

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, NOVEMBER 14, 2016 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, November 14, 2016 at 7:30 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Mike Lorton, Arvid Knutson, Robert Lundquist III, Dwight Byron, City Attorney Tracy Laaveg, City Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Council members Kyle Halvorson and Keith Anderson and Public Works Director (PWD) Dennis Larson. Others present: Patty Hensel, Jeff Longie, Dean Skjerven, Joseph Fietek and Kenneth Longie. Steve Burian, co-owner of Advanced Engineering, arrived at 7:42 PM.

Comments and Questions From Citizens: Jeff Longie appeared before the Council and stated he did not agree with the utility increases and questioned what would be done with the signed petition presented at the October 10th meeting. City Attorney Laaveg informed Longie the information presented to the Council in October was not an actual petition as it did not ask for any action to be taken. The matter was sent to committee and their recommendation was to leave the utility rates as passed. The Ordinance change added the utility base charge to 50 plus unoccupied structures and in turn lowered the cost burden per occupied structure. Councilmember's felt that everyone should help pay for infrastructure costs as it helps everyone.

Additions and changes to agenda: Add to New Business - Domestic Violence Donation, PR Dental abatement request, & Donation to State-bound PR Area School Girls Volleyball.

Berg informed the Council the minutes from the October 10th meeting were published in the newspaper with the following corrections needed; In ordinance 7a. the amount in parenthesis was changed to (\$500) but the wording read ~~one thousand dollars~~ and should be changed to Five Hundred Dollars; The building permit information was reviewed by the ~~building and grounds committee~~ and should read contract and policies committee. Knutson moved and Lundquist seconded to approve the October 10, 2016 minutes with corrections. Upon roll call vote all voted aye. M/C.

Lundquist moved and Knutson seconded to amend the ordinance and conduct the second reading of the ordinance to remove Council committee meeting pay, keep the \$75 energy credit, keep Special meeting pay and the regular meetings pay as previously approved as of the June 28th reorganizational meeting. Upon roll call vote the following voted aye; Lorton, Knutson, and Lundquist with Byron voting no. M/C.

At the October meeting a list of repairs to the City Hall Auditorium was presented by the Buildings and Grounds committee. Repair estimates have been received for the following: Larson Painting for labor, paint and stain materials for upstairs walls and wood \$6,080.00; Home Improvement Handyman for labor and materials to fix west and northwest doors, replace all windows in the downstairs \$7,284.32 and labor and materials to remodel and open up northwest entryway and landing \$8,287.62. The total cost of the three projects is \$21,651.94. The Committee is still looking for an A/C unit estimate to replace the broken heat pump. Council decided to ask the Sales Tax Committee for Capital Improvement Funds and apply for a grant from the PR Endowment Fund to pay for the repairs. Repairs can be done over the next several months thus assuring the Hall will be available for upcoming functions. Byron moved and Lundquist seconded to approve all three of the repair projects to the City Hall Auditorium and use Sales Tax Capital Improvement Funds and to apply for a PR Endowment Fund grant to pay for the repairs. Upon roll call vote, all voted aye. M/C.

Thompson provided information to the Council on CDBG Funding. A community assessment was completed with the following priorities noted: housing and weatherization, street repairs, water and sewer infrastructure repairs, and city hall repairs. A public hearing was held with the regularly scheduled City Council meeting for the proposed CDBG application. There were no comments or question from the public on this. To continue with the housing re-habilitation project the following paperwork needs to be approved: Community Development Needs Assessment, Code of Conduct, and Citizens Participation Plan. Lundquist moved and Byron seconded to approve the paperwork as presented and to move forward with the housing and weatherization project. Upon roll call vote, all voted aye. M/C.

The Sales Tax Committee recommended payment of the following: The \$4,360.00 Community Room Lighting project replaced of fluorescent lights with energy-efficient L.E.D.'s. A \$2,950.00 grant was received from the PR Endowment Fund leaving a balance of \$1,407.06. Byron moved and Lundquist seconded to approve \$1,407.06 from the Capital Improvement Fund to pay the balance of the community room lighting project. Upon roll call vote, all voted aye. M/C. Knutson moved and Lundquist seconded to approve a \$137,154.72 loan from the Capital Improvement Fund to the Water & Sewer Improvement projects until funding is received from the Bank of North Dakota. Upon roll call vote, all voted aye. M/C.

Steve Burian, co-owner of AE2S, appeared to present information on the Red River Valley Water Supply Project which would serve future needs of central North Dakota & the Red River Valley through 2075. This plan is to prepare for future water needs should the current water source become contaminated or limited and unreliable, particularly under drought conditions. With continued growth and industrial development, water from the project would be needed to: 1. mitigate against drought conditions that would cause water shortages; 2. foster economic development by meeting municipal, industrial and rural water demands; and 3. promote environmental sustainability. At this time the development participation agreement cost would be \$3,600.00 for a .40/cfs nomination type for the City of Park River. If more participants join the agreement cost would come down slightly. Knutson moved and Byron seconded to sign the development participation agreement for a .40/cfs nomination type for a cost of \$3,600.00. Upon roll call vote, all voted aye. M/C.

The Park District Advisory Board met and approved the City Park Board's recommendation to hire Jesse Irvine as the new Parks & Rec manager.

Assessor Berg presented an Application for Abatement of Taxes from Joseph Fietek. Since Fietek purchased his property, the Walsh County Tax Director's Office has imposed an across the board increase to all City of Park River properties due to property in the city being undervalued. Properties like Fietek's, which have been purchased recently, are at their correct valuation however Fietek's property was included and had the increase added. Berg informed the Council that she spoke with Walsh County Tax Director Todd Morgan and are recommending the following abatement: decrease the land value from \$7,000 to \$5,000 and decrease the improvements from \$67,400 to \$60,100 for a total decrease of \$9,300 bringing the total property valuation from \$74,400 to \$65,100. Byron moved and Knutson seconded to approve Fietek's request for a \$9,300 decrease in property valuation. Upon roll call vote, all voted aye. M/C. Berg presented an application for property tax exemption for improvements to commercial and residential buildings from Park River Dental Land LLC. They are seeking a five year abatement which is granted on a sliding scale of 100% the first year in 2017, 80% the second, 60% the third, 40% the fourth, and 20% the fifth year in 2021. Berg worked with WC Tax Director Morgan to establish an estimated market value of improvements for the abatement request and are recommending approval of the Park River Dental land LLC application for tax abatement. Byron moved and Lundquist seconded to approve Park River Dental Land LLC's request for a five year tax abatement as outlined above. Upon roll call vote, all voted aye. M/C.

Berg informed the Council a typo had been found in Ordinance 3.b. Section 6 and asked that the word “cats” be added to the following sentence; “It shall be the duty of the Poundmaster or other official to keep all cats and dogs so impounded”. Lundquist moved and Lorton seconded to amend Ordinance 3.b. Section 6 by adding the word “cats” as presented above. Upon roll call vote, all voted aye. M/C.

Knutson moved and Lundquist seconded to approve the following resolution:

**RESOLUTION PROVIDING FOR THE ISSUANCE AND
SALE OF SEWER REVENUE BOND, SERIES 2016**

(The entire resolution maybe viewed at the Cit Auditor’s Office)

The funding is for Water and Sewer infrastructure in Green Acres Addition totaling \$413,485. After receipt of loan funding all money borrowed from other funds will be reimbursed. Upon roll call vote, all voted aye. M/C.

Thompson informed the Council that over the past 20 years the City has written off and absorbed around \$130,000 in unpaid utility bills and is asking approval to send letters to landlords informing them that all renters’ unpaid utility bills will be assessed to their property on a yearly basis and applies to all apartment buildings, rental houses, and trailer parks. In the past the City was splitting the unpaid bill liability 50/50 between the property owner and the tenant. Accounts sent to collections are only reimbursed for ½ of the bill with the collection agency retains the other ½. The City will also be following the Ordinance regarding disconnections on past due accounts. All utility bills are due on the 15th of each month and delinquent notices are sent to tenants, landlords and home owners notifying them of the delinquency. Any utility bills still unpaid by the end of the month will have water and electricity shut off and will not be re-connected until the fees and utility bill are paid in full.

Thompson presented information to the Council on a credit card payment module. Recently more and more utility customers have asked if they could use credit/debit card for payment of their utility bills. The City had explored credit card usage in the past but did not believe it was a cost effective option at the time. The credit card module cost from Banyon is a onetime fee of \$995.00 and Payment Services Network, Inc would charge a yearly PCI Security Compliance fee of \$89, a onetime \$219 fee for an on-site credit card terminal, and a \$4.95 monthly support charge to the City. PSN would charge a user fee, to the customer for using a credit/debit card, for each transaction they process. Software for accepting credit cards would be provided by PSN and is compatible with Banyon Data Systems modules which the City uses for utility billing, payroll, and fund accounting functions. Thompson informed the Council that accepting credit/debit cards would probably reduce or eliminate past due utility accounts. Knutson moved and Lundquist seconded to approve purchasing the credit card module from Banyon Data Systems for \$995., paying PSN a onetime fee of \$214 for the credit card terminal and the \$4.95 monthly fee. Upon roll call vote, all voted aye. M/C.

A letter from the Domestic Violence & Abuse Center was presented to the Council. The Center serves the Counties of Cavalier, Pembina, and Walsh and they provide shelter to battered women and their children. The federal and state funding is decreased every year and the Center must look to counties, cities, and private sources for help with funding. The Center is seeking support in the form a one year term of service contract between the City of Park River and the Domestic Violence and Abuse Center. Lundquist moved and Lorton seconded to approve a \$500.00 one year term of service contract. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Byron seconded to approve making a \$200 donation from Municipal Utilities to the state bound Park River Area School District #8 girl’s volleyball team. Upon roll call vote, all voted

aye. M/C.

Mayor Stenvold informed the Council he appointed Andy S. Johnson as the new Building Inspector.

Lorton moved and Byron seconded to accept the Auditors Report into record. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Lorton seconded to approve payment of the following bills for the General Fund, Municipal Utilities, Project and Debt Service funds and Pay Request #4 from Moorhead Electric, Inc in the amount of \$58,936.06; Pay Request #3 from The Spruce Valley Corp in the amount of \$8,968.80; Pay Request #4 from Utility Services of America in the amount of \$108,392.14; Pay Request from Eaton/Cooper Power Systems in the amount of \$36,692.00. Upon roll call vote, all voted aye. M/C.

General Funds

29226	Aflac	67.27
27	Discovery Benefits	48.85
28	NDPERS	29.98
29	NDPERS	30.65
29230	NDPERS	719.24
31	Sillers, Laaveg, & Wenzel	750.00
32	BC/BS of North Dakota	906.41
33	Banyon Data Systems, Inc	267.65
34	Border States Electric Supply	3,500.00
35	Cardmember Service	284.17
36	Productivity Plus Account	120.99
37	Dacotah Paper Co.	70.69
38	DFD Express Inc	4,284.00
39	Downtown Decorations Inc	1,738.68
29240	Jim's Super Valu	55.60
41	Kringstad Ironworks INC	1,044.71
42	Lon's Hardware	107.95
43	Montana Dakota Utilities	232.20
44	Municipal Government Academy	25.00
45	NDAAO SECRETARY/TREASURE	30.00
46	Northdale Oil, Inc	457.22
47	North Star Coop	756.10
48	Office of the State Auditor	165.00
49	Polar Communications	490.72
29250	PR Airport Authority	1,291.92
51	Void	0.00
52	PR Park District	3,279.36
53	PR Public Library	1,301.49
54	Quill Corporation	102.47
55	Glenn Rost	529.00
56	Samson Electric LTD	4,357.06
57	Sanford Health Occupational	28.00
58	Sillers, Laaveg, & Wenzel	230.93
59	Special Funds	16.28
29260	Verizon Wireless	143.17

61	Walsh County Auditor	10,688.84
62	Walsh County Press	762.70
AW	ND St Tax Commissioner	200.91
AW	US Treasury	1,142.36
AW	Municipal Utilities	3,394.42

Municipal Utilities

33825	Aflac	344.89
26	Discovery Benefits	309.47
27	General Fund	3,394.42
28	NDPERS	302.64
29	NDPERS	301.97
33830	NDPERS	20.00
31	NDPERS	4,649.46
32	Postmaster	294.63
33	BC/BS of North Dakota	5,667.09
34	NDPERS	19.41
35	2016 Electrical Upgrade	8,000.00
36	Advanced Engineering &	2,551.32
37	AmeriPride Services, Inc	156.02
38	Aqua-Pure Inc.	1,531.17
39	Banyon Data Systems, Inc	527.35
33840	Val Bogert	15.20
41	Border States Electric Supply	872.96
42	Cardmember Service	140.65
43	City of Fargo	28.00
44	Grand Forks Utility Billing	221.00
45	Productivity Plus Account	55.90
46	Consolidated Waste, LTD.	17,330.25
47	Dakota Supply Group	785.08
48	Demester Cleaning	345.00
49	Discovery Benefits, Inc	16.50
33850	Domestic Violence & Abuse Cent	500.00
51	Louise Dryburgh	2.12
52	Ethanol Products, LLC	1,952.53
53	Ferguson Waterworks #2516	319.31
54	Hawkins Inc	559.50
55	Kilmer Construction	910.00
56	Liberty Business Systems, Inc	142.92
57	Light & Water Dept	3,230.86
58	Lon's Hardware	54.93
59	Municipal Utilities	242.34
33860	Brittany Myrvik-Daucsavg	27.03
61	ND One Call Inc.	29.20
62	Nodak Electric Cooperative	5,168.19
63	Northdale Oil, Inc	148.20
64	North Star Coop	369.89
65	STEVE OR LINDA ONSTAD	28.51
66	Polar Communications	225.93

67	Quill Corporation	168.03
68	Sanford Health Occupational	30.00
69	Sillers, Laaveg, & Wenzel	57.17
33870	US Bank Equipment Finance	157.59
71	Verizon Wireless	121.28
72	Mortenson & Rygh, PTR	2,793.13
73	Wat & Sew Improve Dist #2015-1	6,200.00
74	Wat & Sew Imprv Dist #2016-1	9,737.00
75	Water System Repair & Replace	4,000.00
76	Water Bond Fund 05	4,830.00
77	Water Rev Bond Fund Phase II	3,450.00
78	Water Tower Fund	11,981.50
79	Water Treatment Fund	16,197.01
33880	Walsh County Press	22.50
81	PR Aggie Boosters	200.00
AW	NMPA-6	132,501.44
AW	ND St Tax Commissioner	1,071.14
7757-7778	Salaries	24,482.76
AW	NMPA-9	140,540.72
AW	First United Bank	12.90
AW	Job Service ND	101.22
AW	US TREASURY	7,766.76
AW	NMPA-10	133,279.02

Special Funds

10055	First United Bank	1,677.99
10056	Wat & Sew Improve Dist 2015-1	137,154.72

Debt Service & Bond Fund

6015	First United Bank	\$35,300.25
6016	Advanced Engineering &	\$13,300.00
6017	Arntson Stewart Wegner PC	\$2,324.03
6018	Cooper Power Systems LLC	\$36,692.00
6019	Kadrmas, Lee & Jackson, Inc	\$5,319.78
6020	Lon's Hardware	\$24.98
6021	Warren Ludtke	\$1,174.00
6022	Moorhead Electric, Inc	\$58,936.06
6023	ND Public Finance Authority	\$2,550.00
6024	North Star Coop	\$17.99
6025	Samson Electric LTD	\$2,191.21
6026	The Spruce Valley Corporation	\$8,968.80
6027	Utility Services of America	\$108,392.14
6028	Widseth Smith Nolting & Assoc	\$11,306.98

Being no further business, the meeting adjourned at 8:47 PM.

Dan Stenvold, Mayor

ATTEST: _____
Ann Berg, Deputy Auditor