

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, JANUARY 9, 2017 AT 7:30 P.M.**

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 9, 2017 at 7:30 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Kyle Halvorson, Arvid Knutson, Robert Lundquist III, Dwight Byron, and Keith Anderson; City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Council member Mike Lorton. Others present: Joseph Fietek.

Comments and Questions From Citizens: None.

Additions and changes to agenda: Add to Unfinished Business - Approve Schedule of Fees; Add to New Business - Equipment Requests - PWD Larson; Add to Committee Reports - Employee Relations; Add to Auditor's Report - Budget Adjustments.

Anderson moved and Byron seconded to approve the December 12, 2016 regular meeting minutes. Upon roll call vote, all voted aye. M/C.

Laaveg informed the Council the Schedule of Fees needs to be reviewed and updates approved every year. The following changes were made; the garbage rate for Ordinance 15(7)2 typo was corrected from \$457 per month to \$57; the water no special rate for Ordinance 27.i. (1) was removed. Knutson moved and Halvorson seconded to approve the Schedule of Fees with the noted changes. Upon roll call vote, all voted aye. M/C.

The Sales Tax Committee recommended payment of the following requests: Anderson moved and Lundquist seconded to approve the following disbursements: A \$5,000 housing incentive payment to the PR Economic Development Corporation for Mark & Christina Bata from the Economic Development Fund; To pay the Green Acres Addition property taxes in the amount \$1,919.94 to the WC Treasurer from the Economic Development Fund; The 19th of 20 annual payments in the amount of \$12,500.00 from the Economic Development Fund to the City of Grafton for the Marvin Windows commitment. Upon roll call vote, all voted aye. M/C.

The Policies & Contracts Committee met with WC Sheriff Ron Jurgens to go over ordinance enforcement, police contract and nuisances. Several vehicle nuisances will have to wait until spring to be dealt with due to the depth of the snow. Vehicle, trailers & campers parked on streets for longer than allowed by City Ordinances and vehicles obstructing snow removal will be given warnings/tickets. Thompson, Berg & Sheriff Jurgens will meet and work on a police budget. Thompson and Jurgens will go over the policing contract. The last policing contract was approved in 2001. With policing costs continuing to increase, the Council discussed the possibility of a Code Compliance person; Suggestions to fill the role were the Building

Inspector, Council members or several volunteers who would take over enforcing some of the ordinances. Information gathered will be reviewed at the February meeting.

The employee relations committee met to discuss advertising for an employee to take over the electrical and other duties when PWD Larson retires. The committee is asking for the Council's approval to start advertising for the position. Upon agreement notices will be placed in the local newspapers, cable, website, MMUA, ND League of Cities and several trade schools. The position will be advertised for six weeks.

Ward Reports; Lundquist on behalf of the Council commended the Street Dept crew on the great job of snow removal even though they were hampered with equipment issues. Lundquist reported there have been several complaints regarding vehicles "drifting" around the loop in the North Star Addition. Sheriff Jurgens was informed and will have the housing rehab notification deputies' step up patrols in the addition.

Hillcrest Country Club presented a Liquor License application along with a check for \$600.00 to the City Council for approval. Knutson moved and Lundquist seconded to approve the Liquor License for the Hillcrest Country Club. Upon roll call vote, all voted aye. M/C.

Street projects were discussed as how the projects will be funded, if the project should include additional streets, and if the repair work be done this year or in 2017. City Administration would like to have an estimated cost so funding can be put in place prior to work starting. Streets dug up during the water & sewer line replacement will have a full mill and overlay while other streets may only need an overly or chip seal. The Street & Utility Committee will meet and discuss the scope of the project and if special assessments will be used to pay for the work.

PWD Larson is asking the Council's permission to purchase an undercarriage for the snow blower. This allows for the blower to be mounted on the front of the tractor. The cost of the carriage is \$10,800 plus additional costs incurred with mounting it on the tractor. Lundquist moved and Anderson seconded to approve Larson's request and to use money from the GF Funded Depreciation account to pay for the purchase & installation. Upon roll call vote, all voted aye. M/C.

Larson is also seeking permission to replace the 1992 street sweeper. Repairs to the sweeper are around \$2,000 with the value of the sweeper at \$5,000; Larson feels purchasing a newer sweeper would be the best option. Sanitation Products in Fargo has a 2007 model sweeper, which was used in Fargo, priced at \$85,000. City administration asked if a municipal lease would be used to purchase the sweeper and the yearly payment amount. Knutson moved and Lundquist seconded to allow Larson to purchase a newer sweeper at a price not to exceed \$85,000 and to use a five to seven-year municipal lease to finance the purchase with funds coming out of the GF Funded Depreciation to make the yearly payments. Upon roll call vote, all voted aye. M/C.

Mayor Stenvold remarked that the recent power outages were being caused by Minnkota substation issues and a bad/burned out connector in the Hi-Land Village trailer court. Residents have questioned Stenvold why the mosquito spraying charge was still on the utility bill. Stenvold told them Council decided to charge the fee year-round so funding would be available

for additional aerial spraying.

Lundquist moved and Anderson seconded to accept the Auditors Report into record, and approve payment of the following bills for the General Fund, Municipal Utilities, Special Fund and Debt Service & Bond Funds. Upon roll call vote, all voted aye. M/C.

General Fund

29296	PR Airport Authority	64.42
97	PR Park District	50.47
98	PR Public Library	56.68
29300	St Improve Dist #7	505.97
1	Verizon Wireless	142.99
2	Civic Plus	375
3	AFLAC	46.47
4	Butler machinery Co	2000
5	Discovery Benefits	97.96
6	Emily Laaveg	125
7	NDPERS	129.47
8	NDPERS	85.28
9	NDPERS	1486.74
29310	Special Fund	4.34
11	BC/BS of North Dakota	\$2,049.33
12	Sillers, Laaveg, & Wenzel	\$750.00
13	ASCAP	\$341.00
14	Butler Machinery Co	\$2,112.69
15	Cardmember Service	\$408.33
16	Productivity Plus Account	\$503.39
17	Farmers Union Service Assoc	\$335.00
18	Jim's Super Valu	\$22.96
19	Leon's Building Center, Inc	\$57.56
29320	Lon's Hardware	\$20.83
21	MDU	\$885.63
22	Municipal Govt Academy	\$25.00
23	Municipal Judges' Assoc	\$25.00
24	Northdale Oil, Inc	\$3,067.20
25	North Star Coop	\$1,218.66
26	Offutt Heavy Towing	\$375.00
27	Polar Communications	\$490.79
28	PR Community Club	\$97.50
29	PR Vol Ambulance Serv	\$8,309.59
29330	Glenn Rost	\$250.00
31	Wayne's Variety	\$209.43
32	WC Auditor	\$10,158.25
33	WC Press	\$561.58

AW	ND St Tax Commissioner	\$219.84
AW	Municipal Utilites	\$9,628.31
AW	US Treasurty	\$3,356.13

**Municipal
Utilites**

33934	Discovery Fees	\$5.50
35	AFLAC	\$84.45
36	Discovery Benefits, Inc	\$260.36
37	General Fund	\$9,678.31
38	Emily Laaveg	\$252.50
39	NDPERS	\$203.15
33940	NDPERS	\$247.34
41	NDPERS	\$4,093.91
42	Postmaster	\$333.66
43	NDPERS	\$12.37
44	BC/BS of North Dakota	\$5,036.87
45	2016 Electrical Upgrade	\$8,000.00
46	AmeriPride Services, Inc	\$189.51
47	Chelsie Anderson	\$9.81
48	Border States Electric Supply	\$1,250.44
49	Cardmember Service	\$24.95
33950	City of Fargo	\$42.00
51	Grand Forks Utility Billing	\$103.50
52	Productivity Plus Account	\$16.48
53	Consolidated Waste, LTD.	\$17,030.95
54	Discovery Benefits, Inc	\$22.00
55	Graymont (WI) LLC	\$5,619.14
56	Hawkins Inc	\$300.00
57	Brian Hylden	\$100.00
58	Jim's Super Valu	\$80.75
59	Kringstad Ironworks INC	\$122.50
33960	Emily R Laaveg	\$130.00
61	Lake Agassiz Water Authority	\$3,517.20
62	Dennis L Larson	\$55.31
63	Leon's Building Center, Inc	\$30.87
64	Liberty Business Systems, Inc	\$84.25
65	Light & Water Dept	\$5,441.70
66	Lon's Hardware	\$131.95
67	MMUA	\$375.00
68	Municipal Utilities	\$90.19
69	ND One Call Inc.	\$4.10
33970	NDPERS	\$20.51
71	Northdale Oil, Inc	\$82.27

72	North Star Coop	\$225.63
73	Polar Communications	\$153.23
74	Postmaster	\$215.00
75	Riteway Business Forms	\$157.62
76	Thatcher Company of Montana	\$8,756.00
77	US Bank Equipment Finance	\$157.59
78	Wat & Sew Imprv Dist #2015-1	\$6,200.00
79	Wat & Sew Imprv Dist #2016-1	\$9,581.00
33980	Water System Repair & Replace	\$4,000.00
81	Water Bond Fund 05	\$4,830.00
82	Water Rev Bond Fund Phase II	\$3,450.00
83	Water Tower Fund	\$11,950.50
84	Water Treatment Fund	\$7,853.04
85	WC Treasurer	\$683.54
86	PR Community Club	\$58.50
AW	NMPA	\$161,429.84
AW	First United Bank - ACH	\$12.96
AW	Job Service ND	\$96.22
AW	ND St Tax Commissioner	\$929.12
7801-7812	Salaries	\$12,793.78
7813-7822	Salaries-Christmas Bonus	2400
7825-7829	Salaries-Vacation Payout	3603.03
7830-7841	Salaries & O.T.	13225.15
7823-24 & 42	Salaries & O.T. Park District	2067.35
AW	US Treasury	8181.8

Special Funds

10060	City of Grafton	\$12,500.00
10061	PR Economic Development Corp	\$5,000.00
10062	Walsh County Treasurer	\$2,375.47

Debt Service & Bond Fund

6042	Arntson Stewart Wegner PC	\$2,551.16
6043	Widseth Smith Nolting & Assoc	\$254.00

ND CC 40-01-09.01 states that cities shall publish a schedule of Employee Salaries. The following 2017 salaries were approved by the Council at the November 10, 2014 Council meeting; PWD D Larson \$88,925.30; Public Works Staff - Stefan Linstad, \$42,712.09, Galen Bosh \$34,843.01, Joshua Irvine \$33,314.73, Michael Bohn \$32,784.33, DeeJay Johnson \$32,784.33, Administrative Staff – City Coordinator/Auditor Nancy Thompson \$56,100.00; Assessor/Deputy Auditor Ann Berg \$48,222.54, Billing Clerk Patricia Hensel \$36,546.35, Janitorial Staff - Louis Machart \$13.40 per hour; and Park District Manager Jessie Irvine current wage of \$15.30 per hour or \$15.61 per hour pending approval by the Park River Park District Board.

City Administration is asking for the following budget amendments to the 2016 budgets.

1. The General Fund incurred additional costs for police radios and new equipment totaling \$20,830.53, buildings & grounds for repairs furniture and fixtures totaling \$15,185.38, and Auditor's Office/General Government for legal fees and advertising totaling \$7,963.00 for items not included in the original budget. Money used to pay expenses was from 2015 carry over. Requesting a \$43,978.91 increase amending the General Fund budget from \$413,815.00 to \$457,793.91.
2. The Special Funds Band Fund was closed out and transferred to the General fund per NDCC in the amount of \$4,990.58. Requesting a \$5,000.00 increase amending the Special Funds Band Fund budget from \$0.00 to \$5,000.00.
3. The Special Funds Economic Development Fund incurred costs in the amount of \$384.34 for housing rehab notifications and paid with 2015 carryover. Requesting a \$500.00 increase amending the Special Funds Economic Development Fund budget from \$0.00 to \$500.00.
4. The City of Park River Hospital Bond Fund incurred costs for debt service not included in the original budget. These changes increased the City of Park River Hospital Bond Fund budget by \$3,826.92 which was taken from City of Park River Hospital Bond Fund 2015 carry over. Requesting a \$4,000.00 increase amending the City of Park River Hospital Bond Fund budget from \$0.00 to \$4,000.00.
5. The City of Park River Public Library Fund incurred costs for summer reading program not included in the original budget. These changes increased the City of Park River Public Library Fund budget by \$1,420.60 which was taken from City of Park River Public Library Fund 2015 carry over. Requesting a \$2,000.00 increase amending the budget from \$11,000.00 to \$13,000.00.
6. The City of Park River St Improvement District #7 Fund incurred debt service costs not included in the original budget. These changes increased the City of Park River St Improvement District #7 Fund budget by \$5,850.00 which was transferred in from the City Sales Tax Capital Improvement Fund. Requesting a \$6,000.00 increase amending the budget from \$0.00 to \$6,000.00.
7. The St Improvement District #2013-1 Fund (135th Ave NE) incurred costs for debt service cost of \$32,040.00 not included in the original budget. These changes increased the St Improvement District #2013-1 Fund budget by 32,040.00 paid with P.I.L.O.T. tax receipts. Requesting a \$35,000.00 increase amending the budget from \$0.00 to \$35,000.00.
8. The SouthView Addition Fund incurred costs for loan payback not included in the original budget. These changes increased the SouthView Addition Fund budget by \$18,100.00 paid with dollars received from Southview Addition TIF. Requesting a \$20,000.00 increase amending the budget from \$0.00 to \$20,000.00.
9. The North Star Addition TIF Fund incurred costs for loan payments of \$27,100.50 not included in the original budget. These changes increased the North Star Addition TIF Fund budget by \$27,100.50 paid with special assessments and a loan from the Sales Tax Fund dollars. Requesting a \$29,000.00 increase amending the budget from \$0.00 to \$29,000.00.
10. The St Improvement District #2012-2 Fund (North Star Addition) incurred costs for loan payments of \$18,100.00 not included in the original budget. These changes increased the

St Improvement District #2012-2 Fund budget by \$18,100.00 paid with special assessments receipts. Requesting a \$20,000.00 increase amending the budget from \$0.00 to \$20,000.00.

11. The Water Bond Fund 2005 incurred costs for interest payments of \$11,437.50 not included in the original budget. These changes increased the St Improvement District #2012-2 Fund budget by \$11,437.50 paid with water base rate revenues. Requesting a \$13,000.00 increase amending the budget from \$0.00 to \$13,000.00.
12. The MU Funded Depreciation incurred costs for interest payments of \$8,607.66 not included in the original budget. These changes increased the MU Funded Depreciation Fund budget by \$8,607.66 paid with 2015 carry over revenues. Requesting a \$10,000.00 increase amending the budget from \$0.00 to \$10,000.00.
13. The Water Revenue Bond Fund Phase II incurred costs for interest payments of \$11,535.00 not included in the original budget. These changes increased the Water Revenue Bond Fund Phase II Fund budget by \$11,535.00 paid with water base rate revenues. Requesting a \$13,000.00 increase amending the budget from \$0.00 to \$13,000.00.
14. The Water & Sewer Improvement District #2012-1 incurred costs for loan payments of \$18,078.58 not included in the original budget. These changes increased the Water & Sewer Improvement District #2012-1 Fund budget by \$18,078.58 paid with water base rate revenues. Requesting a \$19,000.00 increase amending the budget from \$0.00 to \$19,000.00.
15. The Water & Sewer Improvement District #2015-1 incurred costs for capital improvement payments of \$419,039.98 not included in the original budget. These changes increased the Water & Sewer Improvement District #2015-1 Fund budget by \$419,039.98 paid with SRF loan proceeds from the Bank of ND. Requesting a \$450,000.00 increase amending the budget from \$0.00 to \$450,000.00.
16. The Water & Sewer Improvement District #2016-1 incurred costs for capital improvement payments of \$1,379,320.70 not included in the original budget. These changes increased the Water & Sewer Improvement District #2016-1 Fund budget by \$1,379,320.70 paid for with the sale of municipal bonds. Requesting a \$1,500,000.00 increase amending the budget from \$0.00 to \$1,500,000.00.
17. The Water Tower Fund incurred costs for debt service payments of \$85,001.76 not included in the original budget. These changes increased the Water Tower Fund budget by \$85,001.76 with water base rate revenues. Requesting a \$90,000.00 increase amending the budget from \$0.00 to \$90,000.00.
18. The 2016 Electric Upgrade Fund incurred costs for capital improvement payments of \$441,805.40 not included in the original budget. These changes increased the 2016 Electric Upgrade Fund budget by \$441,805.40 paid for with the sale of municipal bonds. Requesting a \$600,000.00 increase amending the budget from \$0.00 to \$600,000.00. Knutson moved and Byron seconded to approve all budget amendments as presented. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Halvorson seconded to approve all transfers from other funds as presented. GENERAL FUND - From Municipal Utilities \$65,715.89 for payroll; From GF Depreciation \$28,763.74 for police vehicle; From Municipal Utilities \$65,000.00 for Operating Funds; From

Band Fund \$3,506.16 for Fund Closure. GENERAL FUNDED DEPRECIATION - From General Fund \$20,000.00 for Yearly transfer.

STREET IMPROVEMENT DISTRICT #7 From Sales Tax \$17,000.00 for City share of loan payment.

NORTH STAR ADDITION T.I.F. From Sales Tax \$39,200.00 for loan payment.

MUNICIPAL UTILTIY WATER FUND From Water System Repair & Replacement for interest.

MUNICIPAL UTILTIY ELECTRIC FUND - From Sales Tax \$118,788.92 for Capital improvement project costs; MU Funded Depreciation \$8,607.66 for debt service; Debt Service \$77,000.00 for debt service reserve.

WATER & SEWER IMPROVEMENT DISTRICT #2015-1 (Green Acres) - From Water System Repair & Replacement \$24,601.14 For Capital improvement costs; St Improvement District 2013-1 \$41,285.59 For Capital improvement costs; & From Sales Tax Fund \$13,154.72 For Capital improvement costs.

WATER & SEWER IMPROVEMENT DISTRICT #2016-1 - Water Fund \$102,575.62 For Capital improvement costs; From Sewer & Lagoon Maintenance \$56,014.41 For Capital improvement costs; From St Improvement District #2013-1 \$200,000.00 For Capital improvement costs; From Sales Tax Fund \$45,495.00 For Capital improvement costs.

MUNICIPAL UTILTIY ELECTRIC FUND From General Fund \$65,715.89 For payroll reimbursement.

MUNICIPAL FUNDED DEPRECIATION From Municipal Utilities \$45,000.00 Yearly Transfer.

Upon roll call vote, all voted aye. Motion carried.

Being no further business, the meeting adjourned at 8:40 PM.

Dan Stenvold, Mayor

ATTEST: _____
Ann Berg, Deputy Auditor