

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, FEBRUARY 13, 2017 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, February 13, 2017 at 7:30 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Kyle Halvorson, Arvid Knutson, Robert Lundquist III, and Dwight Byron; City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, ~~City Coordinator/Auditor Nancy Thompson~~, and Assessor/Deputy Auditor Ann Berg. Absent: Council member Mike Lorton & Keith Anderson: and ~~City Coordinator/Auditor Nancy Thompson~~. Others present: John D Johnson, Patty Hensel, and Stacie Sevigny. Corrections made at March 13, 2017 meeting.

Comments and Questions From Citizens:

John D Johnson appeared to object the City using special assessments to charge delinquent renters utility bills to the property taxes. City Ordinance 27.j. allows the City to special assess the landlord for their renter's delinquent utility bills. Johnson felt the City should increase the utility deposit charged to the renters and that he should not be held responsible for the unpaid bills. Councilmember Lundquist, who is also a landlord, felt that as a landlord he is responsible for his renter's unpaid bills and checks with the City to make sure the bill is paid and withholds the unpaid amount from the renter's deposit. Lundquist moved and Halvorson seconded to leave Ordinance 27.j. as amended on December 30, 2015. Upon roll call vote, all voted aye. M/C.

Additions and changes to agenda: Add to Unfinished Business - Assessor training update; Add to Committee Reports - Employee Relations, and Streets & Utilities.

Halvorson moved and Lundquist seconded to approve the January 9, 2017 regular meeting minutes. Upon roll call vote, all voted aye. M/C.

Assessor Berg informed the Council that all 80 hours of training can now be taken on-line. Berg has completed the first section and three chapters in the second section. Due to the increase in new assessors across the state all 80 hours of training must be completed by the end of the year. Berg reported that valuations on ranch style houses are far below what they are selling for, in recent cases by 50%, and need to be addressed.

Committee Reports:

Sales Tax Committee recommended payment of the following request: Knutson moved and Lundquist seconded to approve a loan of \$24,430.00 from the Capital Improvement Fund to pay the AE2S engineering bill for the Railroad Ave W & streets north of Hwy 17 project to be reimbursed when funding is received. Upon roll call vote, all voted aye. M/C.

Policies & Contracts: Thompson, Berg & Sheriff Ron Jurgens met and reviewed the police budget. Berg reported Jurgens budgets vs. expenses have shown expenses below the county approved budget. On the City side, the past two years of policing expenses have been \$137,438.34 in 2015; in 2016 a new vehicle was purchased bringing the total expenses to

\$185,830.53. Laaveg commented that equipment prices have skyrocketed in the last few years and there will be other equipment to be ordered in next few years. Thompson, Jurgens and Laaveg went over the policing contract and clarified some of the wording. The contract will need to be reviewed by the WC State's Attorney and approved by Walsh County and the City.

Ward Reports: None.

Employee Relations: To date three applications have been received for the lineman position. Application deadline is February 28, but committee members felt interviews could be set up with the three applicants thus allowing time for additional applicants to be interviewed in a timely manner speeding up the hiring process.

Streets and Utilities: Larson reported when he met with the committee and they went over water & sewer projects along with streets needing repair. Larson posed a question to the Council as to how big of a street project the City should undertake; the whole City or just sections. Byron felt it would be too expensive to repair all of the streets in the City at this time. Larson reported some streets just require a chip seal which could extend the life until water and sewer projects are being started. Larson continued that water & sewer projects have been pushed back 15 to 20 years or until there is State funding available. The committee identified upgrading to a 10" water line as a top priority water project to be completed. The project would start at the corner of Code Ave S and 5th Street West to 5th Street and Briggs Ave S to 7th Street going east and connecting to the 10" water line already in place. The committee identified Hilltop Drive as the next street project to be completed. The street is in terrible condition and currently shifts about four inches every winter and will need to be dug up, geo-grid and drain tile installed and repacked. Larson will get an idea of repair costs and get back to the Streets & Utilities committee. The streets dug up for the water & sewer project will be special assessed to pay for the road work and asked Stacie Sevigny if CDBG funding would be available to bring down costs.

Stacie Sevigny from the Red **Rive River** Regional Council appeared to inform the Council that Phase I of the CDBG housing rehabilitation project has progressed nicely and that all will need to be completed by the end of June on the 11 approved eligible homes. She informed the Council Phase II has approximately 37 applicants. She brought the prearranged contract which City will need to sign the administrative contract with Red River Regional Council for the Park River Phase II housing rehabilitation project so Phase II can proceed.

City administration is requesting approval to cash in a Sanitation CD and apply the approximately \$78,000 to the purchase of the new street sweeper. The interest earned on the CD is about .35% where a municipal lease interest rate is about 3% to 4%. Each year for five years the City would take the payment amount, up to \$16,000 from the Special Hwy Fund, and re-invest it into a CD. This would save the City \$4,000 or more over five years in interest by using this option to pay for the purchase. Up to \$5,000 would need to come out of General Funded Depreciation to meet the final purchase price. Lundquist moved and Byron seconded to cash in the Sanitation CD and take the remaining amount needed from the General Funded Depreciation and apply the money to the Street Sweeper purchase and take up to \$16,000 per year for 5 years out of the Special Hwy Fund and re-invest into CD's until the money is repaid to the Sanitation Fund. Upon roll call vote, all voted aye. M/C.

Byron moved and Knutson seconded to approve the following resolution.

Resolution to pay regular bills prior to council approval

Be it resolved that the city council of the City of Park River, recognizing that certain regular monthly bills are submitted for payment on a certain date, and that date may occur prior to the regular monthly council meeting, hereby authorizes the Park River City Auditor to pay the following bills prior to council approval:

- FICA, Medicare, social security, and other payroll tax bills due within 3 days of pay
- NDPERS (payroll related)
- AFLAC (payroll related)
- Discovery Benefits (payroll related)
- Blue Cross and Blue Shield of ND (payroll related)
- Nodak Rural Electric Cooperative (electricity for the wells)
- Verizon Wireless (Cell phones for police, water plant, Public Works Director and City Coordinator)
- USPO (postage for utility bill mailings)
- Sillers, Laaveg & Wenzel (monthly retainer per contract)
- Walsh County (monthly police service due per contract)

Said authorization shall become effective upon passage of this resolution on February 13, 2017. Upon roll call vote, all voted aye. M/C.

Halvorson moved and Byron 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. Upon roll call vote, all voted aye. M/C.

General Fund:

29334	NDPERS	116.19
35	PR Airport Authority	765.27
36	PR Park District	713.01
37	PR Public Library	813.80
38	Special Funds	61.88
39	Street Improvement District #7	817.02
29340	RDO Equipment	1,020.02
41	Aflac	23.83
42	Discovery Benefits	20.59
43	NDPERS	70.46
44	NDPERS	1,287.41
45	PR Airport Authority	1,028.81
46	PR Park District	2,743.50
47	PR Public Library	1,028.81
48	BC/BS of North Dakota	1,642.40

49	Sillers, Laaveg, & Wenzel	750.00
29350	Avenet, LLC	500.00
51	Ann E Berg	644.19
52	Cardmember Service	28.90
53	Productivity Plus Account	1,865.63
54	Dale's Small Engine Repair LLC	715.00
55	Farmers Union Service Assoc	136.00
56	Grafton Auto Electric, Inc	27.48
57	Grand Forks Welding & Machine	270.55
58	Jim's Super Valu	14.78
59	Andrew S Johnson	60.00
29360	Kringstad Ironworks INC	85.07
61	Lon's Hardware	24.27
62	Montana Dakota Utilities	748.12
63	Municipal Utilities	563.11
64	MFOA OF ND	60.00
65	Municipal Government Academy	25.00
66	NDLC	200.00
67	North Star Addition T.I.F.	19,950.66
68	Northdale Oil, Inc	1,380.28
69	North Star Coop	1,137.75
29370	Polar Communications	476.99
71	PR Airport Authority	2,140.50
72	PR Park District	1,996.10
73	PR Public Library	2,283.87
74	Quill Corporation	38.08
75	Radisson Hotel Bismarck	81.90
76	Rainbow Auto Body	15.00
77	Glenn Rost	250.00
78	Southview Addition TIF	10,465.39
79	Special Funds	173.30
29380	SPFD Economic Develop	4,950.00
81	ST Improvement Dist #2012-2	3,404.82
82	Street Improvement District #7	7,378.73
83	Swartz Plmb, Heat & Cool	1,519.24
84	Verizon Wireless	286.49
85	Water & Sewer Improvement	7,825.50
86	Wayne's Variety	22.99
87	Walsh County Auditor	12,514.44
88	Walsh County Press	499.38
89	WSI	2,309.84
AW	US Treasury	2,350.82
AW	Municipal Utilities	6,534.44

Municipal Utilities:

33987	NDPERS	216.43
88	Nodak Electric Cooperative	6,901.99
89	Aflac	107.09
33990	Discovery Benefits	139.41
91	General Fund	6,534.44
92	NDPERS	262.16
93	NDPERS	4,515.34
94	Postmaster	244.96
95	BC/BS of North Dakota	5,443.80
96	NDWPCC	20.00
97	2016 Electrical Upgrade	8,000.00
98	Advanced Engineering &	256.00
99	PRAHS After-Prom Party	100.00
34000	AmeriPride Services, Inc	260.37
1	Aqua-Pure Inc.	3,376.70
2	Ann E Berg	323.95
3	Cardmember Service	143.15
4	City of Fargo	28.00
5	Productivity Plus Account	91.95
6	Consolidated Waste, LTD.	17,662.70
7	Dakota Supply Group	748.74
8	Discovery Benefits, Inc	17.50
9	Ethanol Products, LLC	1,971.74
34010	Ferguson Waterworks #2516	33.20
11	Donna Galloway	128.70
12	Graymont (WI) LLC	6,052.99
13	Hawkins Inc	1,651.07
14	Hensel, Patricia	20.00
15	Jim's Super Valu	151.81
16	Lake Agassiz Water Authority	250.00
17	Dennis L Larson	85.00
18	Liberty Business Systems, Inc	80.09
19	Light & Water Dept	5,610.33
34020	Lon's Hardware	30.97
21	Michael Kilmer Construction	575.00
22	MMUA	1,661.00
23	Morgan Printing	72.50
24	Municipal Utilities	300.00
25	ND Dept of Health/Lab-Chem	969.89
26	ND One Call Inc.	1.00
27	NDPERS	20.51
28	Nodak Electric Cooperative	6,750.88
29	Northdale Oil, Inc	130.54

34030	North Star Coop	299.14
31	Polar Communications	152.20
32	Quill Corporation	94.12
33	Samson Electric LTD	432.16
34	US Bank Equipment Finance	157.59
35	Verizon Wireless	242.41
36	Wat & Sew Imprv Dist #2015-1	6,200.00
37	Wat & Sew Imprv Dist #2016-1	9,464.00
38	Water System Repair & Replace	4,000.00
39	Water Bond Fund 05	4,830.00
34040	Water Rev Bond Fund Phase II	3,450.00
41	Water Tower Fund	11,811.00
42	Water Treatment Fund	7,850.00
43	Wayne's Variety	75.49
44	Walsh County Press	28.00
45	WSI	2,466.10
46	American Legion	207.00
47	Jim's Super Valu	726.00
AW	NMPA	161,429.84
AW	First United Bank	13.05
AW	PSN (Payment Services Network)	219.00
7843-64	Salaries	27,815.40
AW	US Treasury	7,720.67

Special Funds:

10063	Advanced Engineering &	36,645.00
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Debt Service & Bond Funds:

6044	Void	0.00
6045	Void	0.00
6046	Void	0.00
6047	Bank of North Dakota	5,925.00
6048	First United Bank	6,787.50
6049	Water System Repair & Replace	293.68
6050	Bank of North Dakota	4,650.00
6051	US Bank	37,756.25
6052	Widseth Smith Nolting & Assoc	518.00

The March 13, 2017 Regular City Council meeting will be moved to 5:30 p.m. to allow City officials and employees to attend their children's school concert.

Being no further business, the meeting adjourned at 8:32 PM.

Dan Stenvold, Mayor

ATTEST: _____
Ann Berg, Deputy Auditor