

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING, MONDAY, DECEMBER 9, 2019 AT 5:30 PM.**

**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 9, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, Keith Anderson and Mike Lorton-(at 5:33), City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Otter Tail Power: Scott Sigette, Chris Waltz and Jeremy Rham, PR Municipal Airport-Glen Wharam, Kara Hanson, Jeff Dahlen, Dale Holand, Joe Fietek, Mike Helt, Mark Bata, Jesse Chalich, Randy Hahn, Tom Burchill at 5:40 and Allison Olimb at 5:41.

**Additions and Changes to Agenda:** Add to Committee #6 Buildings and Ground – Lights, add under New Business – #4Website.

**Comments and Questions From Citizens:** None.

**Approval of Minutes:** Anderson moved, and Kubat seconded to approve the minutes from the November 9, 2019 Regular Meeting as presented. Upon roll call vote, all present voted aye. M/C. Halvorson moved, and Kubat seconded to approve the minutes from the November 9, 2019 Public Hearing as presented. Upon roll call vote, all present voted aye. M/C.

**Unfinished Business:** Laaveg reported law enforcement has written up the Dug-Out Bar & Grill owner Warren Denault for smoking in the establishment for the second time this year. Owner Warren Denault was served papers and appeared in court. The sentence is suspending his alcoholic beverage license for five days. The bar will be closed for one day on December 27<sup>th</sup> and if this happens again the remaining four days will be enforced.

Thompson informed Council she spoke with Brent Arndt he is still interested in the being the city's building inspector and would like to start after the first of the year. He would be a part time employee so he will be covered by W.S.I. Lundquist moved and Anderson seconded to hire Arndt as a part time employee at \$18 per hour as of January 1, 2020. Upon roll call vote, all present voted aye. M/C.

**Committee Reports:** *Employee Relations:* Chairman Halvorson gave a report on recommendations from the Employee Relations meeting held on November 25<sup>th</sup>. All employees given a 2% across the board raise. Christmas bonus: all full-time employees will receive \$300 each in Park River Bucks and year-round part-timers a \$150 in Park River Bucks. Reported Berg left a message stating she feels she is fairly compensated and asked that her 2020 proposed increase be used to purchase an unbudgeted server. Miller moved and Kubat seconded to give all employees the 2% increase and use money from capital improvements to purchase the server and use Park River Bucks for employee Christmas bonuses as presented. Upon roll call vote, Kubat, Anderson, Lorton, Halvorson and Miller voted aye with Lundquist voting nay. M/C. Proposed that all Public Works employees testing costs and expenses will be paid by the City instead of one time, which was tabled until correct wording is determined. Testing is held for seven weeks in the spring and at the end of October and PWD Larson was asked to check if newer water/wastewater training materials are available.

Halvorson also checked with NDLC regarding training for Mayors and City Councils and found out there are training sessions on How to Run A Meeting and one for Code of Ethics and felt all members should plan to attend this training. These classes are available in July or August after the June elections.

*PR Community Club:* Thompson reported it seemed like there was a good turnout for Super Santa Saturday considering the out of town hockey games. A gala will be held on February 14, 2020 for Valentine's day.

*Sales Tax Committee:* Recommended approving the following payment from: Capital Improvement Fund – a \$12,058.57 payment for a leased tractor. Miller moved and Lundquist moved to approve the payment. Upon roll call vote, all present voted aye. M/C. Glen Wharam, representing the Park River Municipal Airport Authority, requested funding for two projects. The terminal building received some unnoticed damage during a summer storm which caused the roof to start leaking. Insurance will not cover the damage. The seconded project is for the removal of obstacles. If the identified obstacles are not removed the F.A.A. will no longer provide federal funding for Park River's airport projects. If the Airport receives any grant monies, the monies will be reimbursed to the Sales Tax Capital Improvement by the PR Airport. Miller moved and Lundquist seconded to approve the Sales Tax recommendation and pay the Park River Airport Authority \$7,874 to fix the roof. Upon roll call vote, all present voted aye. M/C. Kubat moved and Anderson seconded to approve the Sales Tax recommendation and pay the Park River Airport Authority \$27,350 to remove and bury the obstacles with partial repayment if grant monies are received. Upon roll call vote, all present voted aye. M/C.

*Building and Grounds:* Anderson checked into replacing the old fluorescent lights in the Council room and lobby area and the three offices with new L.E.D. fixtures. The cost to re-lamp the Council lights is \$705 and \$880 for the lobby/office lights. There may be a 50% energy grant available which will be applied for if the project meets the criteria. Halvorson moved and Kubat seconded to approve the re-lamping. Upon roll call vote, all present voted aye. M/C

Committees with nothing to report: *Bike Path, PR Park District, PR Economic Development Corp and Public Library.*

**New Business:** Lundquist moved and Lorton seconded to approve the following resolutions for Hilltop Drive:

**City of Park River, North Dakota  
Resolution Creating and Defining The Boundaries For  
Street Improvement District No. 2020-1**

**And**

**City of Park River, North Dakota  
Resolution Directing The Preparation of Engineer's Report and Cost Estimate For  
Street Improvement District No. 2020-1**

(Copies of entire resolutions can be viewed at the City Auditor's office)

Upon roll call vote, all present voted aye. M/C.

Halvorson reported he checked with Polar Communications about televising Park River City Council meetings and they are not interested at this time. Costs would run approximately \$6,000 to \$8,000. Other options available to the City are purchasing a camera and setting up a YouTube account to broadcast meetings or use a cell phone to broadcast to Facebook. Halvorson thought instead of spending money to live broadcast the meetings we should fix the circus. Lundquist disagreed that the meeting was a circus and felt he was being singled out but was only trying to protect his business.

Miller contacted Otter Tail Power Company (OTP) to present information on electrical generation, support and distribution service options to the Council. Representatives from OTP, Chris Waltz, Jeremy Rham and Scott Sigette appeared and presented options for wheeling, maintenance and acquisition for electrical supply and service for the City. Currently the City of Park River has a contract with Northern Municipal Power Agency through 2042 for electrical supply.

Laaveg presented information to the Council regarding changes in ADA laws which would require future changes to the City website accessibility.

**Mayor's Comments:** Stenvold informed the Council Tanya Wieler of Dakota Dynamics will be sending out her recommendations based on her last survey.

**Public Works:** Larson reported the Water Treatment Joint Powers board met. They would like \$67,025.57 transferred from the Joint Powers Reserve to cover revenue short falls from 2016-2018. The board will meet in February to go over 2019 figures.

**Auditor & Assessor Reports:** Thompson presented the following bills for approval. Anderson moved and Halvorson seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C. Kubat moved and Miller seconded transferring \$65,000 from the Municipal Utility Electric Fund to the General Fund. Upon roll call vote, all present voted aye. Anderson moved and Lundquist seconded to approve the financial reports. Upon roll call vote, all voted aye.

**General Fund & Municipal Utilities:**

36176	Postmaster	\$343.24
77	Discovery Benefits	\$135.00
78	2016 Electrical Upgrade	\$8,000.00
79	AmeriPride Services, Inc	\$288.29
36180	Animal Elskan Inn	\$120.00
81	Cardmember Service	\$67.00
82	City of Fargo	\$28.00
83	Productivity Plus Account	\$149.59
84	CNH Industrial Retail Acct	\$12,058.57
85	Consolidated Waste, LTD.	\$18,563.70
86	DFD Express Inc	\$2,499.00
87	Discovery Benefits, Inc	\$11.00
88	Funded Depreciation	\$3,751.00
89	Donna Galloway	\$197.00
36190	General Funded Depreciation	\$1,667.00
91	Grafton Auto Electric, Inc	\$55.69
92	Do Not Use	\$211.00
93	Hawkins Inc	\$923.59
94	IAAO	\$220.00
95	Jim's Super Valu	\$110.51
96	Liberty Business Systems, Inc	\$21.53
97	Light & Water Dept	\$4,261.34
98	Lon's Hardware	\$417.15
99	ND One Call Inc.	\$16.80
36200	ND Rural Water Systems Assoc	\$245.00
1	NDAAO Secretary/Treasurer	\$30.00
2	NDAMPS	\$100.00
3	NDLC	\$170.00
4	Nodak Electric Cooperative	\$6,247.90
5	Northdale Oil, Inc	\$1,104.20
6	North Star Coop	\$1,143.80
7	Polar Communications	\$1,706.27
8	PR Park District	\$48.55
9	Quill Corporation	\$597.16
36210	Glenn Rost	\$250.00
11	Samson Electric LTD	\$99.00
12	Sillers, Laaveg, & Wenzel	\$787.50
13	US Bank Equipment Finance	\$170.21
14	Verizon Wireless	\$72.42
15	Wat & Sew Imprv Dist #2015-1	\$6,200.00

16	Wat & Sew Imprv Dist #2016-1	\$9,490.00
17	Water System Repair & Replace	\$4,000.00
18	Water Bond Fund 05	\$4,830.00
19	Water Rev Bond Fund Phase II	\$3,450.00
36220	Water Tower Fund	\$11,315.00
21	Water Treatment Fund	\$30,496.05
22	Wayne's Variety	\$66.50
23	Walsh County Auditor	\$6,492.01
24	Walsh County Press	\$531.26
25	Aqua-Pure Inc.	\$1,296.01
26	First United Bank	\$2,850.00
27	MDU	\$765.67
AW	BC/BS of ND	\$11,201.20
8723-43	Salaries	\$765.67
AW	US Treasury	\$8,926.11
AW	First United Bank	\$19.70
AW	NDPERS	\$17.27
AW	NDPERS	\$761.00
AW	NDPERS	\$761.00
AW	NDPERS	\$5,745.67
AW	PSN (Payment Services Network)	\$93.95
AW	NMPA	\$145,208.43
AW	Aflac	\$151.98
<b>Special Funds:</b>		
10149	PR Airport Authority	\$35,224.00
<b>Debt Service &amp; Bond Fund:</b>		
6191	US Bank	\$500.00

Being no further business, Anderson moved to adjourn at 6:59 PM.

ATTEST:

\_\_\_\_\_  
Ann Berg, Assessor/Deputy Auditor

\_\_\_\_\_  
Dan Stenvold, Mayor