

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING,
WEDNESDAY, DECEMBER 30, 2015 AT 6:00 P.M.**

The City of Park River held a special meeting of the Park River City Council on Wednesday, December 30, 2015 at 6:00 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Mike Lorton, Kyle Halvorson, Robert Lundquist III, Dwight Byron and Keith Anderson, City Attorney Tracy Laaveg, City Coordinator Jolene Halldorson, and City Auditor Ann Berg. Absent: Council member Arvid Knutson and Public Works Director (PWD) Dennis Larson.

Anderson moved and Lorton seconded to approve the minutes from the December 14, 2015 Regular Council meeting. Upon roll call vote, all voted aye. M/C.

Anderson moved and Halvorson seconded to approve the following corrections to bills listed in the 2015 minutes. Auto withdrawal payments approved at the monthly Council meetings did not print on the check register and were not included in the minutes, in addition five checks approved were not listed and two checks were listed twice. **January** - Water Tower Fund Add ck #10022 Toews Building \$750.00, General Fund Add ck #28436 NDPERS \$70.20, **February** - Mun Util Fund Add ck #7287 Corrine Bell \$706.45, **March** - Mun Util Fund Add AW NMPA \$148,595.50, **April** - Mun Util Fund Add AW NMPA \$138,022.78, Add AW F.U. Bank Ach Chg \$12.50, General Fund Add AW Mun Util \$5,094.83, **May** - St Impr Dist #2012-2 Delete Ck #5014-5017 Duplicated-Apr Minutes, Mun Util Fund Add AW F.U. Bank Ach Chg \$12.40, General Fund Add ck #28550 NDPERS \$80.90, Add AW Mun Util \$3,999.20, **June** - Mun Util Add AW NMPA \$120,106.00, General Fund Add AW Mun Util \$5,107.17, **July** - General Fund Add AW Mun Util \$5,775.56, **Aug** - General Fund Add AW Mun Util \$6,115.88, Mun Util Fund Add AW Deluxe Checks \$99.00, Special Funds Add AW Main St Cks \$42.24, **Sept** - Mun Util Fund Add AW NMPA \$129,977.09, Add AW F.U. Bank Ach Chg \$12.45, General Fund Delete ck #28691 Duplicated from Aug Minutes, Add AW Mun Util \$4,801.06, **Oct** - Special Funds Add ck #10006 Hospital Bld Fd \$15,430.40, Mun Util Fund Add AW F.U. Bank Ach Chg \$12.55, General Fund Add AW Mun Util \$4,157.76, **Nov** - Mun Util Add AW NMPA \$125,101.19, General Fund Add AW Mun Util \$3,656.80. Upon roll call vote, all voted aye. M/C.

Byron moved and Lundquist seconded to approve the following bills for the General Fund, Special Funds, and Municipal Utilities. Upon roll call vote, all voted aye. M/C.

General Fund:

28847	Jolene Halldorson	138.13
28848	NDPERS	64.84
28849	Verizon Wireless	105.76
28850	General Funded Deprec	20,000.00
28851	Special Funds	2.85
28852	Ann E Berg	100.00
28853	East Side Garage	61.95
28854	Farmers Union Ser Assoc	153.00
28855	Aflac	28.03
28856	Discovery Benefits	81.71
28857	NDPERS	107.46
28858	NDPERS	1,178.41
1698-1702	Salaries	640.29
AW	EFTPS	2,181.87
AW	Municipal Utilities	5,368.14

Municipal Utilities:

33246	Jolene Halldorson	282.50
47	NDPERS	317.78
48	Verizon Wireless	174.94
49	Postmaster	244.56
33250	Funded Depreciation	25,000.00
51	General Fund	5,368.14
52	Edith Froiland	45.27
53	Jolene Halldorson	100.00
54	Hensel, Patricia	100.00
55	Aflac	373.27
56	Discovery Benefits	266.61
57	NDPERS	275.16
33258	NDPERS	4,418.98
7504-7545	Salaries	26,682.37
AW	EFTPS	9,075.60
AW	First United Bank	12.55
AW	NMPA	132,931.36

Special Fund:

10019	General Fund	3,847.47
10020	HOSPITAL BUILDING FUND	17,914.51
10021	WDAZ	1,200.00
10022	General Fund	3,851.16
10023	General Fund	10,126.55

The need for updating the 1940 City maps was discussed at previous meetings. Several years ago AE2S completed City GSI mapping and assessment project for the City and currently have everything except the newest additions and annexation information on file, where as KLJ has done several of the recent additions and annexation but would need to research all of the information needed. Advanced Engineering & Environmental Services (AE2S) and Kadrmas, Lee & Jackson, Inc (KLJ) were contacted and asked to submit bids for updating the City's base map with new additions and annexations, create a subdivision boundary map, create a zoning map, create a street right-of-way width map, update City utilities, provide computer compatible viewing and printing software and provide printed maps of all updates. KLJ submitted a bid of \$6,000 for option #1 and for researching and providing the requested information as listed above, and \$6,000, for option #2 which would import the information into GIS which would include set up of parcel layer and state layer maps. In the future additional layer maps could be added. AE2S submitted a bid of \$2,600 for option #1 and \$6,500 for option #2 which includes all of option #1 and plus hosting all mapping data in the form of a web map and includes training for City staff and \$7,500 for option #3 which included options #1 & #2 and adds two iPads set up with the web mapping. Lundquist moved and Halvorson seconded to approve and accept AE2S's bid for option #1 in the amount of \$2,600. Upon roll call vote, all voted aye. M/C.

Berg presented yearly operating transfers and fund balance transfers for the Council's approval. During the 2015 legislative secession the following funds, Advertising, Forestry, and Social Security, were removed as individual levied funds and were made part of the General Fund Budget and required the transfer of fund cash balances to the General Fund on December 31, 2015. Byron moved and Lundquist seconded to approve transferring \$20,000 from the General Fund to the General Funded Depreciation, \$25,000 from the Municipal Utilities to the Funded Depreciation Fund, and transfer the balances of the Advertising, Forestry, and Social Security funds and adding them as a line item to the General Fund. Upon roll call vote, all voted aye. M/C.

Laaveg reviewed the City ordinance revisions with the Council. Laaveg provided a recap of the revisions with a majority of the changes due to updates to conform to ND State law, expiration/completion of projects/requirements and moved most of the fines, utility rates, license fees and such from the ordinances and placed on a schedule of fees which in the future will require revision only to the schedule fees vs. revision of the entire ordinance. A change was made to the dog ordinance. Cats were added to licensing requirements to help identify family pets vs. feral cats. Lorton moved and Anderson seconded to approve changes to the ordinances as discussed. Upon roll call vote, all voted aye. M/C. All ordinance revisions may be viewed at the City Auditor's office during regular business hours.

Being no further business, the meeting adjourned at 7:28 PM.

Dan Stenvold, Mayor

ATTEST:

Ann Berg, City Auditor