

CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, DECEMBER 10, 2018 AT 5:30 PM.

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The City of Park River held their regular meeting of the Park River City Council on Monday, December 10, 2018 at 5:30 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, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent None. Others present: Joe Fietek, Jon Markusen, Jeff Daley and Marcus Lewis.

Additions and Changes to Agenda: Add to Committee Reports #4. Human Recourses.

Comments and Questions From Citizens: Joe Fietek read a list of comments to the Council: The Bike Path Committee was tasked with the care & maintenance of the bike path and should be allowed to recommend as a committee their approach without undue outside pressure from people not on the committee. He is not in favor of rescinding the portion of the 1% sales tax dedicated to the hospital and putting it back into the city coffers and felt the base tax rate and kilowatt prices were too high and all could be solved with better plans and budgets. Felt larger projects should be completed to reduce duplication of project expenses each time a small special assessment project is done. Complemented the Employee Relations Committee on their meeting where they took time to discuss alternative ideas and ended with a practical approach best for the City without bowing to the employees. Asked when employee benefits were last compared to the private sector and adjustments made and if alternative health benefit plans were looked at. Felt the valuation process does not need to be so detailed and that base assessments could be completed on a larger scale with abatements filed and a more detailed valuation completed at that point. Felt city funds should not be used for public donations and if the Council wishes to make donations it should be out of their own pockets.

Approval of Minutes: Lorton moved, and Anderson seconded to accept the minutes from the November 13, 2018 regular meeting as presented. Upon roll call vote, all present voted aye. M/C.

Unfinished Business: Lundquist moved and Lorton seconded to approve the 2nd reading of Ordinance 8 Offenses. Upon roll call vote, all present voted aye. M/C.

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

<u>Citation</u>	<u>Offense</u>
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)

Laaveg reported on the retreat which is scheduled for January 9, 2019 from 6 to 9 PM. A list of topics was included in the meeting packets.

Committee Reports: *Sales Tax Committee:* Recommended approving the following requests. Lundquist moved and Halvorson seconded approving the following recommendations from Sales Tax Economic Development: Up to \$25,000 for PACE Interest Buydown for Kringstad Ironworks; \$15,000 to RRRC for Housing Rehab project admin fees; \$30,847.62 to Knife River Materials for Green Acres Dr project cost; and \$16,940 to First United Bank for Green Acres Dr loan payment. Upon roll call vote, all present voted aye. M/C.

Employee Relations: Questioned why more public works employees have not completed their water and waste water certifications and asked PWD Larson to make this a priority.

Lundquist moved and Kubat seconded approving the following 2018 bonus in Park River Bucks for the employees as follows; \$300 to each full-time employee and \$150 to year-round part-time employees. Upon roll call vote, all present voted aye. M/C.

City Administration was asked to send out request for bids on security cameras for the water and electrical plants and to research the cost of time clocks for the public works department.

Miller moved and Anderson seconded to increase Berg's rate per hour by \$.25 for receiving her assessor's certification. Upon roll call vote, all present voted aye. M/C.

Halvorson moved and Lundquist seconded to increase the non-exempt employees' rate by \$.64 per hour and the year-round part-time, seasonal and summer help by \$.25 per hour for the payroll year of January 1 to December 31, 2019. Comp time will be eliminated as of January 1, 2019 with remaining comp hours to be paid out. Upon roll call vote, all present voted aye. M/C.

Miller moved and Lundquist seconded to increase the exempt employees' hourly rate by \$.86 per hour. Upon roll call vote, all present voted aye. M/C.

Lundquist moved and Kubat seconded to provide the following incentive to the public works employees; a \$1.00 per hour increase for those that pass their Class III Water Treatment certification. In addition, the City will pay for one test for each class, per employee, which includes testing cost, lodging, meals & travel expenses. Each time the employee fails and additional testing is required to become certified all of the above expenses will be employee's responsibility. Upon roll call vote, all present voted aye. M/C.

Miller moved and Lorton seconded to accept Tanya Wieler of Dakota Dynamics proposal of \$2,500 plus mileage to complete an operations assessment of the administrative offices which could cover most aspects of the job duties and environment. Interviewing a police officer and a Consolidated Waste employee could be included. A summary will be provided along with an assessment score for each area assessed as well as guidelines for interpreting the scores. Upon roll call vote the following voted aye: Miller, Kubat and Halvorson with Lundquist, Anderson and Lorton voting nay. Mayor Stenvold voted aye to break the tie. M/C.

Ward Reports: Lundquist mentioned there are a lot of residents who put up Christmas lighting displays and how nice it looks.

New Business:

Thompson reported a letter was received from the WC Auditor notifying the City that parcel #38.11867.000 at 204 Prospect Ave, was up for

sale due to delinquent taxes. The property was not purchased at the Sheriff's auction. The County has offered the property to the City for \$1.00 plus a \$20.00 filing fee. Laaveg recommended purchasing the property as offered and have it abated for asbestos. Lundquist moved and Anderson seconded to purchase the property as offered by Walsh County for \$1 and pay the \$20 filing fee. Upon roll call vote, all present voted aye. M/C.

Mavor's Comments: Reported Deputy Martinson has been placed on administrative leave. Stenvold spoke with Grafton Mayor Chris about using the services of their Building Inspector Scott Bora. West spoke with Boura and informed Stenvold that Boura will help out the City of Park River at a rate of \$31.00 per hour. Halvorson moved and Lundquist seconded to have Laaveg draft a contract for Boura's services at \$31 per hour as the Building Inspector. Upon roll call vote, all present voted aye. M/C. Stenvold cautioned the Council on social media use. Stenvold notified the Council the NMPA electrical contract runs through 2041.

Public Works: No report.

Auditor & Assessor Reports:

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

General Fund & Municipal Utilities

35369	NDPERS	436.27
35370	Postmaster	338.00
71	Aflac	151.98
72	Discovery Benefits	210.00
73	NDPERS	436.27
74	NDPERS	5,805.29
75	BC/BS of North Dakota	7,419.80
76	AlphaTron, Inc	312.50
77	AmeriPride Services, Inc	262.35
78	Michael Anderson	84.86
79	Aqua-Pure Inc.	1,254.84
35380	Ann E Berg	27.99
81	Border States Electric Supply	4,747.78
82	Cardmember Service	896.58
83	City of Fargo	42.21
84	Grand Forks Utility Billing	185.00
85	Productivity Plus Account	441.20
86	Consolidated Waste, LTD.	17,510.45
87	Demester Cleaning	348.00
88	DFD Express Inc	1,607.66
89	Discovery Benefits, Inc	11.00
35390	East Side Garage	984.54
91	Ethanol Products, LLC	1,340.66
92	Ferguson Waterworks #2516	669.58
93	First United Bank	2,850.00
94	Funded Depreciation	5,001.00
95	Donna Galloway	100.00
96	General Funded Depreciation	2,223.00
97	Grand Hotel	84.60
98	Hansons Auto & Implement	219.71
99	Hawkins Inc	1,268.18
35400	Joyce Holcomb	29.37
1	IAAO	190.00
2	Interstate Power Systems	142.02
3	Jim's Super Valu	64.49
4	Kadmas, Lee & Jackson, Inc	312.66
5	Kringstad Ironworks INC	52.38
6	Leon's Building Center, Inc	135.93
7	Liberty Business Systems, Inc	71.28
8	Light & Water Dept	4,458.06
9	Lon's Hardware	153.75
35410	Montana Dakota Utilities	749.61
11	Michael Kilmer Construction	1,575.00
12	MMUA	375.00
13	Municipal Government Academy	60.00
14	ND Dept of Health/Chem-Lab	16.48
15	ND Rural Water Systems Assoc	240.00
16	NDLC	45.00
17	Nodak Electric Cooperative	5,281.66

18	Northdale Oil, Inc	1,195.68
19	Polar Communications	3,094.85
35420	PR Airport Authority	54.85
21	PR Park District	35.35
22	PR Public Library	54.91
23	Quill Corporation	945.91
24	Glenn Rost	250.00
25	Samson Electric LTD	2,267.24
26	Sillers, Laaveg, & Wenzel	750.00
27	Special Assessment Fund	3.06
28	ST Improve Dist #2017-1	1,392.63
29	Strata Corporation	1,062.52
35430	US Bank Equipment Finance	166.13
31	Verizon Wireless	268.55
32	Water Treatment Fund	29,984.53
33	Wayne's Variety	179.25
34	Walsh County Auditor	10,610.17
35	Walsh County Press	626.00
36	ND One Call Inc.	2.40
37	2016 Electrical Upgrade	8,000.00
38	2016 Electrical Upgrade	8,000.00
39	Dale's Small Engine Repair LLC	360.00
35440	KRINGSTAD GRAPHICS	136.00
41	Wat & Sew Imprv Dist #2015-1	6,200.00
42	Wat & Sew Imprv Dist #2016-1	9,490.00
43	Water System Repair & Replace	4,000.00
44	Water Bond Fund 05	4,830.00
45	Water Rev Bond Fund Phase II	3,450.00
46	Water Tower Fund	11,315.00
47	North Star Coop	595.35
AW	First United Bank-NSF Ck	166.60
AW	First United Bank	18.90
AW	Northern Municipal Power Agenc	149,630.34
AW	First United Bank	60.00
AW	PSN (Payment Services Network)	93.95
AW	First United Bank	14.00
AW	First United Bank	131.06
8421-43	Salaries	28,114.48
AW	US Treasury	9,89.94
<u>Special Funds</u>		
6162	First United Bank	16,952.50
6163	US Bank	500.00
6164	Knife River Materials	30,847.62
<u>Debt Service & Bond Fund</u>		
10130	ST Improve Dist #2017-2	47,787.62

City Administration is asking for permission to transfer \$45,000 from the Municipal Utility Electric Fund to the General Fund. This is the second transfer request of this year. Lundquist moved and Lorton seconded to approve the \$45,000 transfer as requested. Upon roll call vote, all present voted aye. M/C.

Berg provided the Council with information she received from Vanguard Appraisals, Inc President Bob Ehler. The estimated cost to conduct a revaluation for the City of Park River would be approximately \$135,260 which would include all residential, commercial, vacant lots, and the grain terminal. To include all exempt properties would cost another \$38,150 for a grant total of \$173,410 for 926 total parcels. The estimate includes verifying all lot sizes, inspections, measuring all buildings, sales analysis, photo's etc. Currently Vanguard has a heavy work load and would not be able to start the revaluation until 2022 and would take a year to complete. Stenvold questioned the Council if the City should advertise for a full-time assessor? Lundquist mentioned that in a year or two one of the other certified assessors in Walsh County might be caught up and could possibly help Berg. Berg mentioned that she has a couple of people in mind that could possibly help with measuring all of the buildings and could work on the documentation portion freeing her up to conduct the valuation visit portion of the process.

Lorton moved and Anderson 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 6:46 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor