

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, MAY 8, 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, May 8, 2017 at 7:30 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: Jon Markusen, Stacie Sevigny, Daryl Larson and Chris Midgarden.

Comments and Questions From Citizens: None

Additions and changes to agenda: Add to New Business: Sales Tax contract with St Tax Commissioner's Office, Hillcrest Golf Course request for City exempt status for mower purchase, Color Run Route.

Approval of Minutes: Knutson moved and Lorton seconded to approve the April 10, 2017 regular meeting minutes. Upon roll call vote, all voted aye. M/C. Lundquist moved and Anderson seconded to approve the April 10, 2017 Board of Equalization minutes. Upon roll call vote, all voted aye. M/C.

Unfinished Business:

City Attorney Laaveg updated Council on the Dub property at 308 Prospect Ave N. A purchase agreement has been signed for \$5,000. The agreement states the Dub heirs will pay the property taxes current & pay for the abstract update. Laaveg felt since the City will not re-sell the property an ownership report from the abstract company would suffice. Anderson moved and Byron seconded to sign the purchase agreement and accept an ownership agreement for the property. Upon roll call vote, all voted aye. M/C.

WC Tax Director Todd Morgan sent a letter to the PR Board of Equalization informing them he was able to ascertain all properties were assessed correctly and commended Assessor Berg for the amount of work completed on equalizing all property lots in the city. Morgan will notify Berg of the final assessment ratio and if any adjustments will be made by the county board.

PWD Larson informed the Council a pre-construction meeting will be held on Monday, May 15th at 10:30 am for the St Improvement District #2017-1 which covers the Railroad Ave W, Code, Harris, & Wadge Ave N & a small portion of Code, Harris, & Wadge Ave S, & Vivian St W.

Halvorson asked that the funding for the bike path be revisited every year as money is needed for other tree related projects in the city.

Committee Reports:

Sales Tax Committee: Recommended the following action: Pay from the Capital Improvement Fund- a loan of \$13,320. to pay the AE2S engineering bill for the Railroad Ave W & streets north of Hwy 17 project to be reimbursed when funding is received; pay \$14,600. towards the St

Improvement Dist #7 loan payment; pay Leon's Building Center \$2,024.36 for materials to remodel the city hall entry; pay Pete Kelly \$3,492.50 for labor to remodel the city hall entry; approve up to \$15,000. from the Economic Development Fund for the Heartland Eye Care PACE interest buy down. The City was notified earlier today from the ST Tax Commissioner's Office stating refunds & adjustments exceeded the city tax revenue collected for the month of April. The ending allocation for the month of May is (\$70,231.21) which needs to be repaid. The committee recommends option #1 for repayment; to withhold 100% of future city tax allocations until the deficiency is paid in full. Since all information is confidential, the city will need to make a formal written request to see information. Byron moved and Anderson seconded to approve the Sales Tax Committee recommendations as presented. Upon roll call vote, all voted aye. M/C.

Streets & Utilities: Reported additional information has been received for Green Acres Addition commercial frontage street. Planning & Zoning Committee has recommended putting in the widest possible street that would not interfere with Polar Communications fiber; that being said KLJ engineer Jon Markusen ran some cost estimates; 550' x 37' street with new entrance \$257,000.; 1,100' x 37' street with new entrance \$415,000.; 1,100' x 37' street no new entrance \$341,000.; and 1,100' x 28' street no new entrance \$295,000. PWD Larson stated two entrances should be put in to help with emergency vehicle accessibility. Laaveg stated the final contract with Dollar General will be signed on May 18th and the road needs to be put in 90 days after signing as per the purchase agreement. Stacie Sevigny of Red River Regional Council spoke about the possibility of receiving \$10,000. in CDBG funding for every low to moderate income employee hired but an environmental study will need to be done and normally takes about 90 days, however this would not guarantee CDBG funding for the project. Council questioned if Laaveg could talk to Dollar General and ask if they could delay the closing until the study is complete or even several weeks. Lundquist moved and Halvorson seconded to have City Attorney Laaveg to contact Dollar General and ask if they would consider delaying the closing by 30 days or until June 16th to complete the study. Upon roll call vote, all voted aye. M/C. The Streets & Utilities Committee will meet at 7:00 am Wednesday, May 10, 2017 to go over paving options.

Contracts & Policies: At the April 10th Council meeting new lease agreements with Hillcrest Country Club, PR American Legion and a Joint Powers Agreement with PR Park District were reviewed. Lundquist moved and Anderson seconded to approve signing the lease agreement with Hillcrest Country Club. Upon roll call vote, all voted aye. M/C. Laaveg will check with the PR American Legion about the lease agreement for the Coliseum. The PR Park District will be discussing the lease at their next meeting. The committee met with Sheriff Ron Jurgens to discuss the police contract and budget. Both parties agreed to make a change in the contract to the meeting criteria; by removing attend a "City Council Meeting" and change to attend a "Meeting." Byron moved and Lundquist seconded to approve the policing contract with the Walsh County Sheriff's Dept with the change. Upon roll call vote, all vote Nay, Motion Failed. The Policies and Contracts Committee will set up a meeting with WC Auditor Kris Molde and a WC Commissioner to discuss costs of policing.

Ward Reports: Residents across the City have reported issues with cats and dogs roaming at large and defecating on private property. All cats and dogs must be leashed; Ordinance 3.b.1 Section 2 states "**It shall be unlawful** for the owner or keeper of any dog or cat to permit the same to run at large in the City at any time. A dog or cat shall not be considered running at large if attended and on a leash or when in the confines of the owner's or keeper's premises." Notices will be posted in the WC Press, cable TV and the City Facebook page and website. Council discussed the possibility of raising the fines so residents will take enforcement seriously. Reports of a generator running in the trailer court will be investigated as they are in violation of nuisance Ordinance 17.

New Business:

PWD Larson spoke with Gene Larson & Sons farm about the Green Acres Addition farm land lease. With the existing campground and the following construction slated for 2017, PR Parks & Rec ball diamonds and Dollar General Store, Gene Larson & Sons have decided not to lease the remaining land. The Council discussed the possibility of seeding the area into alfalfa as putting the land into CRP is not a short-term option. Lundquist moved and Halvorson seconded to give PWD Larson authority to have the area sprayed with roundup and charge the PR Park District for their share. Upon roll call vote, all voted aye. M/C.

Byron moved and Knutson seconded to approve a resolution per NDCC 40-1-09 designating the Walsh County Press as the official city newspaper for publication of all City of Park River notices and legal proceedings. Upon roll call vote, all voted aye. M/C.

City administration is asking for permission to apply for the 50/50 matching Walsh County 2017 ½ Mill Self-Help Program. The project would be the men's bathroom remodel and the funds would be used to replace sinks, vanities, faucets & shutoff valves and paint for the men's bathroom in the city hall auditorium. Halvorson moved and Lundquist seconded to approve the city administration's request to apply for the funding & use said funding for the city hall auditorium men's bathroom remodel. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Knutson seconded to approve the following Resolution:

WHEREAS, the City of Park River is a member of the Northern Municipal Power Agency for the purpose of purchasing power to meet electricity needs for the City of Park River.

NOW, THEREFORE BE IT HEREBY RESOLVED, that Dennis Larson is hereby appointed to represent the City of Park River on the Board of Directors of NMPA through April 30, 2018 and

BE IT FURTHER RESOLVED, that Dan Stenvold is appointed as the City of Park River's representative on the Advisory Council of NMPA through April 30, 2018.

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

City administration reported there is enough money in the 05 Sales Tax Revenue Bond Fund to pay off the loan balance, held by First United Bank, of no more than \$175,000. Berg spoke with FCHC CFO Layne Ensrude. Ensrude stated the FCHC board had discussed the possibly of paying off the loan and felt it would be in their best interest as when another capital improvement project happens funds would be available. Knutson moved and Lorton seconded to pay off the remaining balance of no more than \$175,000. Upon roll call vote, all voted aye. M/C.

The City received notification from the ND DOT of the city's share of the Hwy 17 chip seal project to be completed this summer. The City's share of the project is \$6,552.17. Knutson moved and Anderson seconded to concur with the ND DOT's estimated amount of \$6,552.17. Upon roll call vote, all voted aye. M/C.

Knutson moved and Lundquist seconded to approve the Bank of ND Pledged holdings report for the Park River Pledge Pool dated April 20, 2017. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Lorton seconded to approve the Legion Bar's request to transfer their liquor

license to the Coliseum for the following weddings: 6-10-17 Nelson/Midgarden, 6-17-17 Thompson/Berg, and 6-24-17 Phelps/Sharp. Upon roll call vote, all voted aye. M/C.

A contract authorizing the State Tax Commissioner to administer Park River's local sales, use, and gross receipts taxes for the 2017-2019 biennium was received for the Council's approval. The administration fee will be the lesser of \$35.00 per permit year, or 3% of the tax collected. Anderson moved and Byron seconded to approve the contract with the Office of the State Tax Commissioner for the next two years. Upon roll call vote, all voted aye. M/C.

Chris Midgarden, board member of Hillcrest County Club, appeared seeking the City's permission to use the City's tax exempt status to purchase a new mower for the golf course. The cost for the mower is \$17,500 after trade-in and the loan is for five years. Lundquist moved and Lorton seconded to grant Hillcrest Country Club's request. Upon roll call vote, all voted aye. M/C.

City administration reported First Care Health Center will be sponsoring a Color Dash on Saturday, July 1st in Park River and will need to block off the following streets for the event: from the intersection of Harris Ave S & 4th St W south to 7th St W; east to Code Ave S; north to 2nd St W; west to Wadge Ave S; south to 4th St W; and east to Harris Ave S. Lundquist moved and Lorton seconded to grant FCHC permission to block off the streets as requested. Upon roll call vote, all voted aye. M/C.

Mayor's Comments: Hoping the streets will be finished in a timely manner.

Auditor's Report: Lorton moved and Anderson 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:

29478	Glenn Rost	250.00
79	Aflac	48.38
29480	Discovery Benefits	40.24
81	NDPERS	111.74
82	NDPERS	142.38
83	NDPERS	1,513.70
84	BC/BS of North Dakota	1,896.20
85	Sillers, Laaveg, & Wenzel	750.00
86	Cardmember Service	183.24
87	Productivity Plus Account	540.54
88	Dale's Small Engine Repair LLC	195.00
89	East Side Garage	1,217.07
29490	Farmers Union Service Assoc	12,098.69
91	Heartland Gas Co.	93.03
92	Larson Painting	500.00
93	Lon's Hardware	77.50
94	MDU	223.20
95	Municipal Utilities	19.73
96	Municipal Govt Academy	25.00
97	North Star Addition T.I.F.	2,111.21
98	Northdale Oil, Inc	802.68
99	North Star Coop	412.31

29500	Polar Comm	479.07
1	PR Airport Authority	1,718.88
2	PR Implement, LLC	350.94
3	PR Park District	3,289.99
4	PR Public Library	1,768.87
5	PR Vol Ambulance Serv	1,750.00
6	Quill Corporation	283.84
7	Glenn Rost	250.00
8	Samson Electric LTD	521.33
9	Sanitation Products Inc	55.13
29510	Sillers, Laaveg, & Wenzel	1,593.70
11	Special Funds	60.56
12	Team Lab Chemical Corp	1,400.00
13	Verizon Wireless	143.17
14	Walsh County Auditor	5,584.04
15	Walsh County Press	436.08
16	WC Water Resource District	6,043.18
AW	Municipal Utilities	7,009.56
AW	ND ST Tax Commissioner	256.99
AW	US Treasury	2,555.89

MUNICIPAL UTILITIES:

34156	Aflac	82.54
57	Discovery Benefits	119.75
58	NDPERS	292.16
59	NDPERS	261.52
34160	Postmaster	292.61
34161	General Fund	7,009.56
62	NDPERS	4,289.04
63	BC/BS of North Dakota	5,549.90
64	2016 Electrical Upgrade	8,000.00
65	Acme Tools	63.38
66	AmeriPride Services, Inc	260.37
67	Mike Bohn	154.55
68	Border States Electric Supply	177.92
69	Cardmember Service	171.61
34170	City of Fargo	42.00
71	Grand Forks Utility Billing	129.50
72	Productivity Plus Account	59.21
73	Consolidated Waste, LTD.	16,982.95
74	Dakota Supply Group	30.00
75	Discovery Benefits, Inc	11.00
76	Ethanol Products, LLC	822.88
77	Farmers Union Service Assoc	12,432.32
78	Ferguson Waterworks #2516	487.68
79	Hawkins Inc	1,203.45
34180	Kasprick Upholstery	805.00
81	Kringstad Ironworks INC	122.42
82	Liberty Business Systems, Inc	65.74

83	Light & Water Dept	3,614.94
84	Lon's Hardware	93.48
85	Municipal Utilities	200.00
86	ND One Call Inc.	11.00
87	NDPERS	20.51
88	Northdale Oil, Inc	269.62
89	North Star Coop	112.24
34190	Polar Communications	155.44
91	Quill Corporation	197.17
92	T&R Electric Supply Co. Inc	1,542.00
93	Thatcher Company of Montana	8,756.00
94	US Bank Equipment Finance	162.42
95	Verizon Wireless	121.68
96	Vessco, Inc	557.41
97	Wat & Sew Imprv Dist #2015-1	6,200.00
98	Wat & Sew Imprv Dist #2016-1	9,490.00
99	Water System Repair & Replace	4,000.00
34200	Water Bond Fund 05	4,830.00
1	Water Rev Bond Fund Phase II	3,450.00
2	Water Tower Fund	11,315.00
3	Water Treatment Fund	8,438.51
4	Stella Wedel	100.00
34205	Ye Olde Medicine Center	14.56
AW	NMPA	129,977.71
AW	PSN (Payment Services Network)	4.95
AW	ND ST Tax Commissioner	897.29
7911-7933	Salaries	26,703.02
AW	US Treasury	7,079.45

SPECIAL FUNDS:

10076	AE2S	13,320.00
10077	Bank of North Dakota	0.00
10078	Leon's Building Center, Inc	2,024.36
10079	Street Improvement District #7	14,600.00
10080	The Home Improvement Handyman	3,492.50

DEBT SERVICE & BOND FUND:

6057	City of Park River	762.62
6058	ND Public Finance Authority	32,550.00
6059	Walsh County Press	712.32
6060	Bank of North Dakota	31,830.10
6061	City of Grafton	13,042.19
6062	City of Park River	26,084.37
6063	General Fund	7,933.83
6064	Polar Communications	11,052.72
6065	Red River Regional Council	25,354.66
6066	Sales Tax Fund	11,075.00
6067	WC JDA	22,823.44
6068	Sillers, Laaveg, & Wenzel	844.10

City administration provided a copy of CDARS with recommended renewal terms (See Attachment). The report covers May to August CDARS renewals and Thompson is looking for approval of the renewal terms. Byron moved and Halvorson seconded to approve the recommended CDARS renewal terms as presented by City administration. Upon roll call vote, all voted aye. M/C.

Being no further business, the meeting adjourned at 9:14 PM.

Dan Stenvold, Mayor

ATTEST: _____
Ann Berg, Deputy Auditor