

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, DECEMBER 14, 2015 AT 7:30 P.M.**

The City of Park River held their regular meeting of the Park River City Council on Monday, December 14, 2015 at 7:30 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Mike Lorton, Arvid Knutson, and Keith Anderson, City Coordinator Jolene Halldorson, Public Works Director (PWD) Dennis Larson and City Auditor Ann Berg. Absent: Council members Dwight Byron, Kyle Halvorson, and Robert Lundquist III, and City Attorney Tracy Laaveg.

Lorton moved and Anderson seconded to approve the minutes from the November 18, 2015 Regular Council meeting. Upon roll call vote, all voted aye. M/C.

Anderson moved and Knutson seconded to approve the following bills for the General Fund, Special Funds, Debt Service, and Municipal Utilities. Upon roll call vote, all voted aye. M/C.

General Fund

28810	Aflac	\$30.53
11	Discovery Benefits	\$61.95
12	NDPERS	\$71.96
13	NDPERS	\$854.37
14	BC/BS of North Dakota	\$1,192.56
15	Sillers, Laaveg, & Wenzel	\$750.00
16	PR Implement, LLC	\$12,061.52
17	Productivity Plus Account	\$186.33
18	Dahlen Plumbing & Heating	\$70.00
19	DFD Express Inc	\$3,892.14
28820	Downtown Decorations Inc	\$1,991.06
21	Jim's Super Valu	\$1.69
22	J. P. Cooke CO.	\$57.50
23	Leon's Building Center, Inc	\$28.89
24	Lon's Hardware	\$20.98
25	Montana Dakota Utilities	\$478.42
26	Municipal Government Academy	\$25.00
27	Northdale Oil, Inc	\$1,077.54
28	North Star Coop	\$1,485.55
29	Office of the State Auditor	\$165.00
28830	Polar Communications	\$476.78
31	PR Airport Authority	\$112.90
32	PR Community Club	\$65.00
33	PR Park District	\$91.23
34	PR Public Library	\$87.48
35	Quill Corporation	\$167.94
36	Rainbow Auto Body	\$189.13
37	Glenn Rost	\$250.00
38	Sanitation Products Inc	\$401.05
39	Sillers, Laaveg, & Wenzel	\$875.90
28840	Special Funds	\$213.44

41	Stone's Mobile Radio, Inc	\$209.70
42	Strata Corporation	\$1,041.92
43	Street Improvement District #7	\$524.29
44	Wayne's Variety	\$39.38
45	Walsh County Auditor	\$10,135.28
46	Walsh County Press	\$269.78
1697	Salaries	77.32
AW	EFTPS	82.01

Municipal Utilities

33194	Aflac	\$483.51
95	Discovery Benefits	\$286.37
96	General Fund	\$3,656.80
97	NDPERS	\$310.66
98	NDPERS	\$4,517.05
99	Mortenson & Rygh, PTR	\$1,394.00
33200	Postmaster	\$289.13
1	VOIDED	\$0.00
2	BC/BS of North Dakota	\$5,919.84
3	AmeriPride Services, Inc	\$146.89
4	Aqua-Pure Inc.	\$1,528.90
5	Border States Electric Supply	\$259.98
6	Cardmember Service	\$344.78
7	City of Fargo	\$28.00
8	City of Grafton	\$1,080.00
9	Grand Forks Utility Billing	\$159.00
33210	Productivity Plus Account	\$102.79
11	Comfort Inn	\$90.00
12	Consolidated Waste, LTD.	\$16,549.55
13	Custom Conveyor Corp	\$551.18
14	Discovery Benefits, Inc	\$16.50
15	Ethanol Products, LLC	\$1,483.21
16	Hawkins Inc	\$1,319.71
17	Lillian Jallo	\$13.13
18	Leon's Building Center, Inc	\$55.42
19	Liberty Business Systems, Inc	\$39.17
33220	Light & Water Dept	\$2,612.05
21	Lon's Hardware	\$159.60
22	MMUA	\$350.00
23	Morgan Printing	\$69.00
24	Municipal Utilities	\$86.87
25	ND One Call Inc.	\$26.40
26	ND Rural Water Systems Assoc	\$225.00
27	NDPERS	\$17.75
28	Nodak Electric Cooperative	\$5,179.21
29	Northdale Oil, Inc	\$524.41
33230	North Star Coop	\$322.48
31	Polar Communications	\$152.29
32	PR Community Club	\$78.00

33	Quill Corporation	\$67.99
34	SanGrait's Auto Service	\$514.55
35	Sillers, Laaveg, & Wenzel	\$413.00
36	Strata Corporation	\$342.00
37	Thatcher Company of Montana	\$8,756.00
38	US Bank Equipment Finance	\$153.89
39	Water Bond Fund 05	\$4,830.00
33240	Water Rev Bond Fund Phase II	\$3,450.00
41	Water Sur-Charge Fund	\$5,000.00
42	Water System Repair & Replace	\$1,500.00
43	Water Tower Fund	\$11,733.50
44	Water Treatment Fund	\$6,882.41
45	Walsh County Press	\$47.50
7491-7503	Salaries	12,294.73
AW	EFTPS	3,996.86
AW	First United Bank ACH Chg	12.55

Special Funds

10008	Daryl Larson	808.50
10009	Leon's Building Center	26.85
10010	Lons Hardware	9.99
10011	ND Public Finance Auth	3,300.00
10012	Leon's Building Center	5,000.00
10013	First United Bank	150,000.00
10014	Hospital Bond Fund	27,530.07
10015	Leon's Building Center	19.82
10016	PR Centennial Trees	484.23
10017	WDAZ	980.01
10018	PR Economic Dev Corp	5,000.00

St Impr Dist #2012-2 (NS Add)

5032	Mayo Construction Co	9,215.06
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Water Tower Fund

10056	US Bank	450.00
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Anderson moved and Lorton seconded to accept the Auditors Report into record. Upon roll call vote, all voted aye. M/C

Knutson moved and Anderson seconded to accept the Sales Tax Committee's recommendation for a \$5,000 housing incentive from the Sales Tax Economic Development Fund to the PR Economic Development Corp who will issue a \$5,000 check to Dale and Jennifer Holland. Upon roll call vote, all voted aye. M/C.

Knutson moved and Anderson seconded to accept the Employee Relations Committee recommendation to adopt all job descriptions as presented. Upon roll call vote, all voted aye. M/C

Anderson moved and Lorton seconded to accept the Employee Relations Committee recommendation to

adopt the City of Park River Employee Handbook as presented with the following recommendations:

- Effective January 1, 2016
- Recommend: To adopt “The Town with a Heart” as the official motto of the City.
- Recommend: Page 4, Vacation – the current policy allows for an additional day of vacation after 10 years of employment, the Employee Relations Committee is recommending to change ten (10) full years of employment to five (5) full years employment. Employees who have over five years and have not reached their cap for vacation will be grandfathered in.
- Recommend: That the City follow the State guidelines for paid holidays offered to employees. This will add 3 holidays to the schedule; Martin Luther King Day, President’s Day and Good Friday. Upon roll call vote, all voted aye. M/C.

Knutson moved and Anderson seconded to accept the Employee Relations Committee recommendation to increase Halldorson’s annual salary by \$2,500. With the 2% wage increase the total increase for 2016 equals \$3,633. Upon roll call vote, all voted aye. M/C.

Knutson moved and Anderson seconded to give the Park River City Employees a Christmas bonus. Full-time employees will receive \$200 and Part-time employees will receive \$100. Upon roll call vote, all voted aye. M/C.

Ordinance Review was tabled and a meeting notice will be sent out.

Lorton moved and Anderson seconded to designate the Walsh County Courthouse in Grafton as the 2016 voting site. Upon roll call vote, all voted aye. M/C.

K-Bro Farms Lagoon farm land lease with the City is up as of 12-31-15. Lorton moved and Anderson seconded to put the City Lagoon Land up for bids for a 3 year contract. Berg will place ads in the official City newspaper and bids will be opened at the January 11, 2016 Council meeting. Upon roll call vote, all voted aye. M/C.

Mayor Dan Stenvold made a recommendation that the City become a ND Cares Community. ND Cares Community Program has been created as an important extension of the mission of ND Cares to strengthen an accessible, seamless network of support for Service Members, Veterans, Families, and Survivors (SMVFS). The City will need to purchase 2 signs at \$40.00 each, adopt a resolution supporting ND Cares, and appoint a 3 or more member committee for coordinating events to promote education. Knutson moved and Anderson seconded to adopt the ND Cares Proclamation and to become a ND Cares Community. Upon roll call vote, all voted aye. M/C.

PROCLAMATION

WHEREAS, the freedom and security enjoyed today by the citizens of the United States, the State of North Dakota, and the City of Park River are the direct result of sacrifices made by the men and women of the United States Armed Forces; and

WHEREAS, the service and sacrifice of the members of the United States Armed Forces and their families continue to provide us with the freedom to pursue individual and community goals; and

WHEREAS, citizens of Park River recognize the continued sacrifices of Service Members, Veterans, Families, and Survivors in the defense of this nation and the preservation of freedom; and

WHEREAS, citizens of Park River recognize the generations of veterans and their families who have proudly and valiantly served this great state and nation, and who have played an integral role in defending our homeland and preserving freedom around the world; and

WHEREAS, ND Cares, in recognition of the United States Armed Forces and their families, is working with federal, state, county, city, and private organizations to strengthen an accessible, seamless network of support for Service Members, Veterans, Families, and Survivors within North Dakota.

NOW, THEREFORE, as Mayor, I do hereby proclaim this day, December 14, 2015 that the City of Park River joins the North Dakota Cares coalition in supporting Service Members, Veterans, Families, and Survivors. Presented before the City Council this the 14th day of December, 2015

Dan Stenvold, Mayor
City of Park River

A Special Meeting will be scheduled the end of December for adjustments, ordinance adoption and year-end transfers. Berg will send out notices to find a date that works for majority to attend.

A temporary rental agreement was signed on April 7, 2011 between the City of Park River & Citizens State Bank of Lankin. They are requesting that the City agrees to allow temporary rental of space in the City Hall building at 504 Briggs Ave S should a disaster render the Bank Facility in Park River unusable. The Bank will pay rent of \$50 per day plus all utility costs for the duration of use. The agreement needs to be re-submitted and approved periodically and they have submitted the agreement for approval. Anderson moved and Lorton seconded to approve the temporary rental of space agreement between Citizens State Bank and the City of Park River. Upon roll call vote, all voted aye. M/C.

Berg reported to the Council the Park River Community Club has people lined up to judge the Christmas Lighting contest. Knutson moved and Lorton seconded to award an energy credit to the winners of the Christmas Lighting contest. The energy credit awards will be \$50 for first place, \$30 for second place and \$20 for third place in each of the three wards. Upon roll call vote, all voted aye. M/C.

Joel Hylden presented invoices totaling \$448.23 to the City for purchases he had made for spraying chemicals and purchasing trees. Knutson moved and Anderson seconded to reimburse Hylden for the purchases he had made totaling the \$448.23. Upon roll call vote, all voted aye. M/C.

Hylden presented a budget for the Forestry Fund and was notified the Forestry Fund will no longer be funded by its own tax levy and on December 31, 2015 will become part of the General Fund as per NDCC. Hylden spoke about future plans to include trees on both sides of Hwy 17. Fundraising for the forestry fund was mentioned to Hylden; to find people who would be willing to help organize a 5K run during the 4th of July celebration as a fundraiser. Currently the City has been working with berm trees and the money in the Forestry Fund will be used as match dollars for future grant funding.

Being no further business, the meeting adjourned at 8:43 PM.

Dan Stenvold, Mayor

ATTEST:

Ann Berg, City Auditor