

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, OCTOBER 8, 2018 AT 7:30 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, October 8, 2018 at 7:30 PM.

Mayor Stenvold called the meeting to order; upon roll call the following were Present: Council members Mike Lorton, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, - Kyle Halvorson by Phone, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Joe Fietek, Patty Hensel, Stefan Linstad, Galen Bosh. Josh Irvine arrived at 8:15 PM.

Additions and Changes to Agenda: Add to New Business #2 – Vehicle Impound

Comments and Questions From Citizens: Fietek questioned if anything is being done about the vacant property next to his on Prospect Avenue? Fietek was informed the property is on the list of properties to be inspected.

Approval of Minutes: Anderson moved, and Miller seconded to accept the minutes from the September 10, 2018 regular meeting Upon roll call vote, all present voted aye. M/C. Lundquist moved, and Miller seconded to accept the minutes from the September 10, 2018 Public Hearing for 2019 Budget meeting Upon roll call vote, all voted aye. M/C.

Unfinished Business: Thompson reported the visit with a representative of the Grand Forks Public Health Department was re-scheduled for Monday, October 22 at 12:30 PM.

Thompson asked the Council about establishing a vehicle impound lot for junk vehicles as they can be tagged and letters can be sent to property owners but there is no recourse after that has been done. Lundquist asked if a spot could be leased from Consolidated Waste. Hensel called the ND Dept of Health to see if having the impound lot at the landfill is legal but has not received a response. Thompson was asked to contact the City of Grafton and find out how they handle their impound lot. Lundquist felt the matter should be sent to the Contracts & Policies Committee.

Committee Reports: *Employee Relations:* The Committee looking to clarify the language used regarding vacation accrual. Miller felt the matter should be held until next month to give the Council a chance to review the proposed changes. Lundquist moved and Kubat seconded to approve the changes as discussed. Upon roll call vote, Lorton, Lundquist, Kubat and Halvorson voted aye with Miller and Anderson voting no. M/C. (A list of changes can be seen at the Auditor's Office)

Recommended changing the Building Inspector and Building permit to a Zoning Inspector and Zoning permit. Increasing current public works employees to an additional \$2.00 per hour over their regular rate per hour for the time they spend on verifying Zoning permits. The Zoning Inspector will only verify that the set-back requirements have been met prior to signing a Zoning Permit. Fees for the Zoning Permit will mirror the fees under the building permit. Halvorson moved and Miller seconded to approve the above-mentioned changes to the Building/Zoning Inspector/Permit. Upon roll call vote, all voted aye. M/C.

Changes to the Zoning and other affected ordinances will be reviewed and presented to the Council at a later date.

Ward Reports: Miller reported he has received reports of law enforcement following vehicles into town late at night; questioned if a recycling program could be put in place; asked about berm trees; and about taxes. City Administration reported that Friendship in Grafton provides curbside recycling. Stenvold asked Miller if he could check with Friendship on recycling.

Lundquist questioned if the suggestion box Miller posted on Facebook was a good idea as it was not a Council decision. Miller reported he used the same media method when he was in the ND Senate as a way to keep in touch with constituents. Laaveg stated as long as Miller is using the suggestion box to gather information there is no problem, but he cannot make decisions or promises on behalf of the Council.

New Business: Wes and Sandy Welch submitted applications for abatement or refund of taxes for 2017 and 2018 on their property located at 610 Code Ave S. They are asking that the improvements to the property be reduced from \$29,680 to \$0.00 for both years. Berg reported Welch's purchased the property July 2017 from their neighbor; they rented out the property from August 2017 to July 2018; had the structure demolished in July 2018; submitted the applications on August 30, 2018. Berg was not contacted to perform an inspection on the improvements prior to demolition and therefore was unable to establish a current market value of the property. The Assessor's recommendation is to deny the Welch's request to reduce the improvements from \$29,680 to \$0.00 and approve a reduction of the improvements from \$29,680 to \$20,000 for a reduction on improvements of \$9,680 for each of the years 2017 and 2018. Lundquist moved and Miller seconded a resolution to accept the Assessor's recommendation as reported. Upon roll call vote, all voted aye. M/C.

City Administration presented a current budget to actual expense report to the Council. Anderson moved and Halvorson seconded to approve the budget to year to date expenses. Upon roll call vote, all voted aye. M/C. At 8:26 Bosh, Hensel, Irvine & Linstad left the meeting.

Stenvold reported to the Council that at the ND League of Cities Mayor's meeting that Park River was one of three cities that did not have security cameras installed in the City buildings to protect assets and employees. Stenvold contacted Polar Communications and requested a bid to install three security cameras in the City office building. The bid to lease the three cameras and 8-channel NVR with a three-year commitment is \$593.76 per year or the City could purchase the equipment for \$1,612.14 and agree to a three-year maintenance package at \$102.10 per year. The cost to install and setup the equipment is \$690.00. Council discussed who would be able to view the recorded footage and felt the Mayor and one or two Councilmen be authorized. Having cell phone access to the system was discussed and Thompson felt it would open up the system to security breaches. Lundquist moved and Lorton seconded to approve purchasing the three cameras, the 8-channel NVR and the three-year maintenance agreement. Upon roll call vote, Lorton, Miller, Lundquist and Anderson voted aye with Halvorson and Kubat abstaining. M/C.

The City was notified by Consolidated Waste, LTD that garbage rates will increase from \$18 to \$19 per month on January 1, 2019. The City charges \$1 more for garbage service for revenue purposes. Lundquist moved and Lorton seconded to approve increasing the garbage rate from \$19 to \$20 per month. Upon roll call vote, all voted aye. M/C.

Last year the Council felt the Christmas Lighting Contest should be voted on by the public and move to three overall winners, rather than three per ward, and raise the energy credit prize amounts. Lundquist moved and Lorton seconded to change the Christmas Lighting Contest to three overall prizes, allow the general public to cast ballots for their three favorites, and change the energy credit prizes to: 1st Place \$250 energy credit; 2nd place \$150 energy credit and 3rd place \$100 energy credit and to have voting open from December 1st through the 15th. Upon roll call vote, all voted aye. M/C.

Stenvold asked Thompson to have KLJ move forward the ND grant paperwork. Thompson presented information received from engineer Jon

Markusen of KLJ on two ND DOT grants, ND Streets Program and ND Transportation Alternative Program, for which the City may qualify for to improve the bike paths and provide better visibility for crosswalks on the east & west sides of the City on Hwy 17. The project would encompass a 1.5" overlay, minor patching, grooved cross walks, flashing beacons, digital signs and misc items. The project estimate is about \$325,000 with possible funding coming from Transportation Alternatives (80.93/19.07 split), ND Parks Trail Grant (80/20 split), with the City paying 20% of construction and 100% of design & construction engineering. The project would be bid through the ND DOT. The application is due in December 2018. The City's share would be around \$92,000 but if the trail west of town from Hwy 17 crossing would be covered by Walsh County the cost share might be a 60/40 (city share \$55,200/county share \$36,800) split. The Bike Path Committee will contact the County Commissioners about the project. PWD Larson will also be involved with the project. Miller moved and Anderson seconded to approve KLJ as engineer for the project and continue seeking grant funding with the City's share to come from the Sales Tax Capital Improvement Fund. Upon roll call vote, all voted aye. M/C.

Mavor's Comments: On Saturday a regulator at the electric substation blew up. PWD Larson along with Minnkota employees worked to replace the regulator and clean up the oil. The Public Library Board reported there were 5,700 checkouts from the Library last month with 970 checkouts attributed to the Public Library. An on-line book checkout is available through the ND State Library; residents should contact the Library to sign-up for the FREE service.

Public Works: Larson informed the Council NMPA General Manger Darryl Tveitbakk announced he will be retiring as of November 5th. A search for a replace is in the works. Larson asked if the City will be doing a street or water/sewer project in 2019. City Administration reported more lead time is needed to secure funding and/or grant money for projects. Lundquist stated the project information should be forwarded to the Streets & Utility Committee and work towards 2020 as a project year.

Auditor & Assessor Reports:

Miller moved, and Lorton seconded to approve the Auditor and Assessor reports and payment of the following bills. Upon roll call vote, all present voted aye. M/C.

General Fund & Municipal Utilities

35240	NDPERS	\$436.27
41	Postmaster	\$249.68
42	Aflac	\$151.98
43	Discovery Benefits	\$210.00
44	NDPERS	\$436.27
45	NDPERS	\$5,509.99
46	BC/BS of North Dakota	\$7,899.80
47	2016 Electrical Upgrade	\$8,000.00
48	AmeriPride Services, Inc	\$262.35
49	Aqua-Pure Inc.	\$1,303.44
35250	Border States Electric Supply	\$4,789.34
51	Cardmember Service	\$1,137.96
52	City of Fargo	\$14.00
53	Productivity Plus Account	\$56.21
54	Consolidated Waste, LTD.	\$17,585.20
55	CORE&MAIN	\$659.61
56	Discovery Benefits, Inc	\$11.00
57	Ethanol Products, LLC	\$1,371.53
58	Farmers Union Service Assoc	\$562.00
59	Ferguson Waterworks #2516	\$523.19
35260	Flags USA Inc.	\$174.00
61	Funded Depreciation	\$5,001.00
62	Donna Galloway	\$100.00
63	General Funded Depreciation	\$2,223.00
64	Hawkins Inc	\$1,207.95
65	Jim's Super Valu	\$41.75
66	LeTexier's Cleaning Service	\$1,400.00
67	Leon's Building Center, Inc	\$114.05
68	Liberty Business Systems, Inc	\$121.67
69	Light & Water Dept	\$3,277.70
35270	Lon's Hardware	\$216.10
71	Montana Dakota Utilities	\$113.76
72	Municipal Government Academy	\$30.00
73	ND Dept of Health/Chem-Lab	\$722.68
74	ND One Call Inc.	\$44.40
75	NDLC	\$1,350.00
76	Nodak Electric Cooperative	\$4,324.40
77	Northdale Oil, Inc	\$1,088.00
78	North Star Coop	\$719.52

79	Polar Communications	\$830.15
35280	Glenn Rost	\$250.00
81	Sillers, Laaveg, & Wenzel	\$1,267.50
82	Sundog Glass Design	\$90.00
83	US Bank Equipment Finance	\$166.13
84	Verizon Wireless	\$267.65
85	Wat & Sew Imprv Dist #2015-1	\$6,200.00
86	Wat & Sew Imprv Dist #2016-1	\$9,490.00
87	Water System Repair & Replace	\$4,000.00
88	Water Bond Fund 05	\$4,830.00
89	Water Rev Bond Fund Phase II	\$3,450.00
35290	Water Tower Fund	\$11,315.00
91	Water Treatment Fund	\$28,943.69
92	Wayne's Variety	\$1.29
93	Walsh County Auditor	\$10,489.43
94	Walsh County Press	\$454.01
8379-82	Voids	\$0.00
8383-97	Salaries	\$13,224.59
AW	US Treasury	\$4,974.19
AW	First United Bank	\$14.00
AW	Municipal Utilities	\$99.00
AW	NMPA	\$124,537.71
AW	PSN (Payment Services Network)	\$4.95
Special Funds		
10128	First United Bank	\$637.19
Debt Service & Bond Fund		
6150	Arntson Stewart Wegner PC	\$1,313.69
6151	First United Bank	\$16,940.00
6152	Mayo Construction Co., Inc	\$331,891.75
6153	Advanced Engineering &	\$687.40
6154	Bank of North Dakota	\$19,501.04
6155	First United Bank	\$31,466.19
6156	US Bank	\$16,228.75
6157	Walsh County Press	\$1,077.28
AW	First United Bank	\$3.25

Laaveg asked the Council to set a date to hold the Strategic Planning retreat. Wednesday, January 9, 2019 from 6 to 10 PM was chosen as the date. An agenda will be sent out prior to the retreat.

Being no further business, Lundquist moved to adjourned at 9:13 PM.

Dan Stenvold, Mayor

ATTEST:

Ann Berg, Assessor/Deputy Auditor