

**CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, WEDNESDAY, JULY 10, 2019 AT 5:30 PM.**

**Approved Minutes Published and 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, July 10, 2019 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, and Assessor/Deputy Auditor Ann Berg. Others present: Tanya Wieler of Dakota Dynamics, Laurie Larson Joe Fietek, Nancy Thompson, Allison Olimb, Mike Helt and Patty Hensel.

**Business:** Tanya Wieler of Dakota Dynamics reported she visited with the City Administrative staff. Issues within City Administration have been present for some time and are not attributed to one individual. An email sent by the Deputy Auditor brought things to a head but issues were not solely due to the email. Some of the items discussed with employees were poor time management, errors, poor supervisory skills, not open to change, poor communication and team work. Wieler feels the structure of the Park River Government needs to be considered when determining if employees are a good fit for their positions or if restructuring is needed. Concerns shared with staff have never been explicitly explained to them. In order to address performance deficiencies an employee must know what the deficiencies are. Wieler is recommending these employees be placed on a Performance Improvement Plan for a period of three months to improve their performance. Wieler will conduct meetings with the two employees every other week to measure progress and provide some accountability. The plan does not guarantee continued employment rather it designates a period of time to monitor continued improvement. In addition, several statements sent in the email were erroneous and some statements have been clarified. Wieler is recommending a written reprimand is appropriate for this incident. Lundquist moved and Kubat seconded to have Wieler prepare the reprimand letter and remove Thompson from administrative leave and to return to work at 8:00 AM on Thursday, July 12<sup>th</sup>. Upon roll call vote, all present voted aye. M/C.

Miller asked the Mayor for permission to speak. Miller stated what happened at Monday's meeting was wrong in many ways on how they acted as a Council. Miller voted no on the action but is part of the Council and also takes blame as he should have spoken up at that time. Miller mentioned debate was cut/ended and that it is affront to democracy, not good for the citizens of the community and is not something that builds team work or relationships but rather it disrupts, corrupts and creates problems we don't need. Miller continued that with his experience so far with this Council, it has problems with transparency. The Council needs to be the leaders, we have to set the example otherwise there will continue to be problems. When we build this new directive on how we are going to organize our government there needs to be transparency and openness. It's not just a good idea rather it is the law. Kubat is glad Wieler is on board to help the City work through these types of issues.

Laaveg mentioned there are opportunities for boards to have training on team building and communication issues and this is something that may come out of the restructuring and the Council may have to put in some more time.

Berg is asking the Council to add two more signers for all banking functions. Currently only the Mayor and Auditor are authorized to sign. If one of them is out of town, checks cannot be issued. Additional signers were added when Tom Larson was ill but they were taken off when Halldorson was hired for the Coordinator position and the number of signers did not change when Thompson was hired. Miller moved and Lorton seconded that in addition to authorized signers Mayor Stenvold and Auditor Thompson that the Council President Robert Lundquist III and Council Vice President Kyle Halvorson be added as signatories for all City of Park River banking activities. Upon roll call vote, all present voted aye. M/C.

Larson reported an individual has approached him about purchasing 204 Prospect Avenue South. Lundquist moved and Miller seconded to advertise the property on bids with the caveat that the structures are demolished and cleaned up within 60 days of purchase. Upon roll call vote, all present voted aye. M/C.

The Park River Community Club is hosting the CanAm Bike Tour on August 7<sup>th</sup> and 8<sup>th</sup>. They are asking for permission to block off the west half of 5<sup>th</sup> Street East on the north side of the City Hall Auditorium for the participants bicycles. In addition, they are asking permission to block off the City office building parking lot for customized bicycles. Miller moved and Halvorson seconded to grant the request. Upon roll call vote, all present voted aye. M/C.

Lundquist moved to adjourned at 5:56 PM.

ATTEST:

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Ann Berg, Assessor/Deputy Auditor

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Dan Stenvold, Mayor