdal, Cheri Lothspeich, Josh Stromberg, Marilyn Simon, Ron Beneda, Daryl Larson, Patty Dahlen, Marcus Lewis, Lindsey Sveen, Eugene Bossert and Dennis Larson.

Mayor announced one addition under committees, noting that committee appointments would be addressed before going through the committees.

**CITIZENS COMMENTS:** Rita Beneta addressed the Bike Path committee issue regarding a sign placement. She explained that the committee had discussed a 4'x8' sign at Highway 17 east of Dollar General intersection which would state "Centennial Bike Path and Arboretum established 1989." Beneda requested clarification on the approval process and maintenance expectations for the bike path. Council clarified that the committee should focus on both maintenance and beautification, and that proper approval was needed for the sign.

Dustin Slaamod appeared on behalf of the Park River Volunteer Fire Department and addressed the tornado siren policy, requesting formal approval from the City Council for the Fire Department to sound the tornado siren during warnings (not watches). The Fire Department receives page notifications for warnings and would like authorization to sound the alarm.

Hailey Ulland inquired about the status of a petition for special election submitted on August 1st. CC/CA Thompson expressed that she would like to get it off her desk as soon as possible.

A/CDA Berg asked Mayor Halvorson for "a question of privilege." Berg explained it is hard to take minutes when members of the public in attendance are talking when business is being discussed. It was noted a talk to dictation program is being used to transcribe minutes and comments from members of the public maybe picked up and added to the minutes adding to editing.

**APPROVAL OF MINUTES:** Motion by Gillespie, seconded by Skjerven, to approve the minutes of the July 14, 2025 regular meeting. Upon roll call vote, all voted aye. M/C. Motion by Kubat seconded by Erickson, to approve the minutes of the July 31, 2025 public hearing. Upon roll call vote, all voted aye. M/C. Motion by Erickson, seconded by Skjerven, to approve the minutes of the July 31, 2025 special meeting. Upon roll call vote, all voted aye. M/C. Motion by Gillespie, seconded by Kubat, to approve the minutes of the August 6, 2025 preliminary budget hearing. Upon roll call vote, all voted aye. M/C.

**AUDITOR'S & ASSESSORS REPORT:** CC/CA Thompson presented Pay Request #3 from Ferguson for \$6,605 for water meter installation. Motion by Kubat, seconded by Erickson, to approve Ferguson Pay Request #3 for \$6,605 for water meter installation. Upon roll call vote, all voted aye. M/C. CC/CA Thompson presented the payments for general fund and municipal utilities totaling \$477,502.56, noting that two large payments contributed to the high total: \$54,006.63 for the new police vehicle and \$166,057.16 to Morris Seal Coat. Debt service payments totaled \$173,098.36, including a bond payment to Zion Bank for \$128,886.25. Motion by Skjerven, seconded by Kubat, to approve the following payments. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39646 Postmaster 67.05 39647 Postmaster 448.56 39648 Animal Elskan Inn, LLC 140.00 39649 Cardmember Services 1,574.93 39650 Grand Forks Utility Billing 52.00 39651 CNH Industrial Retail Accounts 554.30 39652 Electric Repair & Replacement 8,000.00 39653 Ferguson Waterworks #2516 361.78 39654 Funded Depreciation 6,500.00 39655 General Funded Depreciation 5,000.00 39656 JE ELECTRIC LLC 585.27 39657 Jim's Super Valu 38.97 39658 Lakeside Construction & Gravel 536.10 39659 Legend Technical Services Inc 4,606.00 39660 Leon's Building Center, Inc 44.06 39661 Loren's Appliance & AC Repair 324.00 39662 Montana Dakota Utilities 191.53 39663 Morris Sealcoat & Trucking, Inc 166,557.16 39664 ND One Call Inc. 46.15 39665 Northern Municipal Power Agency 143,728.54 39666 North Country Chevrolet GMC 54,663.00 39667 North Star Coop 1,983.83 39668 Park River Hardware 59.37 39669 PDQ Sanitary Services, Inc 1,390.00 39670 Polar Communications 1,247.53 39671 Safe T Pull 1,386.12 39672 Samson Electric LTD 2,025.00 39673 Sewer Repair & Replacement 3,700.00 39674 Simmons Broadcasting, INC. 62.00 39675 The Village Family Service Cen 1,500.00 39676 US Bank Equipment Finance 129.44 39677 Wat & Sew Imprv Dist #2016-1 9,490.00 39678 Water System Repair & Replace 9,950.00 39679 Water Tower Fund 16,145.00 39680 Water Treatment Fund 16,490.10 39681 Walsh County Auditor 18,355.38 39682 WC Record 85.00 39683 CNH Industrial Accounts 554.30 39684 Consolidated Waste, LTD. 20,813.00 39685 Northdale Oil, Inc 1,708.99 39686 Verizon Wireless 207.84 10479-492 Salaries 18,126.72 AW US Treasury 5,514.73 10493 Bell, Corrine N 2,631.97 10494 Gillespie, Kenneth W. 2,678.15 10495 Halvorson, Kyle M 2,262.57 10496 Kubat, Dennis J. 2,585.80 10497 Seim, Cory L. 1,847.00 10498 Skjerven, Leah L. 2,631.97 10499 Stenvold, Daniel J 2,770.50 AW US Treasury 2,884.08 10500-27 Salaries 37,266.32 AW US Treasury 11,598.42 AW BC/BS of North Dakota 15,459.74 AW Colonial Life 259.90 AW Debt Service MMIS Fd361 13,944.72 AW Debt Service MMIS Fd361 2,927.42 AW First United Bank 22.85 AW FUB-7-4 Vendor Fee-NSF MN 60.00 AW FUB-Util Bill-NSF Payment JH 360.28 AW FUB-Util Bill-NSF Payment KGM 500.00 AW NDPERS 4.04 AW NDPERS 600.00 AW NDPERS 600.00 AW NMPA 143,728.54 AW PR Airport Authority 486.80 AW PR Airport Authority 2,745.44 AW PR Airport Authority 82.45 AW PR Park District 1,298.11 AW PR Park District 1,706.64 AW PR Park District 49.28 AW PR Public Library 486.80 AW PR Public Library 2,745.43 AW PR Public Library 82.45 AW Special Funds 83.58 **Special Fund:** 4592 PR Park District 30,768.32 **Debt Service & Bond Fund:** 6448 Border States Electric Supply 36,444.90 6449 Ferguson Waterworks #2516 7,992.21 6450 US Bank 575.00 6451 Zions Bank 128,086.25.

CC/CA Thompson presented the financials, noting that the recent storm had damaged transformers that would need to be replaced. Motion by Erickson, seconded by Gillespie, to approve the financials. Upon roll call vote, all voted aye. M/C.

CC/CA Thompson provided an update on the ARM (Auto Read Meters) project. Ferguson will return for three final days on August 21-23 to complete installations. Final notices were sent to residents who hadn't yet scheduled installations. There are 44 installations not scheduled and 62 that require callbacks for issues like curb stop shutoffs or incorrect meters.

**CITY ATTORNEY:** CA Slaamod reported on a meeting with Jarda Solc, engineer with AE2S, and the North Dakota Department of Environmental Quality regarding a variance request for the Johnson Potato Warehouse project. The project involves sleeving a raw sewage line, requiring state approval before proceeding. They are waiting for DEQ approval before developing project plans. The project is expected to be below the \$250,000 bidding threshold.

CA Slaamod advised against moving forward with the proposed covenants for Green Acres Addition. He consulted with a planning and zoning commission colleague and found that the current proposal could put the city in a position of making arbitrary and capricious rulings. Many of the

proposed covenant issues are already addressed in existing ordinances. He recommended referring the matter to Planning and Zoning to revamp the commercial zoning code to allow for personal hobby sheds/luxury storage units and address residential properties in commercial areas. The Council agreed to assign the matter to the Contracts and Policies Committee.

CA Slaamod recommended against creating a new ordinance for e-bikes and scooters, stating that sufficient provisions exist in the North Dakota Century Code. He outlined that motorized scooters are permitted on roadways with speed limits under 30 mph, not on sidewalks, riders under 18 must wear helmets, and those 14-18 need a permit or driver's license. The Council agreed to publicize these existing rules rather than create a new ordinance.

**PUBLIC WORKS:** PWD Johnson reported that chip sealing was completed except for Harris, Wadge, Elm, and Third Street, which will be done next year. The state completed improvements on Highway 17. He mentioned a nearly dead tree by Citizens State Bank that needs attention and requested guidance. The Council asked for a cost estimate and recommendations for the next meeting while suggesting trimming the other trees on Main Street.

PWD Johnson inquired about installing no-parking signs on one side of 12th Street near the daycare due to concerns about large farm equipment having difficulty passing when vehicles are parked on both sides. The Council also discussed adding a "Children at Play" sign. Motion by Skjerven, seconded by Erickson, to approve no-parking signs on the east side of 12th Street and a "Children at Play" sign. Upon roll call vote, all voted aye. M/C.

**UNFINISHED/OLD BUSINESS:** No items were discussed.

**COMMITTEES:** The Mayor appointed Erickson to fill all the committees previously held by himself, with the most senior member of each committee becoming chair. The Mayor will temporarily remain on the JDA due to the time commitment required.

The Council appointed Gillespie as the new Council President. Motion by Erickson, seconded by Skjerven, to appoint Gillespie as Council President. Upon roll call vote, all voted aye. M/C.

**Sales Tax:** A/DA Berg reported sales tax collection for the month was \$52,506.49. Year-to-date collections are up 4.99% or \$7,286.09. Fund balances were reported as: Economic Development \$383,189.14, Capital Improvements \$551,171.67, Interest \$276.06, for a total of \$934,606.87. This does not include \$200,000 in Economic Development CDs and \$200,000 in Capital Improvement CDs. Motion by Skjerven, seconded by Kubat, to approve the sales tax report. Upon roll call vote, all voted aye. M/C

**Bike Path:** The Bike Path Committee requested approval to add another member following Mary Jo Olsen's resignation. The Council discussed the need for formal bylaws for the committee to establish membership numbers, terms, and procedures. The matter was referred to the policies and contracts committee to develop bylaws. The Council approved the installation of the bike path sign discussed earlier. Motion by Kubat, seconded by Gillespie, to approve Corri Bell working with the DOT on behalf of the city and to approve the bike path sign placement contingent on DOT approval. Upon roll call vote, all voted aye. M/C

**PR Community Club:** Allison Olimb reported on the successful hosting of the Cycling Across North Dakota tour. About 100 cyclists and support crew visited Park River, with the average age being 62 and some in their 80s. The community welcomed them with meals, camping at the Village Green Park, and the Briggs Block Party featuring live music, farmers market, and downtown shopping. The event showcased the community's hospitality despite a 90-degree day and a storm. Visitors came from North Dakota and states including Maryland, Seattle, Arizona, Florida, and Kansas, with many positive comments received.

**PR Dev Corp:** Olimb noted that Economic Development meets Wednesday, so there was no update since the last meeting.

**PR Park District:** Ashley Seim, the Park District President, reported hosting two successful baseball tournaments that brought many visitors to town. A significant incident occurred when a boy went into cardiac arrest during an event. Quick response with an AED and CPR saved his life. The Park District is now working with the ambulance service to ensure better emergency access and other teams are looking into getting AEDs for their facilities.

Regarding the swimming pool, the Park District is working with a company to assess renovation possibilities. If renovation isn't feasible, the focus will shift to the community center project first, with a pool potentially added later as Phase II.

**PR Public Library:** The library is working on a Saturday story time program and wrapping up the summer reading program. Residents can still sign up for the reading program and earn prizes donated by the community.

**Ward and Mayors Comments:** The Mayor commented on the successful bike event, noting it was a proud moment that showcased what Park River has to offer.

**NEW BUSINESS:** The American Legion requested permission to transfer their alcohol beverage license to the Legion Coliseum for September 6, 13, 20, and 27 for various events including weddings and Harvest Fest. Motion by Skjerven, seconded by Erickson, to approve the transfer of the Legion's liquor license to the coliseum for the requested dates. Upon roll call vote, all voted aye. M/C.

The Council addressed the Fire Department's request for authorization to sound the tornado siren during warnings. Motion by Erickson, seconded by Skjerven, to approve a resolution allowing the Fire Department to make the call and sound the tornado siren during tornado warnings at their discretion. Upon roll call vote, all voted aye. M/C.

**Schedule Any Needed Committee Meetings:** The Contracts and Policies Committee meeting will be scheduled via email to occur before the next council meeting.

Motion by Kubat to adjourn at 7:09 pm.

**ATTEST:**

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

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 Wednesday, August 6, 2025 at 5:30 PM.

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

Halvorson stated the purpose of the public hearing was to allow the public a chance to comment on or protest the proposed preliminary 2026 City budget.

Finance staff presented the 2026 preliminary budget to the Council. The presentation began with revenues and expenditures in the general fund, followed by special funds.

For property taxes, staff explained that the city is at the maximum 105 mills, which currently generates \$4,192.75 per mill. This amount increased by \$250 from last year, less than previous years' increase of approximately \$551 per mill.

Staff detailed the city's position regarding the new 3% cap legislation, explaining that because the city already mills at the maximum 105 mills, they cannot benefit from the additional capacity that would have been allowed under the 3% cap calculation.

The total amount requested for property taxes in 2026 is \$440,238.75, representing the maximum 105 mills the city can levy.

Discussion also addressed concerns about decreased building permit fees, with staff noting many residents are completing projects without obtaining required permits. Council asked if residents and contractors are aware permits are needed and suggested sending out a public notice reminding residents about permit requirements. The council noted that building permit fees are very affordable (maximum \$250) but there are currently no fines for *not* obtaining a permit.

No one from the public was in attendance to comment or protest the 2026 preliminary budget.

Seim moved and Erickson seconded to approve the 2026 preliminary budget as presented at 105 mills. Upon roll call vote, all voted aye. M/C.

The Council scheduled the final budget hearing for September 8, 2025, at 5:15 PM prior to the regular Council meeting.

Being no further business, Seim moved to adjourn at 6:42 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, SEPTEMBER 8, 2025 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, September 8, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Andrew Erickson and Dennis Kubat with Cory Seim and Corri Bell by phone. A quorum was established. City Attorney (CA) Dusting Slaamod, Public Works Director PWD Dee Jay Johnson City Coordinator/City Auditor CC/CA Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Others present: WC Deputy Charlie Hardy, Eugene Bossert, Gloria Waechter, Allison Olimb-WC Press, Joseph Fietek, Anita Johnson, Lori Seim, Cheri Lothspeich, Misty Praska, Rita Beneda, Ashley Seim, Patty Dahlen, Dayton Larson and Mandi Seim.

Mayor announced no additions to the agenda.

CITIZENS COMMENTS: No comment cards were turned in prior to the start of the meeting.

APPROVAL OF MINUTES: Motion by Erickson, seconded by Kubat, to approve the minutes of the August 11, 2025 regular meeting. Upon roll call vote, all voted aye. M/C.

AUDITOR'S & ASSESSORS REPORT: CC/CA Thompson presented the payments for general fund and municipal utilities totaling \$323,001.98 and debt service payments totaled 43,004.72. Motion by Kubat, seconded by Bell, to approve the following payments. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39687 Postmaster 605.45 88 Advanced Engineering & 2,862.50 89 Animal Elskan Inn, LLC 560.00 39690 ASAP Plumbing & Remodeling 190.00 91 Banyon Data Systems, Inc 1,650.00 92 Border States Electric Supply 1,841.06 93 CNH Industrial Accounts 554.30 94 Consolidated Waste, LTD. 20,869.95 95 Core & Main 14,484.90 96 DTM Fleet Service 13,200.02 97 Electric Repair & Replacement 8,000.00 98 Fleming DuBois & Fleming PLLP 7,468.13 99 Four Season Garden Club 100.96 39700 Funded Depreciation 6,500.00 1 General Funded Depreciation 5,000.00 2 Grafton Auto Electric, Inc 27.29 3 Jim's Super Valu 54.14 4 Michael Kilmer Construction 825.00 5 Langdon Fire Equipment 585.00 6 Leon's Building Center, Inc 202.86 7 Line Excavating 2,449.51 8 Montana Dakota Utilities 202.69 9 ND One Call Inc. 34.70 39710 Northdale Oil, Inc 1,164.53 11 North Star Coop 1,771.97 12 Park River Hardware 78.42 13 Polar Communications 1,122.69 14 Ramada by Wyndham Bismarck 198.00 15 Sanitation Products Inc 722.06 16 Schumacher & Sons 260.00 17 Sewer Repair & Replacement 3,700.00 18 Simmons Broadcasting , INC. 352.00 19 US Bank Equipment Finance 207.92 39720 Vector Disease Control 3,200.00 21 Wat & Sew Imprv Dist #2016-1 9,490.00 22 Water System Repair & Replace 9,950.00 23 Water Tower Fund 16,145.00 24 Water Treatment Fund 21,737.10 25 Wayne's Variety 24.55 26 Walsh County Auditor 16,460.93 27 ND Dept of Health & Human Services 523.42 28 Cardmember Services 44.75 29 Grand Forks Utility Billing 153.00 39730 Verizon Wireless 65.98 10528-56 Salaries 37,720.20 AW US Treasury 11,612.95 AW BC/BS of North Dakota 14,420.10 AW Colonial Life 331.81 AW Debt Service MMIS Fd364 45.82 AW First United Bank-ACH 22.90 AW First United Bank-NSF Util Bill 953.15 AW ND ST Tax Commissioner 576.87 AW NDPERS 4.04 AW NDPERS 660.00 AW NDPERS 660.00 AW NDPERS 5,250.58 AW NMPA 148,969.05 AW PR Airport Authority 555.02 AW PR Airport Authority 595.23 AW PR Airport Authority 1.60 AW PR Park District 1,480.06 AW PR Park District 1,587.28 AW PR Park District 0.83 AW PR Public Library 555.02 AW PR Public Library 595.23 AW PR Public Library 1.60 AW PSN 54.95 AW Special Assessment Fund 0.05 **Debt Service & Bond Fund:** 6448 Border States Electric Supply 36,444.90 6449 Ferguson Waterworks #2516 7,992.21 6450 US Bank 575.00 6451 Zions Bank 128,086.25 6452 Cannon Technologies Inc 12,000.00 6453 Ferguson Waterworks #2516 2,040.00 6454 Kinetic Leasing 29,432.00 6455 Zions Bank 400.00

CC/CA Thompson presented the financials. Motion by Kubat, seconded Skjerven, to approve the financials. Upon roll call vote, all voted aye. M/C.

CC/CA Thompson provided an update on the ARM (Auto Read Meters) project. VEPO installed approximately 61-62 additional meters during their 2.5 days in August. Approximately 30-40 meters remain to be installed. Some meters are experiencing reading issues, particularly under trailer houses where the tin is blocking the signal. Public Works will attempt to relocate these to improve signal reception.

Thompson noted that the system is working well, allowing staff to check customer usage data when requested. Customers who had not yet scheduled meter installations received the \$50 monthly fee as previously approved, and those scheduling now will incur a \$150 installation fee since they didn't schedule during VEPO's visit.

Regarding disconnections, Thompson reported sending 32 disconnect notices, with 20 customers paying in full and 11 making partial payments. Eight customers did not respond and were scheduled for disconnection.

The mold test results were presented. A/DA Berg noted that one type of mold was identified, which creates more of an odor than health hazards. The building showed medium levels of mold, placing it midrange compared to other buildings the tester had evaluated.

For short-term remediation, the tester recommended purchasing dehumidifiers: two for the front office, one for the council room, and two for the community room/kitchen area. He also advised keeping doors open in the back area while keeping council room doors closed to contain each section. The best long-term solution would be installing a new HVAC system with better ventilation and dehumidifier. However, this would require asbestos testing first. The tester estimated approximately 72 samples would need to be taken throughout the building at a cost of about \$4,800 for interior testing and an additional \$2,000-3,000 for exterior testing.

Council members discussed the health impacts of the mold, noting symptoms like coughs, runny noses, burning eyes, and skin issues. The humidity in the building was reported to be between 72-78%, while the recommendation was 60-65%.

Motion to purchase up to five commercial dehumidifiers at a cost of \$1,000-2,000 total was made by Seim, seconded by Bell. Upon roll call vote, all voted aye. M/C.

Halvorson assigned the long-term planning for the building to the Buildings and Grounds Committee, noting they should consider not just testing and HVAC replacement but also other potential building remodeling options to save money by doing work simultaneously.

CITY ATTORNEY: CA Slaamod reported that the Johnson Potato Warehouse project received approval from the ND Department of Environmental Quality. AE2S Engineer Jarda Solc is preparing schematics for a bid package. The project is expected to remain under the \$250,000 threshold requiring formal bidding.

C/A Slaamod presented amendments to Ordinance 30, Section 3 regarding the commercial code. The amendments include:

Adding paragraph 12: "Dwellings, provided that the ground floor is used as retail or commercial spaces" to accommodate apartments above retail spaces on Main Street

Adding provisions for private storage facilities (like those discussed for Green Acres) that are not to be used for residential purposes without special permit from the city council

Paragraphs 14 and 15 were moved due to expansion

Adding a grandfather clause for properties, buildings, and structures in nonconforming use prior to the ordinance's original adoption on July 9, 2012

Motion to approve the Commercial Zoning Ordinance verbiage update for first reading was made by Councilmember Bell, seconded by Councilmember Erickson. Upon roll call vote, all voted aye. M/C.

CA Slaamod presented the second amendment to the utility resolution initially instituted on June 10, 2024. The amendment adds provisions clarifying:

All occupied units in Park River shall have connection to both city water and sewer

Property owners are responsible for maintenance and upkeep of water and sewer lines from the city main connection to their privately owned structure

The City will only turn off curb stops and replace meter heads, but will not repair, install, alter, or replace any valves or other variations within private properties

This amendment formalizes the existing practice in writing to clarify responsibilities.

Motion to approve the Utility Resolution verbiage update was made by Gillespie, seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

CA Slaamod reported that the Contracts and Policies Committee discussed the Bike Path Committee structure and determined no changes were needed. The committee, established in 2018, consists of one council member, one park district member, and three at-large members. Members serve until they resign or are asked to leave, with no term limits, similar to other city committees.

**PUBLIC WORKS:** PWD Johnson reported MDU had arrived to begin installing the gas line at Green Acres, with work starting tomorrow. Street light repairs were in progress with Olson Underground installing new wires to fix bad breaks, covering approximately 4,000 feet (about one-third of the system) along Hwy 17.

A 15 MPH "Children at Play" speed sign was installed in front of the daycare, with no parking signs ordered for the east side of the street.

Water main flushing would occur next week, with notices to be posted on the City's social media accounts.

**UNFINISHED/OLD BUSINESS:** CC/CA Thompson reported a petition for a special election was submitted on August 1, 2025, to fill the vacant seat that Andy Erickson was appointed to on July 31st. The petition was verified on August 20 with 13 valid signatures. CC/CA Thompson explained that since the petition was approved on August 20, the election must be held between November 23 and December 3, 2025 (between 95 and 105 days after approval). It was noted that the week of November 23 is Thanksgiving week and it is also billing week at City Hall and they are currently short-staffed. Motion to hold the special election on December 2, 2025, was made by Seim, seconded by Bell. Upon roll call vote, all voted aye. M/C.

Thompson clarified that this would be a Ward 3 election only, would cost approximately \$2,000, and that whoever wins would take office at the January 2026 meeting. The same seat would be up for election again in the regular election on June 9, 2026.

**COMMITTEES:** Sales Tax: A/DA Berg reported sales tax collection for the month was \$61,615.04. Year-to-date collections are up .97% or \$1,652.71. Fund balances were reported as: Economic Development \$395,512.15, Capital Improvements \$575,817.68, Interest \$314.44, for a total of \$971,644.27. This does not include \$200,000 in Economic Development CDs and \$200,000 in Capital Improvement CDs. Motion by Skjerven, seconded by Bekk, to approve the sales tax report. Upon roll call vote, all voted aye. M/C.

Airport: No Updates reported.

Bike Path: Bell thanked all the volunteers who have helped maintain the bike path, noting it looks gorgeous.

PR Community Club: Allison Olimb reported noted they would be meeting on Thursday.

PR Dev Corp: Olimb reported that renovations and improvements were being made to the exterior of the Lyric Theater, which is the Development Corporation's responsibility (the Lyric group handles the interior). The Mayoral Park Committee had a successful fundraiser to promote renovation of the park. There was discussion about increasing city council member attendance at Development Corporation meetings, which are held at 8 AM on the second Wednesday of each month. Both Seim and Bell are the assigned representatives but have had scheduling conflicts. The committee discussed possibly moving meetings to the end of the month to improve attendance.

Olimb also reported that the new houses look great and are available for purchase. If someone puts down earnest money now, they can customize some options. The houses are set to be completed by December. Lisa Rostvot from Community Housing Development is managing sales.

PR Park District: Misty Praska, from the Park District, requested assistance regarding the berm along Highway 17 from the alley by SanGrait Auto to the east end of the bike path. She presented photos showing the overgrown berm with soil height varying from 8 inches to 1.5 feet off the curb, creating unsafe mowing conditions.

PWD Johnson explained that the area would need to be planed back about 5 feet, leveled, and reseeded. The Mayor confirmed this is leased city property that the city is responsible for maintaining. PWD Johnson will get estimates for the work.

The Park District also asked about the timeline for the survey of Hundred Acres to be completed, as they need to get leases figured out. The Mayor said they would follow up and provide that information.

PR Public Library: It was reported that the library held a summer reading contest with prizes donated by local businesses and plans to do a similar contest for the winter months. Geri Beckman, the Public Library President, is doing a good job of increasing public awareness of the library. They now have bookmarks available with library hours and available services.

Ward and Mayors Comments: No comments were made.

**NEW BUSINESS:** None.

**Schedule Any Needed Committee Meetings:** The Buildings & Grounds Committee is scheduled for September 24<sup>th</sup> at 7:00 pm.

Motion by Kubat to adjourn at 6:29 pm.

**ATTEST:**

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING, MONDAY, SEPTEMBER 8, 2025 AT 5:15 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, September 8, 2025 at 5:15 PM.

Mayor Kyle Halvorson called the Public Hearing to order and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Andy Erickson and Dennis Kubat with Cory Seim and Corrine Bell by phone. City Attorney Dustin Slaamod, Coordinator/Auditor Nancy Thompson and Assessor/Deputy Auditor Ann Berg. Absent: Public Works Director (PWD) Dee Jay Johnson. Others: Eugene Bossert, Gloria Waechter, Allison Olimb-WC Press, Joseph Fietek and Anita Johnson.

Halvorson stated the purpose of the public hearing was to allow the public a chance to comment on or protest the proposed final 2026 City budget.

Finance staff presented the 2026 preliminary budget to the Council. The staff explained that the city is at the maximum 105 mills. The total amount requested for property taxes in 2026 is \$440,238.75, representing the maximum 105 mills the city can levy.

No one from the public in attendance commented or protested the 2026 final budget.

Skjerven moved and Gillespie seconded to approve the 2026 final budget as presented at 105 mills. Upon roll call vote, all voted aye. M/C.

Being no further business, Kubat moved to adjourn at 5:17 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, TUESDAY, OCTOBER 14, 2025 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Tuesday, October 14, 2025 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Andrew Erickson, Cory Seim, Dennis Kubat and Corri Bell. A quorum was established. City Attorney (CA) Dusting Slaamod, Public Works Director PWD Dee Jay Johnson City Coordinator/City Auditor CC/CA Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Others present: WC Sheriff Ron Jurgens, WC Deputy Charlie Hardy, Allison Olimb-WC Press, Rebecca Chyle, Joseph Fietek, Donna and Ryan Hartl, Misty Praska, Theresa Thompson, Mike Kuntz, John Descamps, Ashley Seim, Mandy Seim, Dylan Berg, Diana Hahn, Laurie and Dick Larson, Patty Dahlen, Lori Seim and Robert Fleming.

The mayor requested an addition under "Auditor's & Assessor's Report" to include an update from WC Sheriff Ron Jurgens regarding a deputy and a four-wheeler incident. The agenda was also amended to include a petition for variance under the City Attorney's report.

Comments From Citizens: Donna Hartle addressed the council regarding property transfers and utility policies. She explained that she feels there are gaps in the city's current procedures. Hartle proposed several policy changes: Requiring sellers to complete a termination of service form with forwarding information, scheduling curb stop shutoffs on the day of closing, ensuring written explanations for special assessments and enforcing the shutoff policy for delinquent utility bills. Hartle explained that when she purchased a property in November 2023, Castle Mortgage had owned it for two years with delinquent utility balances. The property still had electricity and water despite the company never completing customer application forms or paying deposits. C/A Slaamod explained that special assessments are sent to the county by October 31st each year and travel with the land, not the owner. He noted that the grantee acknowledged in the deed that the property was free from encumbrances except installments of special assessments. In addition, that the property was sold with special assessments, which travel with the land rather than the owner, as established in the ND Century Code. The assessments were properly certified to the county by the city. The city was not notified of the property sale, by either Castle or Hartl's, until the end of December when the deed report provided by the county was examined.

Approval of Minutes: Motion by Seim, seconded by Skjerven, to approve the minutes of the September 8, 2025 Regular Council Meeting and Final Budget Meeting. Upon roll call vote, all voted aye. M/C.

Auditors and Assessors Reports: CC/CA Thompson presented the Municipal Utilities and General Fund bill total at \$279,460.57, with debt service at \$158,884.22. It was noted that the Olson Underground boring wire upgrade project would be paid from the Prairie Dog Fund. Motion by Seim, seconded by Kubat, to approve the following payments and financials. Upon roll call vote, all voted aye. M/C.

General Fund & Municipal Utilities: 39731 Walsh County Press 2,289.83 32 Postmaster 451.23 33 AE2S 8,580.00 34 B.I.L Manufacturing, Inc 351.20 35 Cardmember Services 664.10 36 City of Grafton 88.83 37 CNH Industrial Accounts 320.08 38 Consolidated Waste, LTD. 20,843.25 39 D & E Auto Body Repair 9,056.52 39740 Dale's Small Engine Repair LLC 24.95 41 Don Greicar Excavating 3,210.00 42 East Side Garage 629.09 43 Electric Repair & Replacement 8,000.00 44 Fleming DuBois & Fleming PLLP 1,761.32 45 Funded Depreciation 6,500.00 46 General Funded Depreciation 5,000.00 47 Ken Gillespie 330.98 48 Grand Forks Utility Billing 52.00 49 Gratton Electric LLC 337.26 39750 Jim's Super Valu 28.47 51 Kadlec Tanner 61.20 52 MDU 197.29 53 MMUA 6,129.00 54 ND Dept of Health & Human Services 70.97 55 ND One Call Inc. 36.00 56 NDLC 2,167.00 57 Northdale Oil, Inc 1,880.14 58 North Star Coop 1,765.48 59 Opp Construction 3,438.93 39760 Ordean Oen 153.20 61 Park River Hardware 209.86 62 Polar Communications 1,123.91 63 Quill Corporation 539.44 64 Radisson Hotel Bismarck 681.00 65 Sewer Repair & Replacement 3,700.00 66 Team Laboratory Chemical Corp 950.00 67 US Bank Equipment Finance 304.93 68 Vector Disease Control 6,400.00 69 Verizon Wireless 160.51 39770 Wat & Sew Imprv Dist #2016-1 9,490.00 71 Water System Repair & Replace 9,950.00 72 Water Tower Fund 16,145.00 73 Walsh County Auditor 17,777.60 74 Walsh County Fair Association 100.00 75 WC Record 60.00 76 Water Treatment Fund 15,055.59 77 Cannon Technologies Inc 486.00 10557-83 Salaries 32,963.65 AW US Treasury 11,520.74 AW BC/BS of North Dakota 14,420.10 AW First United Bank 23.00 AW NDPERS 4.04 AW NDPERS 20.40 AW NDPERS 647.50 AW NDPERS 647.50 AW NDPERS 4,700.89 AW NMPA 130,136.11 AW Premium Processing 331.81 AW PSN (Payment Services Network) 54.95 Special Funds: AW Bank of North Dakota 17,423.35 10246 AE2S 3,600.00 Debt Service & Bond Fund: 6456 Bank of North Dakota 19,501.04 6457 Bank of North Dakota 14,772.32 6458 Border States Electric Supply 23,757.11 6459 Ferguson Waterworks #2516 5,635.00 6460 Olson Underground, Inc 65,300.00 6461 US Bank 12,338.75 6462 Zions Bank 17,580.00.

A/DA Berg discussed the financial reports, noting that the Prairie Dog Fund balance was \$363,000. with funds being used for electrical upgrades for transmission lines. Berg also explained that there was a new Flex Transportation Fund (Fund 503) with \$29,000 that could potentially be used for chip sealing.

A/DA Berg reported that the Sales Tax Committee met and recommended transferring funds from checking to money market accounts to earn better interest. Currently, sales tax funds of about \$1 million were earning only \$51 in interest, while the debt service account with similar funds was earning around \$3,000 in a money market account. The recommendation was to leave \$12,500 in checking for capital improvements and \$12,500 for economic development, with the remainder going to money market. Motion by Gillespie, seconded by Kubat to approve the transfer of sales tax funds to money market accounts, leaving \$25,000 in checking. Upon roll call vote, all voted aye. M/C.

Sales Tax Report: Year-to-date collections were up \$5,083.87 (2.64%) with total collections of \$439,994.15 YTD. The Economic Development Fund balance was \$407,099.56, with the Capital Improvement Fund at \$598,144.31. The total, including interest of \$357.33, was \$1,005,601.20, not including the \$400,000 in CDs (\$200,000 in economic development and \$200,000 in capital improvements). Motion by Bell, seconded by Erickson, to approve the sales tax report. Upon roll call vote, all voted aye. M/C.

CD Renewals: A/DA Berg presented several CDs for renewal: Water Tower CD, Water System Repair and Replacement CD, Water System Repair and Replacement #2 CD, Sewer and Lagoon Maintenance Fund CD, Municipal Utilities MMIS CD, all CDs were recommended for renewal at 4.05% for 6-7 months. Motion by Bell, seconded by Skjerven, to approve the five CD renewals at 4.05% for 6-7 months. Upon roll call vote, all voted aye. M/C.

Budget to Actual: A/DA Berg presented the budget to actual report for October. The general fund budget was \$840,399.71, with \$787,464.79 expended, leaving \$52,934.92. She noted that certain departments were over budget (police department and streets and



highways) but transfers from other accounts had helped offset these overages. Motion by Seim, seconded by Erickson, to approve the budget to actual report. Upon roll call vote, all voted aye. M/C.

Auditor/Assessor Update: A/DA Berg reported that story-and-a-half homes were selling well above assessed values, which might lead to assessment changes in March. The current valuation versus assessment for these properties is at 62%.

Ron Jurgens, the Walsh County Sheriff, provided an update regarding ATV use on the bike path. He informed the council that deputies had been alerted to watch for inappropriate ATV use on the bike path and reminded citizens to report illegal activity immediately to the WC Sheriff's Department so it could be addressed promptly.

Jurgens also updated the council about the status of hiring a second deputy for Park River. A probationary employee did not pass the four-month field training process and was relieved of duties. They are currently interviewing for a replacement and hope to hire someone within the next month. Jurgens emphasized that he maintains high standards for deputies and will not compromise on quality. He assured the council that there is no additional cost to the city when the second deputy position is vacant, as the department fills in as needed.

City Attorney: CA Slaamod reported there was no update on the Johnson Potato Warehouse as the project is still in PWD Johnson and AE2S engineer Jarde Solc's hands. The engineer is currently putting together schematics and plans to determine whether the project will need to be bid out.

CA Slaamod presented the second reading of the commercial zoning ordinance update, which includes provisions for dwellings on the second floor, private storage facilities, and a grandfather clause for nonconforming properties. Motion by Gillespie, seconded by Bell, to approve the second reading of the Commercial Zoning Ordinance verbiage update. Upon roll call vote, all voted aye. M/C.

CA Slaamod presented a petition for variance submitted by Jeff Hanson of 104 Harris Avenue South. Hanson wants to place a prebuilt shed (12' x 24') along the alley with a setback of 7 feet, rather than the required 12 feet for R1 zoning. Hanson has obtained signatures from more than 75% of property owners within 300 feet of the proposed nonconforming use. The public hearing is scheduled for November 18 November 10 (corrected at the November 10, 2025 meeting) to consider objections to the variance.

Public Works: Dennis Larson reported that the NMPA contract is currently set to expire in 2041 but needs to be extended for financing purposes. They want to extend it to 2055. Dennis mentioned that it would take a minimum of two years to educate councils and get approvals. He suggested that Jasper and Dalane from NMPA should come to a future meeting to provide a presentation. Larson also mentioned that NMPA will be celebrating its 50th anniversary next year. The annual meeting will be in May, but they plan to hold a more formal informational meeting in October during Public Power Week. They are asking each city to contribute something for goody bags, preferably something made locally.

PWD Johnson announced fall cleanup will start on Monday, October 20<sup>th</sup>. Residential utility customers are asked to call the plant at 284-6399 before Friday. A hydrant on Railroad Ave W and 7<sup>th</sup> St E by the Meberg Warehouse, which had been hit last Christmas, was repaired the previous day. A valve on Eugene Ave that was not working on the main waterline was fixed on Thursday.

PWD Johnson reported they have been installing the new ARM water meters, though progress is slow because many properties have issues with shutoff valves. Some installations are complicated and time-consuming, with one requiring shutting down nine main lines to stop water flow. North Plains will be on site in approximately three weeks to install power at Green Acres Addition.

PWD Johnson reported that about ten residents had approached him with concerns about the 15 MPH speed zone on Prospect Ave N. They felt the zone was too long and suggested moving the start of the zone to the intersection by the hospital (Prospect and Cecil Street) rather than at the bridge. They also found the "when children present" wording confusing. WC Sheriff Ron Jurgens added that he had received similar complaints and agreed with moving the 25 MPH zone up to the intersection and making it a straight 15 MPH zone rather than conditional on children being present. He felt the current configuration was difficult to enforce and confusing. Motion by Seim, seconded by Skjerven, to move the 15 MPH speed zone to begin at the intersection by the hospital (Prospect and Cecil St) and to remove the "when children present" wording from the signs. Upon roll call vote, all voted aye. M/C.

Unfinished Business: A/DA Berg reported that the Buildings and Grounds Committee (Kubat, Skjerven, and Gillespie) met on September 30<sup>th</sup>. They toured the city office building and ordered humidifiers, which are now operational. All rooms are currently at 42-47% humidity. The committee recommended asbestos testing up to \$10,000. The estimate came in at just under \$6,000 to test over 100 samples throughout the building, including the exterior and old roof structure. Motion by Seim, seconded by Erickson, to approve up to \$10,000 for asbestos testing of the city building. Upon roll call vote, all voted aye. M/C.

Berg also mentioned that the committee discussed the curling club building, which needs roof repairs (possibly a metal roof) and foundation crack repairs. The committee will conduct a site visit to determine exactly what needs to be done before putting the project out for bids.

A/DA Berg reported that the Sales Tax Committee had approved up to \$20,000 for surveying services by Advanced Engineering for the 100-acre parcel that includes the park, ball diamonds, golf course, coliseum, swimming pool, parking lot, and dog park. They have already received a preliminary bill of \$3,600. Thompson and Berg met with AE2S surveyor Jesse Gilbertson last Thursday. The area will be divided into seven separate parcels with legal descriptions so each entity with a lease will know exactly what they are leasing. Motion by Skjerven, seconded by Kubat, to approve up to \$20,000 for the 100-acre survey from the sales tax fund. Upon roll call vote, all voted aye. M/C.

Committee Reports: Sales Tax Committee recommendations were covered earlier in the meeting under the Auditor's Report.

Airport: Berg reported that a new boiler for the floor heat was installed at the airport and will be connected to a propane tank and fired up next week. There's also potential for a couple more planes to lease hangar space.

Bike Path: Bell reported that there have been issues with traffic (bikes, motorcycles, ATVs) entering the bike path dangerously through the rocks at the west end of Green Acres Dr near Dollar General. The bike path committee proposed installing wooden post fencing to prevent this dangerous activity, which is damaging the foliage planted there. The fencing will be paid for with donations and installed by the bike path member's next spring. Motion by Seim, seconded by Gillespie, to approve the installation of fencing at the west end of the bike path. Upon roll call vote, all voted aye. M/C.

PR Community Club: It was reported that Trunk or Treat is scheduled for October 26<sup>th</sup> from 2:00 PM to 3:30 PM, and Super Saturday will be held on the first Saturday in December. Motion by Skjerven, seconded by Kubat to close Briggs Avenue South between 4<sup>th</sup> and 5<sup>th</sup> Street on October 26<sup>th</sup> from 1:30 PM to 3:30 PM for Trunk or Treat. Upon roll call vote, all voted aye. M/C.

PR Dev Corp: The Development Corporation had no update as they had moved their meetings to the last Wednesday of the month (October 29th) to better align with the City Council meeting schedule.

PR Park District: Ashley Seim, Complex Committee Member, presented updated plans for the proposed community center. The committee has switched architects to Mike Kuntz with Strove Architect, who has created a more cost-effective plan at approximately \$12.6 million (down from around \$20 million). The proposed 52,000 square foot facility would include: An NHL-sized hockey sheet with fixed seating for 200, four locker rooms with showers for the hockey rink, two adult locker rooms for the courts/fitness area, multi-purpose courts that could be configured for basketball, volleyball, pickleball, or indoor soccer, A three-lane walking track (13 laps per mile), A 3,000 square foot fitness center, conference and party rooms for rentals, kids play area, concessions and catering/demonstration kitchen with a 24-hour access option for certain areas of the facility.

Dylan Berg from the Park River Legacy Fund reported that they currently have pledges for about 22-23% of the \$13 million cost (nearly \$3 million) and are seeking community support for the project.

The council discussed ways they might be able to help with operational support. Mayor Kyle suggested looking at the city's overall bonding capacity and examining potential cost-saving partnerships, such as the city taking over mowing of park district land.

PR Public Library: No report.

Ward and Mayors Comments: Erickson suggested that the council consider livestreaming meetings on a platform like YouTube to increase accessibility, particularly for homebound residents like those at the Good Samaritan Center. He noted the city already has much of the necessary technology in place. Halvorson and Thompson will research what additional steps would be needed to implement.

New Business: The council discussed the Christmas lighting contest. Last year's prizes were \$150 for first place, \$100 for second place, \$75 for third place, and \$150 for the best business display. Motion by Skjerven, seconded by Erickson, to approve the Christmas lighting contest with the same prize structure as the previous year: \$150 for first place, \$100 for second place, \$75 for third place, and \$150 for best business display. Upon roll call vote Gillespie, Skjerven, Erickson, Seim and Bell voted aye with Kubat voting nay. M/C.

It was noted that Nancy Thompson and Ann Berg volunteered to judge this year's contest.

At 7:08 pm two members of the public left. At 7:10 pm, while the meeting was still in session, most members of the public left with the following remaining: WC Sheriff Ron Jurgens, Robert Fleming, Joseph Fietek, John Descamps, Donna Hartl, WC Deputy Charlie Hardy, and Allison Olimb.

The following committee meetings were scheduled: Utility procedure review meeting: October 23, 3:00 PM with Mayor Halvorson, PWD Johnson, CA Slaamod and CC/CA Thompson and Employee Relations Committee (Skjerven, Erickson and Seim): November 3, 5:30 PM.

Motion by Bell to adjourn at 7:19 pm.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Kyle Halvorson, Mayor