

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,  
MONDAY, NOVEMBER 13, 2017 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, November 13, 2017 at 7:30 PM.

Mayor Stenvold called the meeting to order; upon roll call the following were Present: Council members Mike Lorton, Kyle Halvorson, Arvid Knutson, Robert Lundquist III, Dwight Byron, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Others present: Sheriff Ron Jurgens, Deputy Matt Wark, Joe Fietek, and Mike Helt. Todd Kjelland arrived at 7:53.

**Comments and Questions From Citizens:**

Sheriff Jurgens introduced Deputy Matt Wark to the Council. Deputy Wark was hired to replace Deputy Ochoa and will work in the Park River Office.

**Additions and changes to agenda:** Add to: New Business: #4 Bike Path & #5 Energy Credit and to Committee Reports #4 Employee Relations.

**Approval of Minutes:** Anderson moved and Byron seconded to accept the minutes from the October 10, 2017 regular meeting with the following correction: Under Sales Tax Committee North Star Ag \$~~2,4100.00~~ should be \$2,410.00. Upon roll call vote, all voted aye. M/C. Anderson moved and Byron seconded to accept the minutes from the October 10, 2017 Roberts Rules of order Seminar as presented. Upon roll call vote, all voted aye. M/C.

**Unfinished Business:**

**Assessor's Report:** Berg reported she has several on-site property reviews scheduled this week.

Thompson reported Polar Communications submitted a lease quote of \$15.15 per month or a purchase total of \$493.50 for upgrading the security equipment in the police office to an 8-channel NVR and felt the security cameras only need to have the connections checked/replaced with labor estimated at \$400.00. If cameras need to be replaced it will be discussed at a later meeting. Quotes for additional cameras for the city office building and water plant will be presented at a later date. Thompson will check if there are any grants available to purchase new cameras. Lundquist moved and Knutson seconded to lease the 8-channel NVR equipment and have the camera connections checked/replaced and revisit the cameras should they need replacing. Upon roll call vote the following voted aye; Lorton, Knutson, Lundquist, Byron and Anderson with Halvorson abstaining. M/C.

**Committee Reports:**

**Sales Tax Committee:** Recommended the following: from the Capital Improvement Fund; Transfer \$12,317.50 for Michael Kilmer Construction invoice for 6<sup>th</sup> St W and transfer \$6,170.09 for Park St (Hwy 17) overlay for ND DOT invoice; from Economic Development Fund, loan \$26,722.03 to SID #2017-2 for KLJ, Inc invoice, loan \$85,726.76 to SID# 2017-2 for Knife River Material pay request; and as recommended by the PR Dev Corp to loan \$62,000 to the PR Park District for the campground comfort station. Halvorson moved and Byron seconded to approve all of the Sales Tax Committee recommendations as presented. Upon roll call vote, all voted aye. M/C.

**Ward Reports:** Policing was discussed and Thompson stated questions should have been directed to Sheriff Jurgens and Deputy Wark while they were in attendance. A street light is out on Code Ave N.

PR Development Corporation: Informed the Council they received the 2017 North Star Award from Red River Regional Council for the North Star Housing Development. Laaveg reported Bruce Toews has purchased lots 23-25 and was granted a hold option on lot 22 until 2020 as he is looking at putting up a spec building but is waiting for the potential renter to finalize plans. Byron moved and Knutson seconded to approve the PR Dev Corp's recommendation to grant Toews the hold option on lot 22 until 2020. Upon roll call vote the following voted aye, Halvorson, Knutson, Byron and Anderson with Lorton & Lundquist voting no. M/C.

Employee Relations: Byron reported the committee will meet on Wednesday, November 15<sup>th</sup> at 4:45 PM to discuss employee wage increases for 2018 and will have a report for the December meeting.

**New Business:**

Lundquist moved and Halvorson seconded to appoint Dennis Larson as the representative on the ND Association of Municipal Power Systems (NDAMPS) and Dan Stenvold as alternate. Upon roll call vote all voted aye. Motion carried.

Laaveg informed the Council about issues in South Ridge Second Addition regarding Hilltop Drive. The original plat allowed for a cul-de-sac on the west edge of the development. The cul-de-sac has never been established and the street presently exits onto Co Rd 12B. The cul-de-sac was eliminated in 2012 and continued the street to Co Rd 12B. In 2012 a portion of lots 13 & 14 were deeded and now a portion of lots 15 & 16 will be deeded to the city for the street. Knutson moved and Lundquist seconded to accept the deed for a portion of lots 15 and 16 in South Ridge Second Addition to continue Hilltop Drive to County Road 12B. Upon roll call vote, all voted aye. M/C. Laaveg also mentioned Dusek's attorney will provide the legal descriptions for the portion of the cul-de-sac that the City will need to deed back to the developer.

City Administration is seeking permission to transfer \$30,000.00 from Municipal Utilities to the General Fund for operating expenses. Anderson moved and Halvorson seconded to approve the transfer of funds as requested. Upon roll call vote, all voted aye. M/C.

Joel Hylden, by e-mail, asked if the Council would grant him a \$3,000 budget for the east bike path. Last year the Council informed Hylden that the forestry levy was eliminated by the state that other areas within the City have need of tree planting or replacement. They also informed him that he would not be guaranteed monies for the east bike path every year. Many trees along Biggs Ave S need to be replaced along with other area berms. Laaveg recommended having the Buildings & Grounds committee or else form a committee to come up with a plan for the continued maintenance of the bike path horticulture.

Lundquist was approached by a resident and asked if the City has an energy credit program in place. PWD Larson informed the Council the energy program is mandated by the State of Minnesota that cities must offer energy credits to their customers and the State of ND does not have such a program in place. Larson will check with NMPA to see if there are any programs in place.

**Mayor's Comments:** The Mayor thanked the Street crew for the great job of snow removal.

**Public Works:** Larson reported the equipment put on auction last month sold; the tractor for \$6,000 with \$1,000 for one snow blower and \$1,600 for the other snow blower.

**Auditor's Report:**

Knutson moved and Anderson seconded to approve payment of the following bills, pay request. Upon roll call vote Lorton, Halvorson, Knutson, Byron and Anderson voted aye with Lundquist abstaining. M/C.

**General Fund**

29714	NDPERS	\$96.40
15	Aflac	\$22.65
16	Discovery Benefits	\$17.46
17	NDPERS	\$63.01
18	NDPERS	\$939.75
19	BC/BS of North Dakota	\$1,140.96
29720	Cardmember Service	\$536.39
21	Productivity Plus Account	\$109.73
22	Productivity Plus Account	\$12,061.52
23	Dacotah Paper Co.	\$71.75
24	Jim's Super Valu	\$10.78
25	Daryl Larson	\$724.50
26	Lon's Hardware	\$191.63
27	Montana Dakota Utilities	\$186.40
28	NDLC	\$40.00
29	Northdale Oil, Inc	\$611.71
29730	North Star Coop	\$1,166.61
31	Polar Communications	\$488.96
32	PR Airport Authority	\$1,217.60
33	PR Park District	\$3,093.15
34	PR Public Library	\$1,205.29
35	Quill Corporation	\$126.38
36	Glenn Rost	\$517.50
37	SanGrait's Auto Service	\$85.00
38	Sillers, Laaveg, & Wenzel	\$1,323.00
39	Special Funds	\$6.02
29740	Strata Corporation	\$1,701.41
41	Verizon Wireless	\$144.66
42	Walsh County Auditor	\$10,579.95
43	Walsh County Press	\$267.32
29744	NDPERS	\$133.71
AW	Municipal Utilities	\$4,788.03
AW	US Treasurty	\$1,635.18
AW	ND ST Tax Commissioner	\$251.97

**Municipal Utilities**

34477	NDPERS	\$307.50
78	D & B Motors Inc.	\$34,450.00
79	Postmaster	\$305.43
34480	General Fund	\$4,788.03
81	Aflac	\$108.27
82	Discovery Benefits	\$142.54
83	NDPERS	\$340.89
84	NDPERS	\$4,863.01

85	BC/BS of North Dakota	\$6,865.54
86	2016 Electrical Upgrade	\$8,000.00
87	Acme Tools	\$221.00
88	AmeriPride Services, Inc	\$193.45
89	ANDERSON JANE ESTATE	\$72.76
34490	Aqua-Pure Inc.	\$4,514.24
91	Banyon Data Systems, Inc	\$795.00
92	Border States Electric Supply	\$2,983.42
93	CARLSON DARRELL	\$100.00
94	City of Fargo	\$28.00
95	Productivity Plus Account	\$1,796.26
96	Consolidated Waste, LTD.	\$17,747.50
97	Discovery Benefits, Inc	\$11.00
98	Ethanol Products, LLC	\$1,535.95
99	Farmers Union Service Assoc	\$394.00
34500	Hawkins Inc	\$1,662.20
1	Jim's Super Valu	\$16.15
2	JOHSON ALAN	\$100.00
3	Leon's Building Center, Inc	\$274.97
4	Liberty Business Systems, Inc	\$174.99
5	Light & Water Dept	\$3,624.31
6	Lon's Hardware	\$69.11
7	Michael Kilmer Construction	\$1,610.00
8	Municipal Utilities	\$100.00
9	ND Dept of Health/Chem-Lab	\$16.48
34510	ND One Call Inc.	\$45.00
11	NDPERS	\$14.65
12	Nodak Electric Cooperative	\$4,921.53
13	North Plains Utility Contract	\$4,923.50
14	Northdale Oil, Inc	\$205.68
15	North Star Coop	\$227.75
16	Polar Communications	\$157.16
17	Quill Corporation	\$396.65
18	Riteway Business Forms	\$675.02
19	Team Laboratory Chemical Corp	\$1,484.00
34520	US Bank Equipment Finance	\$162.42
21	Verizon Wireless	\$123.39
22	Wat & Sew Imprv Dist #2015-1	\$6,200.00
23	Wat & Sew Imprv Dist #2016-1	\$9,490.00
24	Water System Repair & Replace	\$4,000.00
25	Water Rev Bond Fund Phase II	\$3,450.00
26	Water Tower Fund	\$11,315.00
27	Water Treatment Fund	\$30,596.20
28	Wayne's Variety	\$58.87
29	Walsh County Press	\$80.50

34530	General Fund	\$30,000.00
31	NDPERS	\$270.19
8072-94	Salaries	\$41,280.93
AW	US Treasury	\$8,051.68
AW	Northern Municipal Power Agenc	\$133,899.30
AW	PSN (Payment Services Network)	\$4.95
AW	ND ST Tax Commissioner	\$986.23
AW	First United Bank	\$13.75

**Special Funds**

10102	Michael Kilmer Construction	\$12,317.50
10103	ND Dept of Transportation	\$6,170.09
10104	ST Improve Dist #2017-2	\$112,448.79

**Debt Service & Bond Fund**

6103	Advanced Engineering &	\$4,400.00
6104	Bank of North Dakota	\$31,830.11
6105	BUIDERS MYRON	\$800.00
6106	Kadrmass, Lee & Jackson, Inc	\$26,722.03
6107	Knife River Materials	\$85,726.76
6108	ND Public Finance Authority	\$1,800.00
6109	Void	\$0.00
6110	Special Funds	\$82,914.07

Halvorson moved and Byron seconded to accept the Auditor's report into record. Upon roll call vote, all voted aye. M/C.

Being no further business, Anderson moved to adjourned at 8:35 PM.

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Dan Stenvold, Mayor

ATTEST: \_\_\_\_\_  
Ann Berg, Deputy Auditor