

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, DECEMBER 12, 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, December 12, 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, and Keith Anderson Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Council members Kyle Halvorson and City Attorney Tracy Laaveg. Others present: Joseph Fietek and Patty Hensel.

Comments and Questions From Citizens: None.

Additions and changes to agenda: Add to New Business - Special Meeting Times. Remove #1 from Unfinished Business & Mayor's Comments.

Lorton moved and Lundquist seconded to approve the November 11, 2016 regular meeting minutes. Upon roll call vote all voted aye. M/C.

Lorton moved and Knutson seconded to approve the November 30, 2016 special meeting minutes. Upon roll call vote all voted aye. M/C.

The Sales Tax Committee recommended payment of the following requests: Lundquist moved and Byron seconded to approve the following disbursements: \$13,050.00 from the Economic Development Fund for a partial payment of the admin fee to Red River Regional Council for the CDBG housing project; \$12,215.00 loan from the Capital Improvement Fund for payment of AE2S invoice for engineering costs for the 2017 pavement replacement project until funding is received. Upon roll call vote, all voted aye. M/C. A request to pay Sillers, Laaveg & Wenzel for legal fees associated with Dollar General was denied and will be sent to the PR Economic Development Corporation for payment.

The employee relations committee met on November 22, 2016 and is recommending the following additional increases for 2017: Raise Nancy Thompson \$7,000.00 from \$48,000 to \$55,000 to account for her eight years of previous experience plus the 2017 two percent increase, all employees are receiving for a salary increase, to \$56,100.00 for 2017. Raise Patty Hensel \$1,200.00 from \$33,950.77 to \$ 35,829.76 plus the 2017 two percent increase, all employees are receiving for a salary increase, to \$36,546.35 for 2017. Lundquist felt an increase to Thompson's wages was justified but felt the amount was on the high side. Knutson explained when the previous City Coordinator was hired she had no experience and received \$55,000 and that Thompson with her experience should have been started with the same wage and this increase was to bring her to that level. Byron moved and Anderson seconded to approve the above recommended increases to Thompson and Hensel's wages. The following voted "aye" Byron, Anderson, and Knutson with Lorton and Lundquist voting "no". M/C.

Lundquist moved and Byron seconded to give the Park River City Employees a Christmas bonus from Municipal Utilities. Full-time employees will receive \$250 and Part-time employees will receive \$150 after taxes. Upon roll call vote, all voted aye. M/C.

Ward Reports: Ward I: Complimented the street crew for the good job on snow removal, the other

Wards concurred. PWD Larson noted that snow removal was hampered in several areas due to vehicles left on the street after the recent snowfall. Residents are reminded that when it quits snowing and winds subside snow removal begins. Ward II & Ward III: What is being done with residents storing vehicles in their back yards and questioned what is being done when residents leave vehicles and campers parked on City streets longer than the 48 hours as allowed by Ordinance? Thompson stated the Walsh County deputies are notified and they issue warnings but that problem areas have to be declared a nuisance. Lundquist, chair of the Contracts & Policies Committee, felt a meeting should be scheduled with WC Sheriff Ron Jurgens to go over areas of concern.

Todd Forster, engineer with Widseth, Smith & Nolting, is recommending the Council approve substantial completion for work completed by Moorhead Electric, Inc on the 2016 Electric Upgrade project. PWD Larson noted a few punch list items still need to be completed but will have to wait until spring. Byron moved and Anderson seconded to approve Forester's above noted recommendation to accept the substantial completion of work completed and authorized the Mayor to sign the paperwork. Upon roll call vote, all voted aye. M/C.

Thompson is asking the Council to approve the PR Housing Rehab Phase II contract with Red River Regional Council which was reviewed by City Attorney Laaveg. Lundquist moved and Lorton seconded to approve the contract and authorized Mayor Stenvold to sign the contract. After discussion, Mayor Stenvold felt there might be a conflict of interest if he signs the contract since he is the President of the Red River Regional Council. Motion was amended to authorize Mayor Stenvold, or Council President Lundquist to sign in lieu of Stenvold if a conflict of interest is found to exist, to sign the above mentioned contract. Upon roll call vote, all voted aye. M/C.

City administrative staff presented information to the Council on engineering costs for projects completed in 2016. Water & Sewer Improvement District #2015-1 (Green Acres Addition) engineering costs accounted for about 10% of the total project. 2016 Electrical Upgrade Project engineering originally accounted for about 10% of the total project but additional work was added and final engineering costs accounted for 19% the total project. Water & Sewer Improvement District #2016-1 (Railroad Ave W & Code, Harris, & Wadge Avenues N) engineering costs accounted for about 30% of the total project. Knutson moved and Lundquist seconded that all future projects, after the street portion of the Water & Sewer Improvement District #2016-1 is completed, will require the engineering to be put out for bids. Upon roll call vote, all voted aye. M/C.

PWD Dennis Larson has reached his rule of 85 and has expressed a desire to retire in the next year if a suitable replacement(s) can be found. Larson has electrical lineman certification and also has water treatment, distribution and wastewater certification class 3. The employee relations committee will meet with Larson and draft a list of job duties and start advertising the position.

Lundquist moved and Knutson seconded to appoint Dennis Larson as the representative to the North Dakota Association of Municipal Power Systems (NDAMPS) and Dan Stenvold as the alternate. Upon roll call, all voted aye. Motion carried.

Thompson asked the Council for permission to hire a student during Christmas break to scan in all of the old minutes and other City records which would help streamline records retention and free up a lot of space in the storage room. Knutson moved and Byron seconded to grant Thompson's request to hire a student over Christmas break at \$10.00 per hour but not exceed \$500 and authorized Thompson to take care of hiring the student. Upon roll call, all voted aye. Motion carried.

Knutson moved and Lundquist seconded to transfer the The Club Bar and Lounge's liquor license to the

Lyric Theatre on 12-16-16 for a private party. Upon roll call, all voted aye. Motion carried.

Stenvold reported the Park River Community Club has people lined up to judge the Christmas Lighting contest. Byron moved and Knutson seconded to award an energy credit to the winners of the Christmas Lighting contest in the amounts of \$50, \$30 and \$20.00. Lundquist moved to amend Byron's motion and Knutson seconded to increase the energy credit awards to \$75 for first place, \$50 for second place and \$25 for third place in each of the three wards. Upon roll call vote, all voted aye. M/C. Mayor Stenvold mention in 2017 the Council should look at letting all residents vote on the lights like is done in Grafton. This way the City could award the top three vote getters and increase the energy credit to the winning properties. Council will re-visit this idea next fall.

Council discussed the time that Special Council meetings are held. With Councilmember's working in neighboring communities it makes it hard to attend Special meetings held during normal business hours. Council felt Special meetings should normally be held at 7:30 pm so the public can attend but still allow holding them at other times when circumstances deem them necessary.

Mayor Stenvold commended the city employees on the great job they did on snow removal and stated that our snow removal process is second to none.

Lundquist moved and Anderson seconded to accept the Auditors Report into record, and approve payment of the following bills for the General Fund, Municipal Utilities, Special Fund and Debt Service & Bond Funds and Pay Requests from; Final Pay Request #4 from The Spruce Valley Corp in the amount of \$14,050.63; Final Pay Request #5 from Utility Services of America in the amount of \$24,301.49; along with Berg's request to transfer \$65,000.00 for the end of year operating transfer from Municipal Utilities Electric Fund to the General Fund. Upon roll call vote, all voted aye. M/C.

General Fund:

29263	NDPERS	\$69.91
64	Aflac	\$27.97
65	Discovery Benefits	\$66.00
66	NDPERS	\$55.59
67	NDPERS	\$984.33
68	Sillers, Laaveg, & Wenzel	\$750.00
69	BC/BS of North Dakota	\$1,093.69
29270	PR Implement, LLC	\$0.00
71	Productivity Plus Account	\$12,061.52
72	Avenet, LLC	\$75.00
73	Border States Electric Supply	\$1,869.32
74	Productivity Plus Account	\$869.80
75	Dale's Small Engine Repair LLC	\$235.98
76	DeeJay Johnson	\$16.66
77	East Side Garage	\$1,302.12
78	General Funded Depreciation	\$20,000.00
79	Jim's Super Valu	\$28.37
29280	Lon's Hardware	\$159.57
81	MDU	\$343.59
82	Michael Kilmer Construction	\$1,430.00

83	Municipal Govt Academy	\$50.00
84	NDLC	\$1,240.00
85	Northdale Oil, Inc	\$343.04
86	North Star Coop	\$501.66
87	Polar Communications	\$465.85
88	Quill Corporation	\$89.15
89	Glenn Rost	\$250.00
29290	Sales Tax Fund	\$2,950.00
91	Sillers, Laaveg, & Wenzel	\$187.95
92	Stone's Mobile Radio, Inc	\$209.70
93	Void	\$0.00
94	Walsh County Auditor	\$10,751.61
95	Walsh County Press	\$502.66
AW	US Treasury	\$1,620.91
AW	Municipal Utilities	\$4,482.92

Municipal Utilities:

33882	NDPERS	\$262.71
83	Aflac	\$102.95
84	Discovery Benefits	\$292.32
85	General Fund	\$4,482.92
86	NDPERS	\$277.03
87	NDPERS	\$4,632.61
88	Postmaster	\$236.31
89	Mortenson & Rygh, PTR	\$1,565.00
33890	Water Sur-Charge Fund	\$5,000.00
91	NDPERS	\$19.41
92	BC/BS of North Dakota	\$5,479.81
93	2016 Electrical Upgrade	\$8,000.00
94	Advanced Engineering &	\$170.00
95	AmeriPride Services, Inc	\$156.02
96	Aqua-Pure Inc.	\$3,047.51
97	Banyon Data Systems, Inc	\$995.00
98	Border States Electric Supply	\$1,584.43
99	Cardmember Service	\$34.16
33900	City of Fargo	\$28.00
1	Grand Forks Utility Billing	\$188.00
2	Productivity Plus Account	\$40.84
3	Consolidated Waste, LTD.	\$16,955.70
4	Dakota Supply Group	\$623.77
5	DeeJay Johnson	\$134.44
6	Discovery Benefits, Inc	\$21.00
7	First Care Health Center	\$37.00
8	Funded Depreciation	\$45,000.00

9	General Fund	\$65,000.00
33910	Hawkins Inc	\$1,728.78
11	Jim's Super Valu	\$43.96
12	Light & Water Dept	\$3,465.06
13	Lon's Hardware	\$48.80
14	Municipal Utilities	\$300.00
15	ND One Call Inc.	\$18.00
16	ND Rural Water Systems Assoc	\$230.00
17	Nodak Electric Cooperative	\$5,049.40
18	Northdale Oil, Inc	\$222.40
19	North Star Coop	\$165.64
33920	Polar Communications	\$172.40
21	Quill Corporation	\$139.55
22	Samson Electric LTD	\$1,081.70
23	Sillers, Laaveg, & Wenzel	\$73.15
24	US Bank Equipment Finance	\$157.59
25	Verizon Wireless	\$121.86
26	Wat & Sew Imprv Dist #2015-1	\$6,200.00
27	Wat & Sew Imprv Dist #2016-1	\$9,542.00
28	Water System Repair & Replace	\$4,000.00
29	Water Bond Fund 05	\$4,830.00
33930	Water Rev Bond Fund Phase II	\$3,450.00
31	Water Tower Fund	\$11,904.00
32	Water Treatment Fund	\$7,414.76
33	Walsh County Press	\$47.50
7779-7800	Salaries, Christmas Bonus & Vac Payout	\$25,655.81
AW	US Treasury	\$7,566.96
AW	First United Bank	\$12.85
AW	NMPA	\$139,910.13

Special Funds:

10057	Advanced Engineering	\$12,215.00
10058	General Fund	\$4,916.16
10059	Red River Regional Council	\$13,050.00

Debt Service & Bond Fund:

6029	Advanced Engineering &	\$31,015.00
6030	Void	\$0.00
6031	Sillers, Laaveg, & Wenzel	\$45.00
6032	US Bank	\$450.00
6033	Utility Services of America	\$24,301.49
6034	Water System Repair & Replace	\$4,000.00
6035	Widseth Smith Nolting & Assoc	\$4,620.37
6036	Kadmas, Lee & Jackson, Inc	\$1,852.43

6037	Void	\$0.00
6038	The Spruce Valley Corp	\$14,050.63

Being no further business, the meeting adjourned at 8:37 PM.

Dan Stenvold, Mayor

ATTEST: _____
Ann Berg, Deputy Auditor