

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING MEETING, MONDAY, JANUARY 12, 2026 AT 5:15 PM.

Published Subject to the Governing Body's Review and Revision

Vice President Cory Seim called the meeting to order at 5:15 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie (by phone), Leah Skjerven, Jordan Hollingsworth, Dennis Kubat and Corri Bell. Absent: Mayor Kyle Halvorson. 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: Eugene Bossert, Myron "Happy" Seeba, Allison Olimb-WC Press, Ashley Seim, and Joseph Fietek.

C/A Slaamod informed those present the reason for the public hearing was to hear if there are any comments for or against the pre-liminary 100-acre Hillcrest Resubdivision survey approved at the December 8, 2025 Council meeting.

Myron "Happy" Seeba, Commander of the Park River American Legion, asked if the road leading to the Legion Coliseum could be changed from Legion Drive to Coliseum Drive?

C/A Slaamod informed the Council the engineers would need to be contacted to make the change, the updated plat available for review by the public and a new public hearing advertised.

Bell moved and Gillespie seconded to change the name from Legion Drive to Coliseum Drive. Upon roll call vote, all present voted aye. M/C.

Being no further business, Skjerven moved to adjourn at 5:20 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Cory Seim, Council Vice President

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, JANUARY 12, 2026 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, January 12, 2026 at 5:30 PM.

All present recited the Pledge of Allegiance.

Council Vice President Cory Seim called the meeting to order. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie (by phone), Leah Skjerven, Jordan Hollingsworth, Dennis Kubat and Corri Bell. Absent: Mayor Kyle Halvorson. 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: Eugene Bossert, Myron "Happy" Seeba, Allison Olimb-WC Press, Ashley Seim, and Joseph Fietek.

Additions or Changes to Agenda: Two additions were made under the City Attorney section: residency check for council members and committee assignment for Hollingsworth.

Comments From Citizens: None

Approval of Minutes: Motion by Hollingsworth, seconded by Skjerven, to approve the minutes of the December 8, 2025 Regular Council with the following correction to the canvassing board portion: Change the date from November 15th to December 15th. Upon roll call vote, all voted aye. M/C.

Auditors and Assessors Reports: CC/CA Thompson distributed Statements of Interest forms to council members, explaining new legislation requires all council members, park district members, and municipal judges to file these forms annually in January.

CC/CA Thompson presented the general fund and municipal utilities for a total of \$300,635.32. Debt Service Fund totaled \$34,556.39. Moved by Bell and seconded by Hollingsworth to approve payment of the following bills. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39866-Bonny Dvorak-250.00 67-Katie Johnson-250.00 68-Cardmember Services-1,736.50 69-Jet-Way Multiple Services-10,310.00 39870-Rainbow Auto Body-124.17 71-Postmaster-450.79 72-Advanced Engineering &-715.00 73-Void -0.00 74-Cannon Technologies Inc-19,111.00 75-Cardmember Services-988.95 76-CNH Industrial Accounts-440.22 77-Consolidated Waste, LTD.-20,659.00 78-East Side Garage-118.00 79-Grand Forks Utility Billing-52.00 39880-Brandon Houser-250.00 81-Jim's Super Valu-167.45 82-Kringstad Ironworks INC-873.28 83-Legend Technical Services Inc-5,785.00 84-Leon's Building Center, Inc-145.26 85-Montana Dakota Utilities-2,236.88 86-MMUA-9,133.75 87-MFOA OF ND-120.00 88-ND Dept of Environmental Quality-305.86 89-Newman Traffic Signs-402.29 39890-Northdale Oil, Inc-2,520.47 91-North Star Coop-1,492.72 92-Owen Software Innovations LLC-100.00 93-Park River Hardware-189.65 94-Polar Communications-1,136.07 95-PR Community Club-37.30 96-Quill Corporation-41.97 97-Riteway Business Forms-969.78 98-Samson Electric LTD-3,231.76 99-US Bank Equipment Finance-110.91 39900-Vanguard Appraisals, Inc-275.00 1-Verizon Wireless-159.45 2-Water Treatment Fund-11,156.64 3-Wayne's Variety-143.64 4-Walsh County Auditor-30,840.97 5-Walsh County Press-350.67 6-Walsh County Treasurer-3,141.45 7-WC Water Resource District-12,035.87 8-WSI-2,583.31 9-Animal Elskan Inn, LLC-140.00 10652-71-Salaries-23,555.46 10672-Erickson, Andrew J-969.67 10673-86 -Void-0.00 10687-701 -Salaries-17,587.25 AW-US Treasury-18,604.10 AW-BC/BS of North Dakota-17,359.42 AW-First United Bank-23.15 AW-First United Bank-WD CD-50,000.00 AW-First United Bank-NSF PS-UB-94.47 AW-First United Bank-NSF LTX-UB-777.22 AW-First United Bank-NSF VD-UB-285.00 AW-NDPERS-4.04 AW-NDPERS-688.30 AW-NDPERS-688.30 AW-NDPERS-5,131.59 AW-NMPA-168,403.80 AW-PR Airport Authority-426.43 AW-PR Airport Authority-18.48 AW-PR Airport Authority-568.24 AW-PR Airport Authority-670.16 AW-PR Park District-1,137.15 AW-PR Park District-369.97 AW-PR Public Library-917.36 AW-PR Public Library-426.23 AW-PR Public Library-18.48 AW-PR Public Library-568.24 AW-PR Public Library-670.15 AW-Premium Processing-331.81 AW-PSN -54.95 AW-PSN-Contract-89.00 AW-PSN-CC Mach-575.00  
**Special Funds:** -10248-AE2S-600.00 **Debt Service & Bond Fund:** - 006466 -First United Bank-9,497.75

CC/CA Thompson presented the financial reports. Moved by Hollingsworth and seconded by Kubat to approve the financials into record.

A/DA Berg reported preliminary findings on the asbestos testing showed the vent in the furnace room has 90% asbestos wrapped around it and floor tiles under the carpeting throughout the building contain 2% asbestos. No asbestos was found in any walls, drywall, compound, paint, or other flooring. In the attic above the old asphalt roof below the tin roof, the north half of the building from east to west is wet, possibly due to frozen gutters, but no mold or asbestos was detected.

CC/CA Thompson explained that in even years, the council must approve the banks used for city funds. Motion to approve Citizens, First United, and Gate City as depositories made by Kubat, seconded by Bell. Upon roll call vote, all voted aye. M/C.

C/A Slaamod reported the 100 acres survey was addressed earlier with nothing to discuss at this time.

C/A Slaamod explained that in 1996, the city sold property north of Park River at the old landfill to Richard Lien. However, the deed was never recorded. Slaamod noted there is no legal description for the property in the records, and a survey is needed to create one so the deed can be recorded. Slaamod estimated the survey could cost \$1,500-2,000 for the approximately 14-acre parcel. He recommended the city pay for this as it was the city's responsibility to complete the transaction properly at the time. Motion to engage a surveyor to prepare a legal description for the property sold to Richard Lien made by Skjerven, seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

C/A Slaamod conducted the residency check for all council members, confirming they all live within their respective wards. Hollingsworth was formally appointed to the committee positions previously held by Erickson (Employee Relations and Contracts and Policies

committees). Motion to appoint Hollingsworth to the Employee Relations and Contracts and Policies committees made by Bell, seconded by Kubat. Upon roll call vote, all voted aye. M/C

PWD Johnson briefly mentioned that the digger truck recently sold for slightly more than \$16,000.

PWD Johnson reported an issue with a house on Code Ave S where utilities need to be shut off, but they cannot locate the curb stop. The house is vacant, and there are concerns about water lines freezing and bursting if the heat is turned off. Options discussed included: digging up the line and installing a new curb stop (estimated cost around \$10,000) or trying to keep the heat on to prevent freezing. The council discussed liability concerns, noting that if the lines freeze and burst, they would need to shut off the main water line, causing water loss. Slaamod suggested he would investigate legal options and work with Johnson. The council agreed to table the decision until they can get answers from MDU about the status of the utilities and legal advice from Slaamod with the possibility of a special meeting if necessary.

PWD Johnson also informed the council that Mike Kilmer, who has fixed all water and sewer breaks for the past 30 years, has retired. Chad Torlakson from Cavalier has agreed to help, but response time will be longer. Johnson noted this could be an opportunity for someone local to take over this service.

PWD Johnson discussed the need for salt storage. They currently share with the county, but during freezing rain events, salt becomes scarce. They need to find a location on city property to build a small storage structure that could hold a semi-load of salt.

The council agreed to table the following: live streaming of council meetings until the building situation is resolved, as there's no point in setting up livestreaming if the city offices might be renovated due to the asbestos and moisture issues and Text My Gov until Halvorson returns, as he was leading these initiatives.

*Committees: Sales Tax:* A/DA Berg reported the sales tax receipts for the month were \$42,375.40, which is up 3.21% or \$8,284.13 year-to-date with year-to-date collections of City of Park River \$257,786.41, Hospital \$257,786.41 and Park District \$86,712.98. The Sales Tax Committee had previously approved funding for surveying the 100 acres up to \$20,000. The bill of \$600 requires council approval for payment. Motion by Bell, seconded by Skjerven, to approve the sales tax report and payment of \$600 for surveying to AE2S. Upon roll call vote, all voted aye.

*Airport Authority:* A/DA Berg reported the floor heat is holding the temperature steady in the building.

*Bike Path Committee:* Bell reported the committee had not met.

*PR Community Club:* Thompson reported the next event will be the gala on February 28th, themed as a "Speakeasy" this year with prizes for best-dressed attendees. The spring extravaganza (formerly the Easter event) is scheduled for March 28th. A cornhole league will begin on January 28th, with sign-ups through Lori Seim.

*PR Eco Dev Corp:* Olimb reported no meeting was held in December with January 28<sup>th</sup> as the next meeting date. The home at 116 North Star Drive sale has closed. An open house might be scheduled for the remaining home. They are still working on getting bids for the mayoral park project they have planned.

*PR Park Board:* President Ashley Seim requested that meetings be scheduled to discuss leases, particularly with the 100 acres development moving forward. She emphasized that these discussions should begin now so they can be completed before spring. She also reported on a meeting with State Representative Dave Monson regarding state funding for the community center. While no funding will be available until 2027, he will start discussions with colleagues on January 20th. He indicated a push to direct more funding to rural communities and the eastern side of the state.

*Public Library:* The PRASD Library will resume Saturday story time this weekend and a board meeting is scheduled for next week.

*Ward and Mayor Comments:* Hollingsworth mentioned a citizen requested to have meeting agendas posted on Facebook or the city website prior to meetings. City Administration confirmed that agendas are already posted on the website when they are sent out to council members on the Friday before meetings.

*New Business:* There have been incidents of residents blowing snow from their driveways into the street, creating hazards. CA Slaamod confirmed that an existing ordinance already prohibits this as a nuisance that obstructs public streets. The council agreed to send reminders to residents not to blow snow into streets and to post a reminder on Facebook.

*Schedule Any Needed Committee Meetings:* The Buildings and Grounds Committee will meet on Monday, February 2<sup>nd</sup> at 5:30 PM and Contracts and Policies Committee will meet on Wednesday, February 4<sup>th</sup>, at 5:30 PM.

Kubat moved to adjourn at 6:32 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Cory Seim, Council Vice President

Published Subject to the Governing Body's Review and Revision

Vice President Cory Seim called the meeting to order at 5:15 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Jordan Hollingsworth, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. A quorum was established. Also present: 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: Allison Olimb-WC Press, Myron "Happy" Seeba, Joseph Fietek, Eugene Bossert and Misty Praska.

C/A Slaamod informed those present the reason for the public hearing was to hear if there are any comments for or against the updated 100-acre Hillcrest Resubdivision survey plat approved at the January 12, 2026 Council meeting.

Myron "Happy" Seeba, Commander of the Park River American Legion, mentioned he went out and measured from the Legion Coliseum building to the proposed north boundary line. The Lot 3 measurement was about 60' and that would barely leave any room for parking. He asked if the property line could be moved further north taking away from Lot 2. It was noted the city's lease agreement with the Legion does not expire until December.

C/A Slaamod informed the Council they could accept the plat "as is" or have the engineers resurvey the area, make the change, update the plat, make it available for review by the public and a new public hearing advertised. Hollingsworth felt rather than bear the cost of resurveying the area an agreement could be made. Slaamod mentioned the possibility of a parking easement on Lot 2.

Hollingsworth moved and Bell seconded to approve the plat as currently presented. Upon roll call vote, all present voted aye. M/C.

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

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Kyle Halvorson, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, FEBRUARY 9, 2026 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, February 9, 2026 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order at 5:32 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Jordan Hollingsworth, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. A quorum was established. Also present: City Attorney (CA) Dusing 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: Allison Olimb-WC Press, Joseph Fietek, Eugene Bossert, Misty Praska, Ashley Seim and Patty Dahlen.

Mayor Halvorson asked for additions or changes to the agenda. Added item #3, under Unfinished Business-City Office Building and Ordinance 27.H.2 policy to the City Attorney section as item #3.

No comments from citizens were presented.

The council reviewed the minutes from the January 12, 2026 regular meeting and public hearing. Motion to approve the minutes was made by Hollingsworth, seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

Approval of Payments and Financials: CC/CA Thompson presented the municipal and general fund payments totaling \$219,005.99. Debt service payments totaling \$23,711.25, included an interest payment to Zion Bank for the water tower and water distribution improvement project and a payment to Canon Technologies for the ARM project. Motion to approve the payments was made by Kubat, seconded by Hollingsworth. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39910 Postmaster 526.56; 39911 Void 0.00; 12 Alexis Ramsrud 75.00; 13 Animal Elskan Inn, LLC 280.00; 14 Border States Electric Supply 69.98; 15 Cardmember Services 2,483.47; 16 CNH Industrial Accounts 440.20; 17 Consolidated Waste LTD. 20,549.00; 18 Dale Pecka 1,020.00; 19 Fleming DuBois & Fleming PLLP 5,652.98; 39920 Grand Forks Utility Billing 52.00; 21 Brandon Houser 187.50; 22 Kringstad Ironworks INC 1,056.20; 23 Leon Lenins 3.35; 24 Leon's Building Center Inc. 88.12; 25 Montana Dakota Utilities 1,881.12; 26 North Central International LLC 280.93; 27 Northdale Oil Inc. 1,111.30; 28 North Star Coop 998.16; 29 Park River Hardware 9.99; 39930 Polar Communications 1,135.96; 31 PR Community Club 600.00; 32 US Bank Equipment Finance 102.15; 33 Verizon Wireless 106.00; 34 Water Treatment Fund 10,812.00; 39935 Walsh County Press 322.35; 10702-27 Salaries 30,871.93; AW US Treasury 9,671.50; AW BC/BS of North Dakota 14,420.10; AW Colonial Life 331.81; AW First United Bank 23.05; AW Main Street Checks 46.76; AW Municipal Utilities 640.00; AW NDPERS 4.04; AW NDPERS 700.80; AW NDPERS 700.80; AW NDPERS 5,277.75; AW NMPA 168,606.96; AW PSN 69.95; **Special Funds:** 10249 PR Comm Dev Corp 471.41; 10250 PR Comm Dev Corp 17,500.00; **Debt Service & Bond Fund:** 6467 Border States Electric Supply 32,226.79; 6468 Cannon Technologies Inc. 2,329.60; 6469 Cannon Technologies Inc. 2,200.00; and 6470 Zions Bank 21,511.25.

CC/CA Thompson presented the end-of-year statements of distributions and receipts, which showed beginning balances for 2025, receipts, disbursements, and ending balances for all funds including debt service funds. This report will be published in the newspaper as required by ND Century Code. Motion to approve the end-of-year statement was made by Hollingsworth, seconded by Kubat. Upon roll call vote, all voted aye. M/C.

C/CA Thompson then presented the financial reports, including the cash balance report and the profit and loss statement. Motion to approve the financials as presented was made by Skjerven, seconded by Bell. Upon roll call vote, all voted aye. M/C.

Berg, as assessor, reported that property sales this year greatly exceeded assessment values. The city had been running at about 92-96% of sales values in previous years, but this year are at 86%. She explained that while some other communities are looking at almost 20% increases, Park River is looking at approximately an 8% increase. Some property values will increase; some will decrease due to depreciation and others will stay the same. The council noted the primary tax credit had increased from \$500 to \$1,600, which would help many residents.

100 Acres Survey/Map: CA Slaamod reported that there was nothing new to discuss regarding the 100-acre survey or map.

Park Board Lease/City Land: CA Slaamod reported on a meeting with the Contracts and Policies Committee last week regarding the PR Park District lease and city land. The park district is submitting a notice to quit on all parks they don't own and would like to see some of the current parkland deeded to them, excluding the pool (lot 5) and (lot 7) (referred to as the "dog park").

The council extensively discussed whether to continue with a lease agreement or to deed certain parcels to the park district. Concerns were raised about what would happen if future development opportunities arose, particularly for lot 7 and lot 2, which have potential for housing development due to existing infrastructure.

CA Slaamod explained that if land was deeded to the park district and they later abandoned it or were abolished, the land would revert to the city. However, he raised concerns about what would happen if the park district mortgaged any of these properties for the planned community center and later defaulted, which could put the city in a position of having to buy back the land.

After considerable discussion, the council began reviewing a proposed lease agreement line by line, making several modifications:

Section 1. Changed legal descriptions based on the new survey named Hillcrest Resubdivision, with Exhibit A leasing lots 2 (baseball and softball diamonds) and 4 (wooded land along the river), and the following parks, Loughhead, Village Green and Veterans; Exhibit B precluded Lots 1-Golf Course, 3-Legion Coliseum and 6-FCHC parking lot with current leases and with lots 7 (dog park) and 5 (swimming pool) possibly coming back to the City. Motion by Hollingsworth, seconded by Seim to accept the changes as outlined above. Upon roll call vote, all voted aye. M/C.

Section 2. Motion by Hollingsworth, seconded by Seim to change the lease term from 5 years to 99 years. Upon roll call vote, all voted aye. M/C.

Section 2. Added abandonment or abolishment clauses as follows: Either party may terminate this lease agreement, for cause, in addition to the material term delineated further in the agreement, for either abolishment of the park district, abandonment of the leased premises, 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 1 (one) year prior to the date upon which termination is to become effective. Motion by Bell, seconded by Gillespie to approve the above clause as written. Upon roll call vote, all voted aye. M/C.

Section 2. Motion by Bell, seconded by Hollingsworth to remove the last sentence dictating automatic renewal and termination of lease. Upon roll call vote, all voted aye. M/C.

Due to the complexity of the lease terms, the council ultimately tabled further discussion to allow for a joint meeting with the park board. Motion by Bell and seconded by Gillespie to table the lease agreement until the Park District portion of the agenda. Upon roll call vote, all voted aye. M/C.

Ashley Seim from the Park River Park Board informed the council they would be giving their 30-day notice on the current lease arrangements. She explained this was not because they wanted to abandon the properties but because they felt discussions had been delayed too long and they wanted to ensure the issue would be resolved before another mowing season began without compensation for their maintenance work.

Ordinance 27H: CA Slaamod presented a policy for locating, operating, and maintaining water curb stops. The policy was developed in response to a property with delinquent utility payments where staff couldn't locate the curb stop to shut off water. The policy clarifies: 1.) The city will locate curb stops at no charge upon request from property owners or contractors, with a \$50 fee for subsequent requests; 2.) Property owners are responsible for maintaining curb stops and keeping them accessible; 3.) The city will operate curb stops upon request in specific situations, but won't assume the cost of repairs that may be required and 4.) If a property owner fails to make necessary repairs, the city may make repairs and bill the owner. Motion by Hollingsworth to approve the curb stop policy, seconded by Gillespie. Upon roll call vote, all voted aye. M/C.

**CITY OF PARK RIVER PUBLIC WORKS DEPARTMENT  
POLICY FOR LOCATING, OPERATING & MAINTAINING WATER CURB STOPS**

Purpose: Establish procedures for locating, operating and maintaining water curb stops for City water users.

Presented to City Council: February 9<sup>th</sup>, 2026      Adopted by City Council: February 9<sup>th</sup>, 2026

Basis: Ordinance 27.h.2 Sec.1      Effective Date: February 9<sup>th</sup>, 2026

1. Locating Curb Stops:

The City will locate curb stops for City utility customers at no charge in the following circumstances:

- In response to a North Dakota One-Call dispatch. The locate will be performed within the time period prescribed by North Dakota Century Code;
- In response to a direct request from the owner of the property or from the owner's contractor. The locate will normally be performed within one working day from receipt of the request and only during normal working hours.
- In response to a request for an emergency locate. The locate will be performed as quickly as possible. (An emergency is defined as a situation where property damage is occurring or is imminent due to the water service line being live from the main to the structure and the inside shut-off is inoperable.)

The property owner shall provide assistance in providing exploratory excavation or snow/ice removal to expose the curb stop if it is buried.

City staff will coordinate with the property owner to schedule the locate at a time when the owner or owner's representative can assist, but the City will not assume responsibility for exposing buried curb stops.

When a curb stop has been located, it is the responsibility of the property owner to take measurements from fixed points of reference, mark the curb stop, or use other means to allow the curb stop to be located without further City assistance.

For all subsequent locate requests by the same property owner or contractor, the City will bill for actual costs incurred, but not less than \$50 per locate, and will perform the locate as staff schedules allow.

2. Maintenance of Curb Stops

- Per Ordinance 27.h.2, Section 1, the property owner, at their expense, shall keep in good repair and protected from frost all service lines, curb stops, and other fixtures from the water main to the point of use.
- The property owner shall maintain the curb box in good alignment and keep it clear of obstructions, including debris, immobile and inoperable vehicles pavement, cement or other impervious materials so that the curb stop can be operated whenever necessary.

3. Operating Curb Stops:

The City will operate curb stops upon request of the property owner in the following situations, but only when the curb box is in good alignment and clear of obstructions and the curb stop is in good working order:

- In response to notification by the property owner that the property has become vacant. (A fee as prescribed by the Schedule of Fees will be charged to reactivate service to the property.)

- In emergencies as defined in Section 1 above.

In all other situations the property owner shall obtain the services of a licensed contractor to operate the curb stop.

4. Damages and Repairs to Curb Stops:

When operating curb stops, the City will take all reasonable precautions to avoid damages to the curb stop, curb box and service line, but will not assume costs of repairs that may be required due to operation of the curb stop.

In the event that repairs are necessary to stop water leaks or make the curb stop operational, and the property owner fails to make the repairs within a reasonable period of time, the City may make the repairs and bill the property owner for costs incurred.

The City may operate curb stops for non-payment of services or for water being wasted. If the curb stop is not accessible or in good working order, and the City finds it necessary to excavate or align the curb box, clear it of obstructions, or make any other repairs in order to operate the curb stop and protect City Infrastructure, the City may bill the property owner for the actual costs incurred.

5. Other Matters

- City staff shall not enter flooded basements or crawl spaces to shut off water in any circumstances.

ATTEST TO:

CITY OF PARK RIVER:

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

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

**Public Works:** PWD Johnson reported that he had found a solution to store sand in the north building, which would save the city \$10,000-\$20,000 compared to building a new storage shed. He also proposed installing a natural gas furnace in the old part of the north building to avoid having to fill water from a hydrant during winter, which could cost \$4,000-\$5,000. Additionally, he mentioned that they needed to repair a blown seal on pump 2 in the main lift station.

**Unfinished/Old Business:** Live Streaming City Council Meetings-The council briefly discussed live streaming council meetings. It was determined that the existing equipment could support streaming through Teams or Zoom with minimal additional cost, requiring only a license and using the room camera for video. However, the council agreed it might make sense to wait until after any office renovations before implementing streaming.

The council discussed the Text My Gov service, which would provide both outgoing notifications and incoming messages. Council members noted this would be an additional method of communication beyond the existing website, Facebook, and Living Local app. Given the high cost (approximately \$4,000 per year) and the duplication of existing communication channels, the council decided to not add Text My Gov to city social media already in place.

**City Office Building:** Gillespie reported that the Buildings and Grounds Committee met on February 2nd to discuss issues with the city office building, including asbestos contamination primarily in the flooring and in a furnace wrap. Legend Technologies provided an estimate of approximately \$36,000 to remediate these issues. There may also be asbestos insulation in the cement block walls. A detached furnace exhaust may be the reason for moisture issues in the attic with the possibility of exhaust fumes backing up into the building. The council discussed options including renovating the current building, purchasing another building or moving to another city-owned property. They acknowledged that regardless of what decision is made about the future of the building, the asbestos remediation would need to be addressed. The council authorized CC/CA Thompson to contact carpenters, HVAC and plumbers to get estimates for potential renovations that would address the building's issues, including the asbestos, heating/air quality problems, bathroom and workspace configuration needs.

**Committees:** *Sales Tax:* A/DA Berg presented the sales tax report stating the city's share was \$23,039.08, down 6.14% (\$1,415.14) from last year. Fund balances were: Economic Development Fund - \$448,112.08; Capital Improvements - \$694,732.38; Interest - \$913.31; for a fund total of \$1,143,757.77 (not including \$200,000 in CDs for each capital improvement and economic development fund). Berg also reported that fourth quarter online sales tax collections were \$19,990, with the total received of \$57,640 for the year an increase of approximately \$7,364 from the previous year.

The Sales Tax Committee recommended the following expenditures for approval: \$10,000 to PR Economic Development Corporation for two Spark homes incentives (\$5,000 each), \$7,500 for yearly operating expense for PR Economic Development Corporation, Bank of North Dakota loan payments for the Green Acres Addition infrastructure with each payment of \$17,423.35 due in May and November 2026. Motion by Skjerven to approve the sales tax report and approve payments as noted above and seconded by Bell. Upon roll call vote, all voted aye. M/C.

*Airport:* A/DA Berg reported that the airport had applied for a grant of \$22,000 from leftover CARES Act funding.

*Bike Path:* No updates were reported.

*PR Community Club:* The Community Club representative reported that the gala was scheduled for February 28, and the spring extravaganza would be held in March. They are currently fundraising and seeking gift bike sponsors and event sponsors.

*PR Dev Corp:* The Development Corporation reported they are completing final touches on two houses, with siding looking good. They will be installing sidewalks for the two houses this summer in accordance with city ordinance. Two people are currently interested in the remaining Spark build, and a family has moved into the other Spark home.

The storefront improvement grant program continues, with some restrictions removed to allow multiple applications. Several Main Street businesses have made improvements ranging from paint to complete siding remodels.

There was discussion about a for sale sign for Green Acres Addition property lots that had apparently blown away or been removed. *PR Park District:* The council returned to this topic after tabling the lease discussion earlier in the meeting. Ashley Seim from the park board read a formal notice to quit dated February 9, 2026, which served as formal written notice of the park board's intent to terminate its month-to-month lease with the City of Park River. The notice applied to Village Green, Veterans Park, Loughhead Park, parcels 2, 4, 5, and 7 of the hundred acres, and the east side bike path. A Seim emphasized: "We have no intention of truly stopping. I mean, we want to work together. We just are trying to ensure for our safety here that we're not on the hook for another mowing season that is gonna receive no compensation." After discussion about logistics, the group agreed to schedule a joint meeting.

*PR Public Library:* Berg reported that the library continues to hold its Saturday reading program, which is particularly convenient for parents who have other children in figure skating.

*Ward and Mayors Comments:* The Mayor thanked everyone for their hard work in the office, plant, and on the council, noting that their time and effort are appreciated even when not always recognized.

New Businesses: No new business was presented.

Schedule Any Needed Committee Meetings: A meeting between the Contracts and Policies Committee and representatives from the Park Board was scheduled for February 12 at 5:30 PM to continue discussion of the lease agreement.

Motion to adjourn was made by Skjerven at 7:52 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

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 5:30 PM on Wednesday, March 4, 2026. A/DA Berg conducted the roll call, confirming a quorum was established with the following present: Councilmembers Leah Skjerven, Jordan Hollingsworth, Cory Seim and Dennis Kubat. Absent: Ken Gillespie and Corri Bell. Also present: City Attorney (CA) Dustin Slaamod, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Others: None.

**Review / Approve Ordinance 12 Floodplain management – 1st reading**

CA Slaamod explained that due to the passage of Senate Bill 2027, the city must update its floodplain management ordinance in its entirety. The current ordinance dates back to October 8, 2012, and the state has given the city until March 31, 2026 to adopt a fully updated ordinance to maintain eligibility for the National Flood Insurance Program and ensure residents have access to federal flood insurance and disaster assistance.

The state provided a draft ordinance with the required updates. Slaamod noted that CC/CA Thompson serves as both city auditor and flood plain coordinator, which falls under the city coordinator designation. The updated ordinance includes variance procedures for building in the floodplain, anchoring requirements, home type specifications, and penalty clauses for non-compliance.

Council members discussed that this is primarily a state formality to ensure FEMA protection. The ordinance doesn't change existing flood zone designations or insurance rate maps, which are predetermined by the federal government. Several council members shared experiences with flood insurance and basement flooding issues in their own properties.

Slaamod explained the timeline: after the first reading approval, the ordinance would be sent to the state for review. If approved, a second reading would be scheduled within seven days prior to March 31st. The state has been processing these ordinances quickly due to the volume. Seim moved to approve the first reading of Ordinance 12 Floodplain Management; Hollingsworth seconded and upon roll call vote, all voted aye. M/C.

**Hillcrest Re Subdivision Annexation**

CA Slaamod presented a resolution for annexation of five parcels of city-owned property that are currently outside city limits but contiguous to the city. These highlighted portions on the survey need to be brought into the city limits to resolve issues identified during the recent platting process.

Slaamod explained that since the city owns the land, there are no private landowners who can object to the annexation. The process requires a 30-day notification period to the county and township, with seven days prior notice before appearing before them.

Council members discussed the timeline and process. If approved tonight and signed, the resolution would be published in the paper and a public hearing could be held at the April 13th council meeting.

There was brief discussion about road maintenance responsibilities and whether the annexed areas would affect current maintenance agreements with the county but there were none. Hollingsworth moved to approve the annexation resolution for the Hillcrest Resubdivision parcels; Skjerven seconded and upon roll call vote all voted aye. M/C.

Adjourn: Being no further business, Bell moved to adjourn at 5:49 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Kyle Halvorson, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, PUBLIC HEARING MEETING, MONDAY, MARCH 9, 2026 AT 5:15 PM.

Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the meeting to order at 5:15 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie (by phone), Leah Skjerven, Jordan Hollingsworth, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. A quorum was established. Also present: City Attorney (CA) Dustin Slaamod, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Others present: Allison Olimb-WC Press, Nicole Schempp, Lindsey Votava, Eugene Bossert and Marcus Lewis.

C/A Slaamod informed those present the reason for the public hearing was to hear if there are any comments for or against the petition submitted by Nicole Schempp and Lindsay Votava who are asking for a variance for nonconforming use to run a commercial daycare in a residentially zoned area at 308 5<sup>th</sup> St W. Slaamod informed the Council the petition was valid and had the required signatures of 75% of the property owners within 300' and recommended approval.

Bell moved and Hollingsworth seconded to approve the variance to Schempp and Votava as presented. Upon roll call vote, all voted aye. M/C.

Being no further business, Bell moved to adjourn at 5:19 PM.

ATTEST:

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

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

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, MARCH 9, 2026 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, March 9, 2026 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order at 5:30 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Jordan Hollingsworth, Cory Seim, Dennis Kubat and Corri Bell. Absent: None. A quorum was established. Also present: City Attorney (CA) Dustin 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: Allison Olimb-WC Press, Nicole Schempp, Lindsey Votava, Eugene Bossert, Marcus Lewis, Patty Dahlen and Ashley Seim.

There were no additions or changes to the agenda.

No comments from citizens were presented.

*Approval of Minutes:* The council reviewed the minutes from the February 9, 2026 Public Hearing and Regular Council meeting. Motion to approve the minutes was made by Hollingsworth, seconded by Bell. Upon roll call vote, all voted aye. M/C.

*Approval of Payments and Financials:* CC/CA Thompson presented the municipal and general fund payments totaling \$180,820.76, Special Fund payments totaling \$258,217.91 which is the hospital sales tax payment and represents their yearly payout from their portion of sales tax, typically paid in March. Motion to approve the following payments and financials as presented was made by Hollingsworth, seconded by Skjerven. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39936 Cardmember Services 1,750.11; 37 Postmaster 527.01; 38 A&J O'Toole Towing 959.40; 39 PRAS After-Prom Party 100.00; 39940 Animal Elskan Inn, LLC 280.00; 41 Cardmember Services 3,458.46; 42 CNH Industrial Accounts 1,453.47; 43 Dale Pecka 2,645.00; 44 Fleming DuBois & Fleming PLLP 4,390.31; 45 Grand Forks Utility Billing 52.00; 46 Brandon Houser 750.00; 47 KAT & COMPANY 750.00; 48 KLJ 2,200.00; 49 Leon's Building Center, Inc 9.61; 39950 MDU 1,540.15; 51 Michael Todd & Company, Inc 3,300.81; 52 ND Dept of Environmental Quality 40.78; 53 North Central International LLC 276.78; 54 Northdale Oil, Inc 2,402.20; 55 North Star Coop 1,035.44; 56 Park River Hardware 137.41; 57 Polar Communications 1,135.75; 58 Quill Corporation 500.78; 59 SanGrait's Auto Service 970.08; 39960 Schumacher & Sons 1,039.80; 61 US Bank Equipment Finance 199.16; 62 Verizon Wireless 181.96; 39963 Walsh County Press 591.87; 10728-52 Salaries 30,418.29; AW US Treasury 9,791.58; AW BC/BS of North Dakota 14,420.10; AW Colonial Life 387.72; AW Debt Service WCL 156,234.23; AW Electric Repair & Replacement 8,000.00; AW First United Bank 23.10; AW MU MM Fd 503 4,446.53; AW NDPERS 4.04; AW NDPERS 700.80; AW NDPERS 700.80; AW NDPERS 5,306.48; AW NMPA 149,987.47; AW PR Airport Authority SRS 552.95; AW PR Airport Authority WCL 4,884.44; AW PR Park District SRS 1,474.53; AW PR Park District WCL 3,047.54; AW PR Public Library SRS 552.95; AW PR Public Library SA 3,036.05; AW PR Public Library WCL 4,884.37; AW PSN 69.95; AW Sewer Repair & Replacement 3,700.00; AW Special Assmt Fd 244 139.77; AW Wat & Sew Imprv Dist #2016-1 9,490.00; AW Water System Repair & Replace 9,950.00; AW Water Tower Fund 16,145.00. **Special Funds:** 10251 First Care Health Center 258,217.91. **Debt Service & Bond Fund:** 6471 Krystal Gire 544.08.

CC/CA Thompson presented the Blue Cross Blue Shield yearly renewal. The rates decreased this year by 4.9%, saving the city \$5,795 annually. She attributed this unusual decrease to having an employee with less experience join the staff, which offset the years of more experienced employees. Typically, insurance rates increase, with some years seeing increases as high as 18%. Seim moved to approve the yearly renewal with Blue Cross Blue Shield; Hollingsworth seconded and upon rollcall vote, all voted aye. M/C.

*City Attorney:* Park Board Lease/City Land: CA Slaamod presented the updated lease agreement that incorporates previous council discussions and was recommended for approval by the contracts and policies committee after their meeting with members of the Park District. The lease specifically identifies the properties being leased: lots 2, 4, and 5 in the Hillcrest Resubdivision, plus Veterans, Loughhead Park, and Village Green, excluding lots 1 (golf course), 3 (legion), and 6 (First Care Health Center parking lot).

Key provisions include a termination for cause clause, maintenance responsibilities for the park district including buildings, grounds, cleaning, mowing, weed control, and snow removal along sidewalks. The \$3,000 utility credit was removed from the agreement.

Special provisions were included for lot 7 (dog park), which is slated for future housing development. The city reserves the right to terminate the lease on lot 7 with one year notice. For lot 5 (the pool), if engineering determines the pool structure cannot be maintained, both parties will enter a 50/50 cost-share agreement for filling and leveling the area.

A significant discussion arose about lot 2, which the city has historically used for snow storage during winter months. CA Slaamod recommended adding language allowing the city to pile snow on lot 2 during winter, with the city responsible for cleaning up debris in spring before baseball season.

Regarding Legion parking on lot 2, Dustin recommended handling this through a separate licensing agreement between all three parties rather than incorporating it into this lease, as it would avoid complicating the two-party lease with third-party contractual obligations. Hollingsworth moved to approve the lease with additional verbiage regarding snow removal and cleanup responsibilities on lot 2. Skjerven seconded. Upon roll call vote, all voted aye. M/C.

*Public Works Department:* PWD Johnson reported that the main lift station is back to 100% operation after two pumps failed due to disposable wipes clogging the system. A finer mesh screen was installed on the influent pipe to help prevent future issues. Finding replacement parts is becoming difficult due to the age of equipment, with one pump being nearly 40 years old.

Street patching on Highway 17 will begin as soon as conditions dry out, likely within a week or two.

Water service line identification continues with Moore Engineering coming to Park River to visit unidentified properties. The city now has over 80% completion, ranking in the top 10 statewide. Approximately 50-80 service lines remain to be identified through the state-funded program.

Johnson presented a quote for a new 72-inch Alto mower from Park River Implement for \$13,500. The city purchased a smaller Alto three years ago that has performed well. This mower would replace a 15+ year old Toro Snapper that has reached end of life and

would also be used for the bike path maintenance if the city takes over that responsibility. Council discussed funding sources, with City Administration recommending using municipal funded depreciation funds which have \$37,600 available, plus a CD in that fund. Hollingsworth moved to approve the purchase of the Alto mower for \$13,500 from municipal funded depreciation funds. Bell seconded and upon roll call vote, all voted aye. M/C.

*Unfinished/Old Business:* City office building - Drafting agreement & Building options. Halvorson presented a drafting agreement from Leon's Building Center for remodel and addition work at \$65 per hour with a \$1,500 minimum (approximately 23 hours). This would provide design work for either remodeling the current city hall building or converting Lifetime Dental into city offices and meeting rooms. Extensive discussion followed about the merits of each option. Hollingsworth stated he initially favored remodeling the current building but expressed growing concerns about potential hidden costs, particularly asbestos mitigation (estimated at \$35,000 minimum) and HVAC system installation (\$15,000+). He noted the newer building's advantages: existing security features, shared roof maintenance costs with the bank, better location, and overall superior condition. Council members discussed the need for building inspections, cost estimates, and negotiations. The city has budgeted \$225,000 over four years for building renovation, plus additional capital improvement funds totaling over \$700,000. The council expressed concern about spending architectural fees on the current building only to potentially abandon it due to unforeseen structural issues common in 1950s construction. Several council members agreed that a comprehensive approach examining both options simultaneously would be most efficient. The discussion included consideration of what to do with the current building if vacated, including potential asbestos disclosure requirements and removal costs for any future sale. They also agreed due diligence needs to be done so tax dollars are spent wisely. Seim moved to approve the drafting agreement with Leon's Building Center for design work on both building options. Kubat seconded and upon roll call vote the following voted aye: Skjerven, Hollingsworth, Seim, Kubat and Bell with Gillespie voting nay. M/C.

*CW-Cost share for inert landfill permit:* Thompson explained that Consolidated Waste needs to renew their inert landfill permit, which has become extremely complex due to new state requirements. After spending over 40 hours on the application, with repeated requests for additional documentation from the state, Consolidated Waste has two options; closing the landfill or hiring an engineering firm to complete the permit.

Since the city uses the inert landfill more than Consolidated Waste for spring/fall cleanup and grass clippings/tree branches, in addition the city doesn't own the land to take over the permit, Consolidated Waste is asking the city to cost-share the engineering and permitting expenses. The estimated cost is approximately \$8,000 for professional assistance to complete the complex application requirements. Thompson emphasized that without this landfill, the city would have nowhere to dispose of cleanup materials. The permit renewal is required every five years, and having professional engineering assistance should make future renewals easier. Skjerven moved to approve cost sharing the \$8,000 expense for the inert landfill permit renewal. Seim seconded and upon roll call vote, all voted aye. M/C.

*Committees: Sales Tax:* D/A Berg reported current fund balances: Economic Development Fund has \$443,407.57 with monthly increases of about \$550 from PACE loan payments. Capital Improvement Fund has \$739,597.95 plus \$1,766.17 in interest, totaling \$1,184,771.69 in cash. Additionally, both funds have a \$200,000 CD currently worth approximately \$211,000. Available spending funds are \$299,037.85 in Economic Development and \$595,228.23 in Capital Improvement, not including the CDs. Monthly sales tax collections totaled \$62,163.91 for all entities. Year-to-date, the city and hospital each collected \$47,904.64, while the Park District collected \$23,952.31. The city is down \$5,076.68 year-to-date, representing a 10.6% decrease compared to last year. Hollingsworth moved to approve the sales tax report as presented. Seim seconded and upon roll call vote, all voted aye. M/C.

*Airport:* A/DA Berg reported that the airport engineer submitted the boiler installation costs to the FAA for partial reimbursement, expecting to receive \$5,000-\$7,000 back, which was welcomed news since typically the city must spend money before receiving reimbursements.

*Bike Path:* Bell suggested meeting after the next Parks meeting to coordinate maintenance responsibilities and future projects. *PR Community Club:* Thompson reported the Community Club will meet Thursday to discuss Fourth of July planning. Gala attendance numbers were down but specific figures weren't available.

*PR Dev Corp:* Allison Olimb reported approval of a storefront grant for Dahl Motorsports for facade renovations. The second SPARKS house has sold with three interested parties, prompting discussion of applying for two additional lots for SPARKS homes. The house should close this week.

Discussion arose about neglected buildings on Main Street, particularly three properties: the Hultin/Thompson, Steve Currie law office building, and the DugOut building. Concerns included both structural deterioration and failure to maintain sidewalk snow removal as required by city ordinance. Council members discussed the city's ability to assess property owners for sidewalk maintenance and address building code violations through legal proceedings, similar to previous actions taken on substandard properties.

*PR Park District:* Ashley Seim reported well-attended community meetings about the community center and pool, providing opportunities for in-person discussion rather than social media debates. The Park District will meet Monday.

*PR Public Library:* Berg reported the Saturday reading program continues with good attendance. Thompson noted the library wants to participate in Community Club events.

*Ward and Mayors Comments:* Council members noted the unusual weather patterns and complimented Public Works on excellent snow removal, particularly noting positive feedback from other communities about Park River's snow removal practices.

*New Businesses:* Hillcrest Alcoholic Beverage License Renewal. Berg presented Hillcrest Golf Course application for renewal of their on and off club license for six months (April through October) with the required \$600 fee. Seim moved to approve the Hillcrest Golf Course alcohol beverage license renewal. Skjerven seconded and upon roll call vote, all voted aye. M/C.

Appoint NMPA and NDAMPS Representatives: Seim introduced and moved and Kubat 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, 2027. Upon roll call vote, all voted aye. M/C.

**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, 2027.

**IN ADDITION**, to appoint Dennis Larson as the representative to the North Dakota Association of Municipal Power Systems (NDAMPS) and 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.

*Schedule Any Needed Committee Meetings:* Extensive discussion occurred about the working relationship between the city and Park District, with CC/CA Thompson detailing services the city provides without charge, including twice-yearly sewer line jetting (valued at \$10,000-\$16,000 annually if contracted), campground line maintenance, irrigation system service, and tree cleanup. She emphasized the need for a contracts and policies meeting to address the bike path maintenance situation and overall service agreements. The committee meeting was scheduled for Wednesday, April 8th at 5:30 PM to discuss these service relationships and the bike path maintenance responsibilities.

Buildings and grounds committee will meet after the drafting plans are completed to review building renovation options.

Motion to adjourn was made by Bell at 7:52 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Kyle Halvorson, Mayor

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, THURSDAY, MARCH 19, 2026 AT 6:00 PM.

Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the special meeting of the city council to order at 6:00 PM on Thursday, March 19, 2026. A/DA Berg conducted the roll call, confirming a quorum was established with the following present: Councilmembers Leah Skjerven, Jordan Hollingsworth, Dennis Kubat and Corri Bell. Absent: Ken Gillespie and Cory Seim. Also present: City Attorney (CA) Dustin Slaamod and Assessor/Deputy Auditor (A/DA) Ann Berg. Others: None.

**Review / Approve Ordinance 12 Floodplain management – 2<sup>nd</sup> reading**

CA Slaamod explained that due to the passage of Senate Bill 2027, the city must update its floodplain management ordinance in its entirety. The current ordinance dates back to October 8, 2012, and the state has given the city until March 31, 2026 to adopt a fully updated ordinance to maintain eligibility for the National Flood Insurance Program and ensure residents have access to federal flood insurance and disaster assistance. (Entire ordinance may be viewed at the City Auditor's Office.)

Hollingsworth moved and Kubat seconded to approve the second reading of Ordinance 12 Floodplain Management. Upon roll call vote, all voted aye. M/C.

Adjourn: Being no further business, Hollingsworth moved to adjourn at 6:04 PM.

ATTEST:

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

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

Published Subject to the Governing Body's Review and Revision

Mayor Kyle Halvorson called the meeting to order at 5:27 pm and upon roll call the following were present: Council members: Ken Gillespie, Leah Skjerven, Jordan Hollingsworth, Cory Seim and Corrine Bell and with Dennis Kubat by phone. City Attorney (CA) Dustin Slaamod, Public Works Director (PWD) Dee Jay Johnson, City Coordinator/City Auditor (CC/CA) Nancy Thompson and Assessor/Deputy Auditor (A/DA) Ann Berg. Absent: None. Others: Allison Olimb-WC Press, Neil Puente, Patty Dahlen, Myron "Happy" Seeba, Jay Skorheim, Eugene Bossert, Joseph Fietek, Jon Markusen, Sarah Johnston and Larry Tanke-WC Water Rural District and Mandy Seim.

C/A Slaamod explained that the annexation involves incorporating five parcels into the Resubdivision of Hillcrest (the 100 acres) that can be recorded within the city limits. He confirmed this action does not affect taxation for Sandwood, the county, or the township. Property owners were notified and the hearing was properly published on the eleventh and eighteenth as required by law. Hollingsworth moved and Bell seconded to approve the annexation as presented by Slaamod. Upon roll call vote, all voted aye. M/C.

Being no further business, Hollingsworth moved to adjourn at 5:30 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Kyle Halvorson, Mayor

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, APRIL 13, 2026 AT 5:30 PM.**

Published Subject to the Governing Body's Review and Revision

The City of Park River held their regular meeting of the Park River City Council on Monday, April 13, 2026 at 5:30 PM.

All present recited the Pledge of Allegiance.

Mayor Kyle Halvorson called the meeting to order at 5:30 PM. A/DA Berg conducted roll call, confirming the presence of Councilmembers Ken Gillespie, Leah Skjerven, Jordan Hollingsworth, Cory Seim and Corri Bell with Dennis Kubat by phone. Absent: None. A quorum was established. Also present: City Attorney (CA) Dustin 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: Allison Olimb-WC Press, Patty Dahlen, Myron "Happy" Seeba, Jay Skorheim, Eugene Bossert, Joseph Fietek, Jon Markusen, Sarah Johnston and Larry Tanke-WC Water Rural District, Mandy Seim and WC Deputy Taya Westerness. Dennis Larson arrived at 6:06 pm.

The following items were additions or changes to the agenda: Add parking license item under the City Attorney section; The Save the Fountain report was moved up in the agenda from Committees to under Comments From Citizens; The electric rate increase discussion was moved from Public Works to under the Auditor's & Assessor's Report.

*Comments From Citizens:* Eugene Bossert addressed the council regarding the condition of the west side bike path. He reported that grass is encroaching on the north side and noted several maintenance issues including a pipe sticking out of the ground near the vet clinic that is higher than pavement level, in addition there are several dips causing severe bumps for cyclists. Bossert expressed concern about the bike path washout on the west side, which he believes is county responsibility. He noted that detour signs are frequently moved or knocked over and suggested better protection with fencing to prevent youth from adventuring into the dangerous washout area. The council acknowledged his concerns and indicated they would contact the appropriate parties.

Myron "Happy" Seeba, from the American Legion, requested permission to install two handicap parking spaces on the north side of the Legion building on the west end of the sidewalk. He explained that two handicap parking spots would work well at that location because the alley and sidewalk blend together perfectly, requiring no construction. PWD Johnson confirmed the city would paint the blue handicap markings and potentially add white parking lines for standard parking spaces in front of the building. The request was added to Public Works for formal consideration.

Mayor Halvorson introduced Walsh County Deputy Taya Westerness who is assigned to cover Park River. Westerness comes from NW North Dakota and moved here six months ago. She is involved with the PR Ambulance Service and ND Army National Guard.

Tracy Laaveg, member of the Save The Fountain Committee, provided an update on the fountain restoration project. Construction is currently underway, with bricks being sent to Indiana for molding. One brick was too degraded and needs to be replaced. The molding and curing process will take approximately 12 weeks, with completion expected this summer or fall. A rededication ceremony is planned for next summer, likely around the Fourth of July.

The project has raised approximately \$156,000 to date, with \$40,000 already spent. Additional fundraising continues as costs remain uncertain, particularly for marble work and plumbing. Laaveg noted that boring costs have increased significantly as the original boring company is no longer available, tripling the quoted price. Despite challenges, the project remains on track, and research suggests the Women's Christian Temperance Union fountain may qualify for the National Register of Historic Places upon completion. The project began five years ago and continues to receive donations primarily from former residents.

Laaveg mentioned ongoing fundraising efforts including selling playing cards and events at the alumni banquet. A "smile you're on camera" sign has been posted due to previous vandalism, and there are cameras at the nearby church and in the park for security. In addition, Rendezvous Region Talking Trails adds the historic background of the fountain. The fountain was previously vandalized within months of its original installation in 1906.

*Approval of Minutes:* The council reviewed the minutes from the March 9, 2026 Public Hearing and Regular Council meeting with Special meeting minutes from March 4<sup>th</sup> and 19<sup>th</sup>. Motion to approve the minutes was made by Hollingsworth, seconded by Seim. Upon roll call vote, all voted aye. M/C.

*Drain 25/ Bike Path Washout – WC Water Board:* Larry Tanke and Sarah Johnson from the Walsh County Water Board presented a detailed proposal for repairing the Drain 25 washout that has affected the bike path. This marks the third occurrence of this washout issue, with previous incidents in 2022 and 2023. The legal drain serves approximately 1,600 acres and protects the City of Park River by diverting water that previously flowed through the city.

The total project cost is estimated at \$1,115,421, with FEMA providing 75% funding (\$752,559), the state providing 10% (\$100,341), leaving a local share of \$262,551. The Water Board plans to apply to the State Water Commission for 60% of the local share (\$157,580), leaving approximately \$105,000 in remaining local costs. Under the 1974 agreement, the City of Park River is responsible for 25% of costs, which would be approximately \$26,250. However, the Water Board requested the city consider paying 50% (\$52,500) to help expedite the project and avoid additional costs that would occur if the project is delayed beyond six years of assessment.

Council members expressed frustration with the complex financial arrangements and questioned whether the city is legally bound to the 1974 agreement when other parties (State Water Commission and State Highway) are no longer participating. CA Slaamod confirmed the city appears to remain bound by the 25% obligation. It was noted that the city also pays annual assessments of approximately \$8,000 for drain maintenance, meaning the total city contribution would exceed 50% when including ongoing assessments.

The project includes hazard mitigation measures such as pipe venting to prevent future water hammer effects and additional tile drainage around the culvert. Construction wouldn't begin until 2027, with payment not due until late 2027. The council decided to table the decision pending more accurate bid numbers and budget considerations for the incoming council members.

*Approval of Payments and Financials:* The council reviewed monthly payments totaling \$329,640.60 for municipal utilities and general fund, plus debt service payments of \$391,258.25. CC/CA Thompson explained that many of the debt service payments reflected refinanced bonds that saved significant interest and essentially paid for the previous water project. Motion to approve the following payments as presented was made by Hollingsworth, seconded by Bell. Upon roll call vote, all voted aye. M/C.

**General Fund & Municipal Utilities:** 39964 Verizon Wireless 131.11; 65 Postmaster 531.01; 66 Void 0.00; 67 AE2S 2,250.00; 68 PB Properties III LLC 1,087.94; 69 Animal Elskan Inn, LLC 1,120.00; 39970 Banyon Data Systems, Inc 865.00; 71 Border States Electric Supply 3,423.18; 72 Bruce Eikenberry Windows 20.00; 73 CNH Industrial Accounts 650.34; 74 Consolidated Waste, LTD. 41,208.00; 75 Dale Pecka 1,025.00; 76 East Side Garage 1,516.90; 77 Gaven Cleaver 2.74; 78 Grand Forks Utility Billing 42.00; 79 Brandon Houser 375.00; 39980 Jim's Super Valu 26.06; 81 Kringstad Ironworks INC 159.27; 82 Lunseth Plumbing & Heating Co. 110.00; 83 Montana Dakota Utilities 20,996.40; 84 MMUA 6,863.75; 85 ND One Call Inc. 12.90; 86 North Central International LLC 3,085.08; 87 Northdale Oil, Inc 1,862.09; 88 North Star Coop 2,007.44; 89 Park River Hardware 5.99; 39990 Polar Communications 1,185.67; 91 Quill Corporation 172.03; 92 Sanitation Products Inc 104.21; 93 Schumacher & Sons 79.90; 94 Team Laboratory Chemical Corp 3,461.50; 95 Titan Machinery 3,656.64; 96 US Bank Equipment Finance 323.46; 97 Water Treatment Fund 10,843.20; 98 WC Auditor 68,001.91; 39999 WC Press 519.76; 10753-77 Salaries 31,873.85; and automatic withdrawals (AW) US Treasury 9,315.49; BC/BS of North Dakota 13,344.60; City Shop 2020 5,000.00 and 6,000.00; Colonial Life 387.72; Electric Repair & Replace 8,000.00; First United Bank 23.10; Funded Depreciation 7,000.00; General Funded Depreciation 5,000.00; NDPERS 4.04. 925.80, 875.40, 5,201.79, and 52.68; NMPA 152,611.50; PR Airport Authority 437.50 and 4,118.78; PR Park District 1,166.67 and 2,566.06; PR Public Library 437.50 and 4,118.81; PSN 69.95; Sewer Repair & Replace 3,700.00; Special Assessment Fund 118.03; Wat & Sew Imprv Dist #2016-1 9,490.00; Water Distribution Fund 9,950.00; Water Tower Fund 16,145.00; and Water Treatment Fund 9,875.40. **Special Funds:** automatic withdrawals (AW) Special FD MMIS 1.09; Bank of North Dakota 17,423.35. **Debt Service & Bond Funds:** 6472 Bank of North Dakota 19,501.04; 6473 Bank of North Dakota 14,772.32; 6474 First United Bank 47,497.75; 6475 US Bank 87,338.75; and 6476 Zions Bank 207,580.00.

The financial reports on pages 19-20 showed cash balances and profit/loss statements. No significant revenue items were noted for the month. Motion to approve the financials as presented was made by Skjerven, seconded by Hollingsworth. Upon roll call vote, all voted aye. M/C.

CC/CA Thompson presented CD renewal options with First United Bank offering the highest rates: 3.78% for 7-month terms and 3.35% for 13-month terms. The following list of Cd's up for renewal was presented to the Council: Fund 648 – Water Tower Funds (1) - 7 Month CD = \$80,059.66; (1) - 13 Month CD = \$130,937.50 and (1) - 7 Month CD = \$144,621.22; Fund 632 – Water System Repair & Replacement (1) - 7 Month CD = \$53,373.11; (1) - 7 Month CD = \$80,059.66; (1) - 13 Month CD = \$78,562.50; (1) - 13 Month CD = \$157,125.00; Fund 630 Municipal Funded Depreciation (1) - 13 Month CD = \$78,562.50; Fund 601 Water Distribution (1) - 13 Month CD = \$104,750.00; Fund 240 Sales Tax Capital Improvement (1) - 7 Month CD = \$53,373.11; (1) - 7 Month CD = \$53,373.11; (1) - 13 Month CD = \$104,750.00; and Fund 240 Economic Development (1) - 7 Month CD = \$53,373.11; (1) - 7 Month CD = \$53,373.11; (1) - 13 Month CD = \$104,750.00. The city has earned \$68,749.31 in interest from CDs issued in 2024, compared to previously earning less than ½ a percent in regular savings accounts. Thompson asked to renew the CDs with the 6-month CDs converting to 7-month terms and the existing longer-term CDs converting to 13-month terms. Motion to approve the CD renewals as presented above was made by Seim seconded by Hollingsworth. Upon roll call vote, all voted aye. M/C

Dennis Larson presented the need for a 4.5 to 4.9% electric rate increase to cover a 4.1% wholesale increase from Minn-Kota Power plus additional costs to maintain the required 1.10 coverage ratio for bonding purposes. The city currently sits at 1.09 coverage ratio, slightly below the required 1.10-1.11 range.

The current rate of \$0.1277 per kilowatt would increase to \$0.1327 per kWt with off-peak increasing by \$.002 per kWt and commercial electric increasing by \$.006 per kWt. For a typical residential customer using 1,000 kilowatts, the increase represents approximately \$6 per month or 20 cents per day. Base rates would increase as follows: Comm 1-ph \$22 to \$26; Comm 3-ph \$27 to \$31; Comm Lrg & Indr Process \$50 to \$55; Res & Comm Off-Peak \$3 to \$6; Res All Elec \$20 to \$21; Multi All Elec \$27 to \$31; Internal Enr \$10 to \$21 and Internal Off-Peak \$0.00 to \$6. Council members noted this represents the second increase in two years after going 11 years without any rate increases from 2014 to 2025.

Larson explained that Minn-Kota is investing \$660 million this year for new turbines and planning a \$900 million power plant, with turbines requiring six-year lead times. Without the increase, the city would face a \$75,000 loss annually compared to last year's \$16,000 surplus resulting in a net loss. Council members expressed understanding of the necessity while acknowledging the unfortunate timing with other cost increases facing residents. Hollingsworth moved and Seim seconded to approve the electric rate increases as presented above. Upon roll call vote, all voted aye. M/C.

*City Attorney:* CA Slaamod explained that the hospital has contacted the city regarding further expansion projects for the northwest corner of their facility. The hospital needs to facilitate better drainage in the area, particularly on Code Avenue N, and requires city permission to regrade and re-slope portions of Code Avenue N and Vivian Street W.

Jon Markusen, engineer with KLJ, from the hospital project elaborated that the project involves changing the road crown to help tie in ambulance driveways and building entrances, raising the elevation by 7-8 inches to improve ADA accessibility. The project would also address deteriorating underground storm drainage systems.

The hospital also needs allowance for some parking to extend into the city's right-of-way on the east end. These approvals are needed for the hospital's grant application process. CA Slaamod read the following: A Resolution For The Allowance Of Road Construction and access to City Right-Of-Way To The City Of Park River. Gillespie moved and Bell seconded the Resolution as recommended by CA Slaamod for allowing the hospital to proceed with the described improvements. Upon roll call vote all voted aye with no nays. M/C.

Slaamod presented an amendment to Ordinance 9 to address lease limitations for public buildings. Under North Dakota law and the state constitution's anti-gift provision, cities cannot gift property to nonprofits and are limited to 2-year leases for public buildings unless specific requirements are met. Slaamod read the following: The Resolution To Amend City Of Park River Ordinance 9, an Ordinance To Provide A Uniform Method And Procedure For The Conveyance, Sale, Lease, Or Disposal Of Personal, and Real Property Of The Municipality.

Research revealed no documentation showing that buildings at the golf course or coliseum were ever severed from city ownership - they have always been under lease arrangements since the city acquired the property in 1929. The ordinance amendment would allow leases up to 99 years for nonprofit entities using public buildings, provided the arrangements serve the highest return to the city (not necessarily monetary) and doesn't interfere with public use.

This amendment provides a legal pathway for extending leases beyond 2 years while complying with state law requirements. The amendment addresses upcoming lease renewals for both the coliseum and golf course facilities.

Seim moved and Bell seconded to approve the Resolution to amend Ordinance 9. Upon roll call vote all voted aye with no nays. M/C.

Slaamod presented a draft parking license agreement between the city, park board, and Legion for parking arrangements at the Coliseum. He distributed copies for review by all parties and indicated no action was needed tonight, allowing time for questions and input before finalizing terms. The agreement was sent to the Contracts and Policies committee for review.

*Public Works Department:* PWD Johnson reported that spring cleanup is scheduled for the week of May 11th, right after Mother's Day. Residents need to call in to the Plant at 701.284.6399 by May 8th to be placed on the pickup schedule.

Johnson reported erosion issues in the coulee on Code Ave S & 3rd St W across from Allen Swatz's property that needs attention. Options include building a retaining wall or installing a culvert and filling in the area. The erosion is affecting the street, and new curb and gutter may be needed. Johnson will obtain cost estimates for the next meeting. He noted similar issues at other locations that may also need attention.

Johnson also mentioned investigating the possibility of installing slide throttle gates west of town on County Road 12 to help control water flow during spring runoff and heavy rains. The current configuration with two culverts coming into town creates a bottleneck that floods Code Street S west of Jim's Super Valu. He plans to discuss this with Walsh County to see if temporary water retention could reduce surge flooding through town.

Gillespie moved and Hollingsworth seconded to approve installation of 2 handicap parking spaces at the west end of the Legion building on 5<sup>th</sup> St E, along with white parking lines for both blocks on 5th Street E & W. Upon roll call vote, all voted aye. M/C.

*Unfinished/Old Business:* CC/CA Thompson explained that the city needs annual approval in the minutes to apply for the self-help grant through the county, typically used for Christmas decorations. Bell moved and Hollingsworth seconded to approve applying for the self-help grant. Upon roll call vote, all voted aye. M/C.

Thompson requested approval to apply for a state water commission grant that would finish the remaining water line replacements in town, covering about 5-8 blocks including most of Main Street up to 5th Street and Harris Ave S from Highway 17 south. Bell moved and Gillespie seconded to approve submitting the grant application for water main replacement. Upon roll call vote, all voted aye. M/C.

Thompson presented updated drawings for both the current city building renovation and another building option. She emphasized that after nearly a year of discussion, the council needs to move forward to avoid losing the opportunity to purchase the other building. Contractors are unwilling to provide cost estimates without payment of \$3,000-\$4,000, as it would affect their ability to bid on the actual project. Thompson stressed the city has budgeted \$225,000 over four years for this purpose. She stated City Administration is fiscally responsible with funds and noted the current computers have been in use since 2017. Council members agreed on the need to establish a negotiating price for the building before the opportunity disappears. Hollingsworth moved and Skjerven seconded to authorize a committee consisting of Halvorson, Thompson and a member of Buildings and Grounds Committee to negotiate a potential purchase price for the other building. Upon roll call vote, all voted aye. M/C.

*Committees: Sales Tax:* DA/A Berg reported sales tax collections of \$34,831.64 for the month, representing an 11% decrease year-to-date of \$6,801.70. The decrease was attributed to post-holiday spending patterns and tax refund timing. Fund balances were reported as follows: Economic Development: \$450,948.66; Capital Improvements: \$753,530.62; Interest year-to-date: \$2,854.82; Grand total: \$1,207,334.10. Available spending amounts: Economic Development: \$256,261.18; Capital Improvements: \$558,843.14; Total spendable: \$815,104.33. Bell moved Skjerven seconded to approve the sales tax report as presented. Upon roll call vote, all voted aye. M/C.

*Airport:* Nothing to report.

*Bike Path:* Nothing to report.

*PR Community Club:* Thompson reported on the Fourth of July planning. The club is struggling to find volunteers for various events, including difficulty finding people to work the bouncy houses (paid position of \$500 for 2 hours, minimum of 6 people aged 16 to adult). Seim reported they need volunteers for table setup and takedown for the rib cook-off, as many longtime volunteers are experiencing burnout. City staff covers many duties prior to and includes working on July 4<sup>th</sup> to ensure everything runs smoothly. Mayor Halvorson announced plans to form a Fourth of July committee including representatives from various organizations rather than relying solely on the Community Club. He requested two council members to serve on this committee, with Seim volunteering. The goal is to better distribute responsibilities and find new volunteers from the broader community. The committee will include representatives from the council, park board, legion, community club and private citizens with the first meeting planned within two weeks to assess what events can be maintained and what new volunteers are needed.

*PR Dev Corp:* Nothing to report.

*PR Park District:* Joseph Fietek from the Park Board presented a bid for \$35,600 to fill in the old swimming pool, remove concrete to 10 feet from the building, and prepare the area with gravel base. Under the lease agreement with the city, this represents a cost-sharing arrangement. The Park Board requested the city's 50% share (\$17,800) to proceed with the project immediately to eliminate the eyesore and create a clean slate for future development decisions. Funds for the City share would come from Sales Tax Capital Improvement Funds. Hollingsworth moved and Skjerven seconded to approve paying 50% of the pool removal cost (\$17,800). Upon roll call vote, all voted aye. M/C.

*PR Public Library:* Nothing to report.

*Ward and Mayors Comments:* Council members discussed various infrastructure issues including deep manholes that drop significantly due to frost movement. PWD Johnson explained this is a seasonal issue that resolves itself but noted the complaints received about the problem.

*Schedule Any Needed Committee Meetings:* Contracts and Policies will meet on April 29<sup>th</sup> at 5:30 pm to review the Parking Lease.

Motion to adjourn was made by Seim at 7:58 PM.

ATTEST:

---

Ann Berg, Assessor/Deputy Auditor

---

Kyle Halvorson, Mayor.