

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, MAY 22, 2019 AT 6:00 PM.**

**Published Subject to the Governing Body's Review and Revision**

The City of Park River held a special meeting of the Park River City Council on Wednesday, May 22, 2019 at 6:00 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, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: Michael Lorton. Others present: Tanya Wieler of Dakota Dynamics, Stefan Linstad and Patty Hensel.

**Additions and Changes to Agenda:** Mayor Stenvold noted there are four items on the agenda; 1. Praska Abatement 2. Data Collector 3. Purchase North Star Lots 4. Survey Review.

**Business:**

James Praska submitted an application for abatement or refund of taxes for 2018 on his property located at 910 Code Ave S. Assessor Berg completed an assessment visit and upon running the valuation report noted the total true and full value should be \$180,980. He is asking that the true and full value to the property be reduced from \$203,110 to \$180,980. The Assessor's recommendation is to approve the request to reduce the true and full value from \$203,110 to \$180,980; a decrease of \$22,130 for the year 2018. Miller moved and Halvorson seconded a resolution to accept the Assessor's recommendation as reported. Upon roll call vote, all present voted aye. M/C.

Assessor Berg presented a report on data collectors used by other jurisdictions as requested by Council. Berg sent a request to NDAAO, North Dakota Association of Assessing Officers, and received replies ranging from do not use-have enough staff with several counties using data collectors as they do not have any certified assessors. Berg also contacted Linda Leadbetter, ND State Supervisor of Assessors, and her response was data collectors can assist in any part of the assessment process. The data collector's work must be verified by a certified assessor prior to the Board of equalization meeting. Lundquist moved and Miller seconded to hire Eugene Bossert as a data collector to help the Assessor and pay him \$11.00 per hour. Upon roll call vote, all present voted aye. M/C.

PR Economic Development Corp is wanting to purchase the unsold lots, 1-5, 18-22 and lot 11, in North Star Addition. The price is \$25,000 for all the unsold lots. The recommendation to the Council is to purchase the lots using the Sales Tax Economic Development Funds. Miller moved and Kubat seconded to approve the purchase of the remaining North Star Addition lots and funded as mentioned above. Upon roll call vote, all present voted aye. M/C. Miller would like the PR Eco Dev Corp submit a monthly financial report to the Council.

Tanya Wieler of Dakota Dynamics went over several scenarios the City could put into place as the next step in the review process. She suggested having all employees and Council fill out a HR audit survey on how things work in the City. Stenvold mentioned the employees will meet as a group once a month to discuss new information and any questions that have come up during the month. Laaveg suggested placing a deadline on the survey to give Wieler time to compile the answers and present then to the Council at the June 10 Council meeting. May 31<sup>st</sup> was the deadline date chosen. Lundquist moved and Kubat seconded to have Council and employees complete the survey by May 30<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Wieler mentioned using the Village which could offer an employee's assistance program. Halvorson received information but did not get a quote for services. They do offer two hours of training which is included in the contract price. Stenvold felt the Village should be contacted and have them come to the June 10<sup>th</sup> meeting and present a list of services they provide. Lundquist moved and Halvorson seconded to have Halvorson contact the Village and have them come to the June 10<sup>th</sup> meeting to present information and made it mandatory all employees attend the Council meeting on June 10<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Wieler mentioned the Council meeting may not work with the Village hours of operation. Lundquist moved and Miller seconded to hold a special meeting with Wieler, the Village, Council members and make it mandatory all employees attend. Date to be determined. Upon roll call vote, all present voted aye. M/C.

Being no further business, Kubat moved to adjourned at 6:55 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor