

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,  
MONDAY, MARCH 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, March 13, 2017 at 5:30 P.M.

Mayor Stenvold called the meeting to order; upon roll call the following were present: Council members Mike Lorton, Kyle Halvorson, Arvid Knutson, Robert Lundquist III, Dwight Byron, and Keith Anderson, City Attorney Tracy Laaveg, Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: none. Others present: Stacie Sevigny.

**Comments and Questions From Citizens:**

Stacy Sevigny from Red River Regional Council appeared to present information on possible CDBG funding for the Railroad Ave W and Code, Harris and Wadge Avenues North street project. Funding to offset special assessments for low to moderate income property owners would need to be applied for before July and if approved the project could be started in late fall of 2017 or Spring of 2018. The City would be responsible to pay for the engineering fees and 15% of the CDBG awarded funds. Sevigny also mentioned that Rural Development Finance Corporation currently has a revolving loan fund program which offers 1% interest for up to a 10-year loan term.

**Additions and changes to agenda:** Add to Unfinished Business - Assessor report and Dub property; Add to Committee Reports - Employee Relations, and Contracts & Policies.

**Approval of Minutes:** Byron moved and Lundquist seconded to approve the February 13, 2017 regular meeting minutes with the following corrections to the published minutes; List City Coordinator/Auditor Nancy Thompson as absent and correct spelling: Stacie Sevigny from the Red River Regional Council. Upon roll call vote, all voted aye. M/C.

**Unfinished Business:**

The bid opening for the Railroad Ave W and Code, Harris and Wadge Avenues north street project will be held on Thursday, March 23, 2017 at 1:30 PM in the City Council Chambers.

Assessor Berg informed the Council that she has been working on equalizing the valuation of lots within the City. The only lots left to equalize are the lots in River View Estates; these lots will be valued based on a square foot basis as each lot bordering the river has different dimensions. Correcting lot valuations is the first step in bringing property assessments in line. Many areas had lots on the same block with the same characteristics but valuations in some cases varied from \$50 to \$3,000 or more. Berg noted some lot valuation needed to be decreased as they far exceeded the average for the area. Notice of Increase In Real Estate Assessments letters will be mailed on March 27<sup>th</sup>. The Tax Equalization meeting will be held on Monday, April 10<sup>th</sup> at 7:00 pm.

City Attorney Laaveg updated Council on the Dub property at 308 Prospect Ave N. Negotiations to purchase the property are still in the works.

**Committee Reports:**

Sales Tax Committee: Recommended payment of the following request: Anderson moved and Halvorson 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.

Contracts & Policies: Knutson would like to review the ordinance amended on December 30, 2015 on assessing renter's unpaid utility bills to the landlord in favor of raising the meter deposit for new accounts. Lundquist stated that as a landlord he felt it is his responsibility to check and make sure his renter has paid the utility bill and felt charging higher meter deposits is not the answer. Laaveg stated that some landlords may not have signed leases with their renters which address the issue of unpaid utility bills. Thompson felt the landlords should be held liable for the unpaid utilities on their rental properties as it is not fair to expect customers who pay their utility bill to pay higher rates to cover the renter's unpaid bills. Berg added that some landlords in the city pay the utilities and include it with the rent as an option. The Street & Utilities Committee will discuss Ordinance 27.b. Section 1 which addresses meter deposits.

Councilmember Lundquist would like to add a \$100.00 clothing allowance to be used to purchase shirts for the Mayor and Councilmembers to wear when attending conferences and to also order magnetic name tags. Berg questioned if ordering shirts for all members was feasible as not all members attend conferences. Lundquist moved and Lorton seconded to allow the Mayor and Councilmember's to spend up to \$100 per person to purchase shirts yearly or at each member's discretion with the Municipal Utilities logo on them. The following voted aye; Lundquist, Anderson, Lorton and Halvorson with Knutson and Byron voting nay. M/C.

Thompson reported the police contract has been sent to Walsh county Sheriff Ron Jurgens.

Employee Relations: Lineman position interviews have been set up with three individuals to be held on Wednesday, March 15<sup>th</sup>. Earlier today the Committee along with PWD Larson and Mayor Stenvold interviewed a fourth applicant. Wages for lineman paid in the area range from \$33 to \$39 per hour depending on experience.

Ward Reports: None.

**New Business:**

Berg reported that Thompson, Hensel and herself met with the BC/BS representative and were informed there will be an increase only to the health insurance of 5.7%. Information will be given to the Council outlining coverage costs for single, single plus dependant and family policies prior to next month's meeting along with the coverage agreement.

**Mayor's Comments:** None

**Auditor's Report:** Anderson moved and Lundquist 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:**

29390-95	Voided	\$0.00
96	Aflac	\$23.70

97	Discovery Benefits	\$22.73
98	NDPERS	\$101.35
99	NDPERS	\$44.23
29400	NDPERS	\$1,033.37
1	BC/BS of North Dakota	\$1,190.65
2	Sillers, Laaveg, & Wenzel	\$750.00
3	Cardmember Service	\$180.24
4	Productivity Plus Account	\$98.42
5	Dale's Small Engine Repair LLC	\$1,870.00
6	Grand Forks Fire Equip	\$73.00
7	Kringstad Ironworks Inc	\$91.22
8	Lon's Hardware	\$185.40
9	MDU	\$888.24
29410	Municipal Utilities	\$1,367.20
11	Municipal Gov Academy	\$130.00
12	Northdale Oil, Inc	\$1,269.01
13	North Star Coop	\$1,746.65
14	Polar Communications	\$474.32
15	PR Airport Authority	\$2,820.96
16	PR Implement, LLC	\$10,800.00
17	PR Park District	\$2,624.84
18	PR Public Library	\$3,006.97
19	Quill Corporation	\$96.99
29420	Glenn Rost	\$250.00
21	Sanitation Products Inc	\$80,000.00
22	Special Funds	\$227.89
23	ST Imprv Dist 2012-2	\$9,079.52
24	ST Imprv Dist 2013-1	\$180,544.00
25	ST Imprv Dist 7	\$7,830.17
26	Stone's Mobile Radio, Inc	\$209.70
27	Team Lab Chemical Corp	\$1,400.00
28	Verizon Wireless	\$143.17
29	Wat & Sew Imprv Dist 2012-1	\$20,868.00
29430	WC Auditor	\$10,452.16
31	WC Hwy Dept	\$1,624.00
32	WC Press	\$335.38
33	Michael Todd & Co	\$1,296.18
34	NDPERS	\$127.48
AW	US Treasury	\$1,726.47
AW	Municipal Utilities	\$4,810.44

**Municipal  
Utilities:**

34048	General Fund	\$4,810.44
49	Postmaster	\$340.82
50-54	Voided	\$0.00

55	Aflac	\$107.22
56	Discovery Benefits	\$137.27
57	NDPERS	\$231.27
58	NDPERS	\$359.67
59	NDPERS	\$4,769.42
34060	BC/BS of North Dakota	\$5,895.55
61	PR Aggie Boosters	\$200.00
62	2016 Electrical Upgrade	\$8,000.00
63	AmeriPride Services, Inc	\$189.51
64	Aqua-Pure Inc.	\$1,286.57
65	Border States Electric	\$610.32
66	Cardmember Service	\$679.07
67	The Cavalier Chronicle	\$157.50
68	City of Fargo	\$42.00
69	Productivity Plus Account	\$65.44
34070	Consolidated Waste	\$16,741.70
71	Discovery Benefits, Inc	\$16.50
72	Donna Galloway	\$251.00
73	Graymont (WI) LLC	\$5,940.00
74	Hach Company	\$83.29
75	Hawkins Inc	\$304.50
76	Jim's Super Valu	\$13.92
77	Sherry Kliniske	\$70.58
78	Liberty Bus Sys, Inc	\$119.65
79	Light & Water Dept	\$4,027.14
34080	Morgan Printing	\$350.00
81	ND One Call Inc.	\$1.00
82	ND Sewage Pump Lift	\$1,692.40
83	NDPERS	\$20.51
84	Nodak Electric Coop	\$5,957.59
85	Northdale Oil, Inc	\$140.57
86	North Star Coop	\$1,293.92
87	Polar Communications	\$194.09
88	Quill Corporation	\$64.80
89	Riteway Business Forms	\$675.46
34090	Samson Electric LTD	\$254.70
91	Doris Skavhaug	\$100.00
92	Sunshine Kids Center	\$200.00
93	Team Lab Chem Corp	\$1,462.50
94	Kenton Toews	\$100.00
95	US Bank Equip Finance	\$157.59
96	Verizon Wireless	\$121.43
97	Wat & Sew Imprv Dist 2015-1	\$6,200.00
98	Wat & Sew Imprv Dist 2016-1	\$9,490.00
99	Wat Sys Repair & Replace	\$4,000.00
34100	Water Bond Fund 05	\$4,830.00

1	Wat Rev Bd Fd Phase II	\$3,450.00
2	Water Tower Fund	\$11,315.00
3	Water Treatment Fund	\$7,329.82
4	WC Press	\$84.00
5	NDPERS	\$276.42
7865-86	Salaries	\$27,041.10
AW	US Treasury	\$8,048.28
AW	Deluxe Checks	\$116.76
AW	PSN	\$4.95
AW	Mun Fd Depreciation	\$78,483.88
AW	First United Bank	\$13.25
AW	NMPA	\$144,837.51

**Special Funds:**

10064	Advanced Engineering	\$24,430.00
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**Debt Service & Bond Fund:**

6053	Kadrmas, Lee & Jackson, Inc	\$59.70
6054	Widseth Smith Nolting & Assoc	\$1,206.00

Being no further business, the meeting adjourned at 6:26 PM.

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Dan Stenvold, Mayor

ATTEST: \_\_\_\_\_  
Ann Berg, Deputy Auditor