

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,  
MONDAY, MAY 9, 2016 AT 7:30 P.M.**

The City of Park River held their regular meeting of the Park River City Council on Monday, May 9, 2016 at 7:30 P.M.

Mayor Stenvold called the meeting to order with the following present: Council members Mike Lorton, Arvid Knutson, Robert Lundquist III, Dwight Byron, and Keith Anderson, City Attorney Tracy Laaveg, City Coordinator Jolene Halldorson, Public Works Director (PWD) Dennis Larson and City Auditor Ann Berg. Council member Kyle Halvorson joined the meeting at 7:40 pm. Absent: None. Others: KLJ, Inc. Engineer Jon Markusen, Gavin Gillespie, Dylan, Kachena, Alex Midgarden, and Charlie Nelson.

Additions to agenda as follows; new business additions #6 junk yard complaints and #7 purchase of a portable generator.

Mayor Stenvold welcomed local Boy Scouts to the meeting.

Lorton moved and Anderson seconded to approve the minutes from the April 11, 2016 Regular Council meeting. Upon roll call vote, all voted aye. M/C.

Knutson moved and Lundquist seconded to approve the minutes from the April 12, 2016 Board of Tax Equalization meeting. Upon roll call vote, all voted aye. M/C.

Byron moved and Anderson seconded to approve the minutes from the April 18, 2016 Special Council meeting. Upon roll call vote, all voted aye. M/C.

Knutson moved and Halvorson seconded payment of the following bills for the General Fund, Special Funds, and Municipal Utilities. Upon roll call vote, all voted aye. M/C.

Knutson moved and Halvorson seconded payment of the project bills. Upon roll call vote, all voted aye. M/C.

**General Fund**

29005	Aflac	25.21
6	Discovery Benefits	60.53
7	Wade Kalgard	3.21
8	NDPERS	77.01
9	NDPERS	1,001.59
29010	PR Airport Authority	1,148.71
11	PR Park District	3,063.21
12	PR Public Library	1,148.71
13	Sillers, Laaveg, & Wenzel	750.00
14	ASCAP	336.00
15	BC/BS of North Dakota	1,786.36
16	Cardmember Service	69.44
17	Productivity Plus Account	56.20
18	Dahlen Plumbing & Heating	410.15
19	East Side Garage	821.06
29020	Farmers Union Service Assoc	9,959.27

21	Hatton Ford, Inc.	28,763.74
22	Jim's Super Valu	12.02
23	Lon's Hardware	44.96
24	Montana Dakota Utilities	259.44
25	Morgan Printing	145.00
26	Municipal Government Academy	50.00
27	Northdale Oil, Inc	440.60
28	North Star Coop	673.03
29	Polar Communications	478.60
29030	PR Implement, LLC	228.56
31	PR Vol Ambulance Serv	1,950.06
32	Rhomar Industries, Inc.	447.81
33	Rivard's Turf & Forage	150.00
34	Glenn Rost	250.00
35	Samson Electric LTD	672.68
36	Sillers, Laaveg, & Wenzel	129.96
37	Team Laboratory Chemical Corp	1,432.07
38	Verizon Wireless	143.10
39	Walsh County Auditor	15,589.99
29040	Walsh County Press	521.26
1711-14	Salaries	1,152.34
AW	EPTPS	1,889.00
AW	Municipal Utilities	4,340.11
AW	ND Tax Commissioner	209.86

**Municipal Utilities**

7608-17	Salaries	12,519.95
7618-20	Voids	0.00
7621	Salaries	1,692.46
7622-26	Voids	0.00
7627-28	Salaries	2,280.55
33465-71	Salaries	9,380.19
33472	Aflac	376.09
73	Discovery Benefits	277.79
74	General Fund	4,365.55
75	Wade Kalgard	11.45
76	NDPERS	318.11
77	NDPERS	4,634.25
78	Postmaster	333.94
AW	EPTPS	8,400.42
AW	First United Bank -ACH Chg	12.80
AW	Job Service ND	92.74
AW	ND ST Tax Commissioner	978.47
AW	NMPA	132,501.44
72	Aflac	376.09
73	Discovery Benefits	277.79
74	General Fund	4,365.55

75	Wade Kalgard	11.45
76	NDPERS	318.11
77	NDPERS	4,634.25
78	Postmaster	333.94
79	2016 Electrical Upgrade	8,000.00
33480	Adapco, Inc	3,497.76
81	Advanced Engineering &	257.50
82	AmeriPride Services, Inc	213.74
83	Angie`s Embroidery Shoppe	190.00
84	Aqua-Pure Inc.	1,414.74
85	BC/BS of North Dakota	5,290.19
86	BNSF Railway Company	4,703.00
87	Border States Electric Supply	1,486.06
88	Eugene Bossert	100.00
89	City of Fargo	28.00
33490	Productivity Plus Account	63.35
91	Consolidated Waste, LTD.	16,975.45
92	Discovery Benefits, Inc	16.50
93	Farmers Union Service Assoc	11,959.73
94	Grand Forks Utility Billing	211.00
95	Hawkins Inc	556.50
96	Dr. Mark Helgeson	100.00
97	John Holewa	100.00
98	Jim's Super Valu	25.30
99	KBM, Inc	7,692.37
33500	Liberty Business Systems, Inc	99.19
1	Light & Water Dept	4,945.20
2	Lon's Hardware	134.70
3	MMUA	1,623.50
4	Maria Molina	20.20
5	Municipal Utilities	279.80
6	ND One Call Inc.	47.40
7	NDPERS	20.44
8	Northern Municipal Power Agency	1,093.60
9	Northdale Oil, Inc	118.89
33510	North Star Coop	174.30
11	Polar Communications	148.88
12	Rivard's Turf & Forage	54.00
13	Samson Electric LTD	114.80
14	Sillers, Laaveg, & Wenzel	137.74
15	T&R Electric Supply Co. Inc	12,442.00
16	Team Laboratory Chemical Corp	21.93
17	Judy Troftgruben	100.00
18	US Bank Equipment Finance	157.59
19	Verizon Wireless	121.90
33520	Water & Sewer Improvement	3,700.00
21	Water System Repair & Replace	1,500.00

22	Water Bond Fund 05	4,830.00
23	Water Rev Bond Fund Phase II	3,450.00
24	Water Sur-Charge Fund	5,000.00
25	Water Tower Fund	11,935.00
26	Water Treatment Fund	7,644.78
27	Wayne's Variety	100.00
28	Walsh County Press	39.20

**Special Fund**

100037	Hospital Bldg Fd	18,553.70
100038	First United Bank	40,685.25

**St Improve Dist #2013-1 (135th Ave NE)**

3033	City of Grafton	13,373.77
3034	City of Park River	22,337.53
3035	Polar Communications	11,052.72
3036	Red River Regional Council	26,172.55
3037	W.C. J.D.A.	23,403.70
3038	City of Park River	889.73

**Wat & Sew Imp Dist 2016-1**

101	Advanced Engineering	48,860.00
102	Terracon Consultants, Inc.	13,000.00
103	Advanced Engineering	35,530.00

Halvorson moved and Knutson seconded to accept the Auditors Report into record. Upon roll call vote, all voted aye. M/C

Jon Markusen, Engineer for KLJ, Inc., presented the May 5<sup>th</sup> bid opening results for the Water and Sewer Improvement District #2015-1 (Green Acres Addition) to the Council. He reported eight bids were received with the low bid coming from Spruce Valley Corp. of Middle River, MN. Bid option #1 with an early completion date of July 2<sup>nd</sup> was \$363,584.20 and bid option #2 with a late completion date of September 15<sup>th</sup> was \$363,084.20. Council felt that \$500.00 was a small amount to pay to have the water and sewer infrastructure installed before the July 4<sup>th</sup> holiday. The following resolutions were presented for approval to award the contract to Spruce Valley Corp. for bid option #1 early completion and approve the contractor's bond:

**CITY OF PARK RIVER, NORTH DAKOTA**

**RESOLUTION AWARDING CONTRACT FOR  
WATER AND SEWER IMPROVEMENT DISTRICT NO. 2015-1**

**BE IT RESOLVED** by the governing body of the City of Park River, North Dakota, as follows:

1. It is hereby found and determined that this governing body has heretofore caused notice of advertisement for bids to be made for an improvement for Water and Sewer Improvement District No 2015-1 of the City, and has duly and publically opened and considered said bids received pursuant to said notice.

2. Said improvement is hereby ordered to be constructed in accordance with the detailed plans and specifications approved by the City on May 9, 2016.
3. It is hereby found and determined that the lowest responsible bidder for the work, materials and skill required for said improvement is \$363,584.20
4. It is hereby found and determined that the bid received from said bidder does not exceed the engineer's estimate prepared pursuant to NDCC § 40-22-10 by forty (40) percent or more.
5. The mayor and the auditor of the City of Park River are hereby conditionally authorized and directed to make and enter into a contract with said bidder on the part of the City in accordance with NDCC §§ 40-22-35 through 40-22-37, provided that said bidder shall execute said contract and a contractor's bond in accordance with the provisions of NDCC § 48-01.2-10.

Dated and adopted this 9<sup>th</sup> day of May, 2016

CITY OF PARK RIVER, NORTH DAKOTA

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Mayor

ATTEST:

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City Auditor

The governing body of the political subdivision acted on the foregoing resolution on May 9, 2016 as follows:

The motion for the adoption of the foregoing resolution was duly made by Member Halvorson, seconded by Member Anderson, and upon vote being taken thereon, the following voted in favor: Lorton, Halvorson, Knutson, Lundquist, Byron, and Anderson; the following voted against the same: None; and the following were absent: None;

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and attested by the City Auditor.

**CITY OF PARK RIVER, NORTH DAKOTA**

**RESOLUTION APPROVING CONTRACTOR'S BOND FOR  
WATER AND SEWER IMPROVEMENT DISTRICT NO. 2015-1**

**BE IT RESOLVED** by the governing body of the City of Park River, North Dakota, as follows:

1. That the City has awarded the contract for the above improvement to Spruce Valley Corp of Middle River, MN.
2. That the contractor's bond for the above improvement filed by the contractor is in compliance with the provisions of NDCC chapter 48-01.2 and said bond is hereby approved.

Dated and adopted this 9<sup>th</sup> day of May, 2016

CITY OF PARK RIVER, NORTH DAKOTA

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Mayor

ATTEST:

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City Auditor

The governing body of the political subdivision acted on the foregoing resolution on May 9, 2016 as follows:

The motion for the adoption of the foregoing resolution was duly made by Member Knutson, seconded by Member Halvorson, and upon vote being taken thereon, the following voted in favor: Lorton, Halvorson, Knutson, Lundquist, Byron, and Anderson; the following voted against the same: None; and the following were absent: None;

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and attested by the City Auditor.

Meter base rate charges were discussed by the Council. Halldorson reported there are approximately 50 plus lots in the City which have water and sewer services installed but are not charged the base rate for these services. Some of these lots have structures on them of which some are in substandard condition. The Utilities Committee will meet and discuss the issue and the matter was tabled until next month.

Lundquist moved and Lorton seconded to accept the Pledge of Securities from First United Bank dated 4-28-2016. Upon roll call vote, all present voted aye. M/C.

Berg reported on the Special Assessment Commission meeting held on April 28<sup>th</sup>. The purpose of the meeting was to determine the boundaries of the Water and Sewer Improvement District 2016-1 *should the City decide to use* the special assessment process to pay for the project. Berg explained this project has no State or Federal funding to bring down project costs. If the properties along the streets of the project are the only properties assessed the cost could rise close to \$200 per foot of frontage. Berg showed that some areas in the City have very few taxable properties and this same project cost could be over \$800 per foot of frontage. The Commission is recommending *that if the City decides to use the special assessment process* to fund the project, the assessment boundaries should include the entire City less North Star Addition where new infrastructure has been installed and less Green Acres Addition which will be completed this year. They felt as projects continue the improvements are a benefit to the entire City. This would insure each property owner would be charged the same cost per foot rather than some property owners having to pay significantly more per frontage foot.

The Council would like to hold a public informational meeting to discuss infrastructure upgrades that need to be done in the City. June 2<sup>nd</sup> was set as a tentative date contingent on any other events taking place within the City.

The following resolution was presented for approval to authorize a resolution providing for the public sale of refunding improvement bonds:

**CITY OF PARK RIVER, NORTH DAKOTA**

**RESOLUTION PROVIDING FOR THE PUBLIC SALE OF  
REFUNDING IMPROVEMENT BONDS, SERIES 2016**

**BE IT RESOLVED** by the City Council of the City of Park River, North Dakota (the “City”), as follows:

1. It is hereby found and determined to be necessary and expedient for the City to procure definitive financing for improvements in Water and Sewer Improvement District No. 2016-1 within the City.

2. It is hereby directed that Definitive Improvement Warrants and Refunding Improvement Bonds be issued for the purpose of paying costs necessarily incurred and to be incurred in the construction of improvements of special benefit in the above improvement district. The City shall proceed to offer at public sale upon sealed bids its Refunding Improvement Bonds, Series 2016 in an amount not to exceed \$1,600,000 (the “Bonds”). Bids will be received in the offices of Public Financial Management, the City’s municipal advisor, until 1:00 p.m., Central Time, on June 13, 2016, and the City Council shall meet at 7:30 p.m. thereafter on that day to consider the bids and take such action respecting the Bonds as shall then be deemed necessary and expeditious.

3. The terms and conditions of the Bonds and the sale thereof shall be fully set forth in the Official Statement to be prepared by Public Financial Management. The Mayor and City Auditor are hereby authorized to approve the terms and conditions for the Bonds and the sale thereof and the distribution of the Official Statement to prospective purchasers is hereby approved.

Adopted: May 9, 2016.

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Mayor

ATTEST:

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City Auditor

The motion for the adoption of the foregoing resolution was duly made by Member Anderson, seconded by Member Knutson and upon vote being taken thereon, the following voted in favor: Lorton, Halvorson, Knutson, Lundquist, Byron and Anderson; the following voted against the same: None; and the following were absent: None; Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and attested by the City Auditor.

Laaveg asked that the City hire an engineering firm to survey and provide a legal property description for the triangle area located outside the northwest corner of the Polar Addition. Lundquist moved and Halvorson seconded to get an estimate to survey the area in question. Upon roll call vote all vote aye. M/C.

Several complaints have been received regarding but not limited to old junk vehicles, household garbage, and construction debris located on several properties within the City. Halldorson was asked to draft letters to the offending property owners notifying them they are in violation of City Ordinances and action needs to be taken to clean up their properties. If no action is taken to comply with the letters by the offending property owners, Laaveg is instructed to press charges.

Larson is seeking approval to purchase a used two year old 100,000 kwt portable standby generator to be used when power outages occur and lift stations need to be kept running. He estimates the cost is around \$20 to \$25,000 and a new one would cost \$50,000. Knutson moved and Lundquist seconded to approve Larson's request to purchase the generator after inspection and not to exceed \$25,000.00. Upon roll call vote all voted aye. M/C.

A Public Hearing for First Care Health Center's non-conforming use petition will be held on June 2<sup>nd</sup>.

Being no further business, the meeting adjourned at 8:37 PM.

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Dan Stenvold, Mayor

ATTEST:

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Ann Berg, City Auditor