

CITY OF PARK RIVER, NORTH DAKOTA, SPECIAL COUNCIL MEETING, MONDAY, MARCH 16, 2020 AT 5:30 PM.

Unapproved 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 Monday, March 16, 2020 at 5:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Mike 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. Absent: City Coordinator/Auditor Nancy Thompson. Others: Dustin Slaamond

Business:

Buildings and Grounds Committee Chair Anderson went over the bids for the new city shop. Samson Electric LTD electrical bid \$39,679; 2C Plumbing boiler, floor heat & plumbing \$44,002.50; Leon's Building Center materials \$133,861.26; and Toews Building building labor & concrete with labor \$154,000. Larson estimated sidewalks, excavation and aprons would add approximately \$50,000 to the bids. Also needed to be bid out are a fuel fumes exhaust fan with sensors, approximately \$18,000, and a heat recovery unit, approximately \$5,700 but there are a couple of heaters in the old shop which could possibly be used. Miller moved and Halvorson seconded to approve the above-mentioned bids and move forward with the construction of the city shop. Upon roll call, all present voted aye. M/C.

Lundquist, Chair of the Streets and Utilities Committee, reported Larson presented an electrical circuit upgrade at their meeting. Larson went over the upgrade with the Council. In Phase 1, a new circuit will be added to ease brown out and circuit tripping on the east side of the railroad tracks when Walsh Grain Terminals electrical demand increases. In Phase 2, the overhead wires by Northdale Oil, Inc and the Dairy Queen will be placed underground. The cost of Phase 1 to add and bore

is approximately \$114,000 with an additional \$28,000 to bury the wires by Northdale Oil, Inc and the Dairy Queen. Lundquist moved and Anderson seconded a resolution to move forward with bids for Phase 1 and Phase 2 of the Electric Circuit Upgrade 2020-2. Upon roll call bid, all present voted aye. M/C.

Mayor Stenvold informed the Council he received information and costs for advertising for the 2020 Census. Each person counted for the Census will generate about \$1,940 per year in Federal funds for the City and he would like the City to purchase the ads. Simmons Media has a package for 100 30-second messages and will match the messages to be aired on KXPO 1340 and The Rock Farm 101 KAUJ for \$1,000. The WC Press sent a list of ad sizes and costs of which Mayor Stenvold felt four ads in the size of 1/8 or 1/4 page should be run. Miller stated the Census is a Federal agency and it is the Feds job to cover their advertising costs and City funds should not be used to pay for these public service announcements. Council asked if there were funds to cover the advertising and Berg replied that it was not budgeted for. Lundquist moved and Kubat seconded to approve the advertising packages as follows; \$1,000 from Simmons Media and to run a 1/8-page ad in the WC Press for four weeks at \$82.50 per ad and pay for them out of the Municipal Utilities fund. Upon roll call vote Lundquist, Kubat, Anderson, Lorton and Halvorson voted aye with Miller voting nay. M/C.

In lieu of the COVID-19 outbreak the Council discussed what should be done regarding employees and public buildings.

Laaveg reported the ND Judicial system is in the process of suspending some areas of the courts but felt more information would be available in the coming days.

The City buildings will go into lockdown after tonight's meeting. All employees will report to work as scheduled. All doors will be locked and the public is asked to conduct business by phone, mail, email, website, texting and Facebook. Payments can be made via mail, on-line by credit/debit card or by checking account, autopay, in the drop box on the north side of the office building or through the north window above the drop box.

If the employee is currently on vacation and is returning from traveling and have no symptoms, they are to self-quarantine for two weeks and will work remotely from home at their regular pay.

Those employees traveling after March 16th, who become ill while on quarantine will need a Drs note will be required to be off for two weeks with sick pay. Those employees who travel and are exposed or showing symptoms with no note will receive no pay.

Those Employees who are sick from contact while at work will use sick pay for the 2-week quarantine time. The possibility of donating sick time between the employees was suggested. It would be handled on a case by case basis as newer employees may not have earned enough sick time to cover the time off required. Long term employees may be maxed out and may be willing to donate some of their sick time.

A sign will be put up on the front door of the office building, with notices posted on the City website and Facebook page along with an announcement on the Polar Channel notifying the public of the lockdown.

Miller moved to adjourned at 6:21 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor