

**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, 2018 at 7:30 PM.

Mayor Stenvold called the meeting to order; upon roll call the following were present: Council members Mike Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Public Works Director (PWD) Dennis Larson. Others present: Stacie Sevigny and Joe Fietek.

**Additions and Changes to Agenda:** Add to New Business #3 Ordinance 8 - Offenses

**Comments and Questions From Citizens:** Stacie Sevigny of Red River Regional Council appeared to update the Council on the completed CDBG Housing Rehab Project. Sevigny reported 24 homes in the City had work done during the last two years. A total of \$408,400 was spent on rehabilitation for homes with no expense to the home owner. On the exterior new shingles, siding, windows and doors were some of the items replaced along with interior electrical and other items which brought the homes in compliance with code & safety standards. Average spent per home was \$17,000. The most expensive rehab was \$31,065 and the least expensive was \$6,200. The average increase in true & full value was \$8,000. Sevigny informed the Council that one homeowner who benefitted from this project, nominated the City for a Community Builder Award at the RRRC's Ideas to Actions Summit which will be held November 15<sup>th</sup> in the Minto Community Center. The Council was pleased with the results & thanked Sevigny for all the work she did on the project.

**Approval of Minutes:** Anderson moved, and Lundquist seconded to accept the minutes from the October 8, 2018 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** None.

**Committee Reports:** *Policies & Contract:* The Committee met to discuss an impound lot for junk vehicles. Laaveg went over the impound procedure outline of Ordinance 17 with the Council. A secured location needs to be established to use as an impound lot. Lundquist moved and Halvorson seconded to table the matter and send it back to Committee. Upon roll call vote, all present voted aye. M/C.

The Committee met to discuss future street & utility projects. At the Committee meeting PWD Larson stated that a chip seal and/or overlay will need to be done soon on 135<sup>th</sup> Ave NE (the Walsh grain road), and North Star Drive. Hilltop Drive is being looked at; this will need to be torn up and have fabric/geogrid, fill, drain tile installed prior to repaving. With an estimated cost of approximately \$497,000. Special assessments are being considered for this project. Thompson will check with the Bank of ND for a low interest loan. Lundquist felt a meeting should be scheduled with Hilltop Dr residents to discuss the project. Harris Ave S south of 5<sup>th</sup> St the infrastructure is being looked at to be replaced. The Council will have PWD Larson get some estimates for the project.

*Employee Relations:* The Committee met to discuss comp time. Information was compiled on wages, benefits, comp time and a new schedule for the plant which would eliminate comp time. Halvorson noted through October 15<sup>th</sup> 1,283 hours have been taken off as comp and with benefits the total is \$32,834.42 paid out for unproductive hours; which are hours not worked. Currently water treatment plant employee's work seven days in a row, Monday-Sunday, in the plant and take off any hours over 40 as comp time. The water treatment budget has been gone through looking for ways to bring down expenses. Berg noted by reworking the schedule one employee would be off on Thursday and work Friday – Monday in the plant with Tuesday as a scheduled day off. The second employee would work Tuesday – Thursday in the water plant. The schedule also will allow PWD Larson to stagger start times to ensure coverage for water production during times of heavy usage and would also reduce overtime. Any extra hours, as outlined in the employee handbook, will be paid out as overtime. Lundquist felt the Employee Relations Committee should meet with plant employees and update them on the changes prior to implementation. Miller noted PWD Larson is their supervisor and should notify his employees of the changes. Halvorson moved, and Lorton seconded to eliminate the use of comp time and start using the new water plant work schedule as of January 1, 2019. Upon roll call vote, all present voted aye. M/C.

*Bike Path:* Miller met with Jeff Daley, engineer with KLJ, and they walked the entire bike path. Daley remarked to Miller safety beacons, signage and road striping will cost approximately \$75,000. with the expense to fix and chip seal or overly the path ranging between \$170,000 to \$325,000 less the \$75,00 for safety features. Miller noted a detailed estimate would need to be completed prior to a decision being made. Miller mentioned since the bike path is a newly formed committee, they have not had time to come up with a maintenance plan for the bike path. Lundquist suggested asking for donations or holding fundraisers to offset maintenance costs. Committee member Fietek noted fundraising is something to consider in the future but first a plan with costs for the bike path needs to be established.

*Ward Reports:* Nothing to report.

**New Business:** Joseph Fietek submitted applications for abatement or refund of taxes for his properties located at 304 Wadge Ave S and 208 Prospect Ave N. He is asking the improvements to 304 Wadge Ave S be reduced from \$67,310 to \$56,480 for a difference of \$10,980. His reason for the abatement request is that his property exceeds the 90% state minimum valuation. Fietek purchased the property for \$70,000 in 2015. Berg noted approximately \$1,500 of the total valuation was an increase to the land. Berg explained the current total valuation on the property is at \$73,890 and upon completion of her assessment visit found Fietek's requested decrease of \$10,980 was not supported and recommended denying Fietek's abatement request. Miller moved and Halvorson seconded denying Fietek's abatement request on 304 Wadge Ave S as recommended. Upon roll call vote, all present voted aye. M/C. Fietek is asking the improvements to 208 Prospect Ave N be reduced from \$14,450 to \$7,000 for a difference of \$7,450. His reason for the abatement request is that his property exceeds the 90% state minimum valuation. Fietek purchased the property for \$12,500 in June of 2016. Berg explained the current total valuation on the property is at \$18,700 and upon completion of her assessment visit found Fietek's requested decrease of \$7,450 was not supported and recommended denying Fietek's abatement request and recommended reducing the improvement valuation from \$14,450 to \$2,240 for a decrease of \$12,210. Lundquist moved and Miller seconded denying Fietek's abatement request on 208 Prospect Ave N and reducing the improvements from \$14,450 to \$2,240 as recommended. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Halvorson seconded to change the time of the December 10<sup>th</sup> meeting to 5:30 pm due to the school concert. Upon roll call vote, all present voted aye. M/C.

Laaveg reported when Ordinance 8 – Offenses was passed the penalties were not published in the newspaper and need to be published. Also, a change has been made to increase the fine of a Class B misdemeanor from \$1,000 to \$1,500. Miller moved and Anderson seconded to publish the penalties schedule and approve the fine increase from \$1,000 to \$1,500. Upon roll call vote, all present voted aye. M/C.

**NOTICE**

Please be advised that the following ordinances were adopted by the City of Park River on August 11, 2018, and notice is therefore given to all persons that the following are the offenses which are classified as Class B misdemeanors, for which a maximum penalty of 30 days imprisonment, and/or a fine of \$1,500

**Offense**

**Citation**

- 8.0101 Criminal contempt
- 8.0102 Hindering proceedings by disorderly conduct
- 8.0104 Interference with officer
- 8.0105 False alarm or false report
- 8.0201 Criminal mischief (recklessly causing damage of less than \$2,000 or Intentionally causing damage less than \$100)
- 8.0202 Tampering with or damaging a public service (negligently caused)
- 8.0204 Criminal trespass
- 8.0206 Theft of property (value of \$500 or less)
- 8.0207 Theft of services (value of \$500 or less)

**Mayor's Comments:** Stenvold asked if one of the Councilmembers would attend the RRRRC awards banquets on Thursday in Minto as the City is up for an award.

Stenvold passed around a conceptual drawing for the newly proposed Veterans Memorial Park to honor Walsh County veterans. The project is to be built by the Heritage Village in Grafton.

Stenvold addressed property assessment visits and felt the City should hire Vanguard to do all of the assessment visits rather than taking up to five years to complete. He has been contacted by property owners who want the assessment valuations brought up to date ASAP. Berg has visited over 100 properties since receiving her certification last November.

Berg provided the following Assessor's report to the Council. Berg spent October 29<sup>th</sup> at the Minot City Assessor's office with Kevin Ternes & 2 of his assessors. Ternes has been an assessor for over 20 years and has sat on the state NDAAO board and on the national IAAO board and his staff all have many assessing, appraisal and realtor certifications. She was asked to bring a cross section of property cards and also asked to bring any other tools she uses. Berg took along valuation spreadsheets and parcel identified maps which she created. Berg was taken on two assessment visits and shown how to use the Vanguard assessment software.

They felt since the last time assessment visits took place was close to 50 years ago, and we would in essence be starting from scratch. They felt Berg had covered considerable ground working by herself in addition to her other duties. They felt each property would take approximately 4-5 hours depending on how accurate the information was on the old property cards.

They felt at her current rate it will be a 5-year process to complete the entire city. They felt if Berg had some help during the spring-fall months, (someone matching deeds to the property assessment role & gathering other information and another person to measure and make structural drawings), it could be knocked down to 4-years. They felt to work at this full time would take 3 to 3.5 years to complete.

A question for the Council is when should the new valuations to go into effect; the year each property with an assessment visit is completed or wait until the all the properties in the City have been completed.

They felt to have Vanguard appraise the entire town would take several months but the cost might be workable if able to spread over 2-3 years, however it could cost more than what the City expects. Berg is in email contact with Ryan at Vanguard and is expecting an estimate to have the entire City assessed and an estimate to just do the commercial properties.

Steps the Minot City Assessor's office identified to complete assessments: Research history of each property; measure all buildings; notify homeowners about visits; answers property owners' questions; build out the property cards for each property; complete market research for the past 3-5 years.

They recommended changing our zoning permit to include all interior & exterior changes not just when adding new/additional square footage. By changing this process, the assessor will have updated information to use for assessment purposes.

They were adamant that we need to remove the option of presenting an appraisal when asking for an abatement as the abatement form states "By filing the application with the county auditor, the applicant agrees to allow inspection of the property in question by assessment officials" and commented that comparing appraisals to assessments is like comparing apples to oranges.

In conclusion, they stated it took us almost 50 years to get to this point so we should not expect Berg to complete the assessments overnight.

Lundquist moved and Lorton seconded to table the assessment discussion until an assessment estimate is received from Vanguard. Upon roll call vote, all present voted aye. M/C

**Public Works:** No report.

**Auditor & Assessor Reports:**

Anderson moved, and Kubat seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C.

**General Fund & Municipal Utilities**

35295	WC Fair Association	\$200.00
96	NDPERS	\$436.27
97	NDPERS	\$15.96
98	Postmaster	\$337.44
99	Aflac	\$151.98
35300	Discovery Benefits	\$210.00
1	NDPERS	\$436.27
2	NDPERS	\$5,955.86
3	BC/BS of North Dakota	\$7,899.80
4	2016 Electrical Upgrade	\$8,000.00
5	AE2S	\$339.00
6	All Seasons Garden Center	\$329.98
7	AmeriPride Services, Inc	\$262.35

8	Aqua-Pure Inc.	\$1,346.73
9	ASCAP	\$373.10
35310	Banyon Data Systems, Inc	\$795.00
11	Ann E Berg	\$242.33
12	Border States Electric Supply	\$4,057.89
13	Cardmember Service	\$1,445.92
14	City of Fargo	\$28.00
15	Productivity Plus Account	\$12,633.84
16	Consolidated Waste, LTD.	\$17,779.45
17	Dale's Small Engine Repair LLC	\$195.00
18	Discovery Benefits, Inc	\$22.00
19	Ferguson Waterworks #2516	\$513.22
35320	Funded Depreciation	\$5,001.00
21	General Fd Depreciation	\$2,223.00
22	Hawkins Inc	\$309.00
23	Jim's Super Valu	\$64.17
24	Loren or Nancy Kadlec	\$3.19
25	Keith's Stump Removal	\$1,075.00
26	Pete Kelly	\$400.00
27	Kadmas, Lee & Jackson, Inc	\$1,129.85
28	Kringstad Ironworks INC	\$200.79
29	Daryl Larson	\$1,139.25
35330	Leon's Building Center, Inc	\$403.41
31	Liberty Business Systems, Inc	\$116.78
32	Light & Water Dept	\$4,270.70
33	Lon's Hardware	\$159.48
34	MDU	\$252.92
35	Michael Kilmer Construction	\$1,507.50
36	MMUA	\$1,711.00
37	ND Dept of Health/Chem-Lab	\$256.59
38	ND One Call Inc.	\$26.50
39	NDPERS	\$15.96
35340	Nodak Electric Cooperative	\$4,505.56
41	Northdale Oil, Inc	\$1,636.67
42	North Star Coop	\$1,004.13
43	Polar Communications	\$854.15
44	PR Airport Authority	\$1,435.34
45	PR Park District	\$3,660.51
46	PR Public Library	\$1,465.12
47	Quill Corporation	\$384.97
48	Riteway Business Forms	\$740.63
49	Glenn Rost	\$250.00
35350	Samson Electric LTD	\$2,736.13
51	Sillers, Laaveg, & Wenzel	\$1,140.00
52	Special Assessment Fund	\$4.66
53	ST Improve Dist #2017-1	\$1,016.49
54	Thatcher Company of Montana	\$8,888.00
55	Tim Shea's Nursery Inc	\$210.00
56	US Bank Equipment Finance	\$166.13
57	Verizon Wireless	\$269.45
58	Wat & Sew Imprv Dist #2015-1	\$6,200.00
59	Wat & Sew Imprv Dist #2016-1	\$9,490.00
35360	Water System Repair & Replace	\$4,000.00
61	Water Bond Fund 05	\$4,830.00
62	Water Rev Bond Fund Phase II	\$3,450.00
63	Water Tower Fund	\$11,315.00
64	Water Treatment Fund	\$26,736.82
65	Wayne's Heating & Cooling Inc	\$14.99
66	Walsh County Auditor	\$10,858.47
67	Walsh County Press	\$417.00

68	WC Water Resource District	\$7,929.48
8398-8420	Salaries	\$28,578.13
AW	US Treasury	\$14,894.24
AW	First United Bank	\$13.85
AW	First United Bank	\$13.80
AW	NSF Check Received	\$807.58
AW	ND ST Tax Commissioner	\$1,199.40
AW	PSN (Payment Services Network)	\$4.95
AW	NMPA	\$133,796.87

**Special Funds**

10129	Red River Regional Council	\$15,000.00
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**Debt Service & Bond Fund**

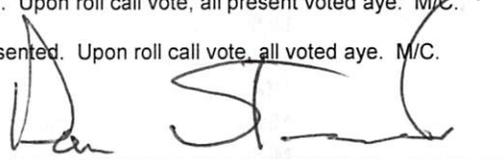
6158	Advanced Engineering &	\$611.26
6159	Bank of North Dakota	\$31,754.07
6160	Kadmas, Lee & Jackson, Inc	\$348.03
6161	ND Public Finance Authority	\$925.00

City administration presented a \$50,576.72 Sales Tax Fund CDARS with a recommended renewal term of three months. CDARS have been put on 3, 6, and 12-month rotating schedules so funds are available if needed. Miller moved, and Anderson seconded to approve the recommended CDARS renewal term as presented by City administration. Upon roll call vote, all voted aye. M/C.

City Administration is asking for permission to transfer \$50,000 from the Municipal Utility Electric Fund to the General Fund. Each year the City transfers between \$100,000 to \$150,000 from the Electric Fund to the General Fund. This is the first transfer request of this year. Lundquist moved and Halvorson seconded to approve the \$50,000 transfer as requested. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Lorton seconded to approve the financial reports as presented. Upon roll call vote, all voted aye. M/C.

Being no further business, Lundquist moved to adjourned at 8:59 PM.



Dan Stenvold, Mayor

ATTEST:

  
 Ann Berg, Assessor/Deputy Auditor