

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, JULY 11, 2016 AT 7:30 P.M.**

The City of Park River held their regular meeting of the Park River City Council on Monday, July 11, 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. Absent: Kyle Halvorson. Others present: Dean Skjerven, Joe Fietek, and Todd Morgan.

Additions to agenda as follows; Unfinished Business - add Second Reading of Ordinance 1.a.1 Council Pay, New Business - add #10 Ordinance 1.b Special Meetings (change of verbiage).

Comments From Citizens: Dean Skjerven addressed the Council to relay concerns on recent utility rate increases. Mayor Stenvold explained the work needs to be done and it should have started 25 years ago. Unfortunately there is no State or Federal Grant money available at this time to lower the project costs leaving the City to pay for the entire project. Skjerven agreed the upgrades need to be done. Stenvold stated that he has tried to explain projects in his newspaper articles and that sections of the pipes removed are available for inspection at the City office building.

Lundquist moved and Anderson seconded to approve the minutes from the June 13, 2016 Regular Council meeting. Upon roll call vote, all voted aye. M/C.

Knutson moved and Byron seconded to approve the minutes from the June 28, 2016 Re-organizational meeting. Upon roll call vote, all voted aye. M/C.

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

General Fund

29079	NDPERS	67.19
29080	Precocious Pyrotechnics, Inc	3,115.81
81	Kinetic Leasing	15,985.00
82	Aflac	28.78
83	Discovery Benefits	47.62
84	NDPERS	45.18
85	NDPERS	823.33
86	Sillers, Laaveg, & Wenzel	750.00
87	Acme Tools	365.52
88	BC/BS of North Dakota	1,295.00
89	Cardmember Service	71.95
29090	Productivity Plus Account	121.45
91	Dale's Small Engine Repair LLC	65.97
92	Jolene Halldorson	274.47
93	Joel Hylden	212.99
94	Jim's Super Valu	42.39
95	Lon's Hardware	222.71
96	Montana Dakota Utilities	99.45
97	Municipal Government Academy	25.00
98	State Fire & Tornado Fund	1,051.80

99	NDLC	80.00
29100	Newman Traffic Signs	88.95
1	Northdale Oil, Inc	1,110.25
2	North Star Coop	744.41
3	Polar Communications	454.15
4	PR Airport Authority	287.70
5	PR Centennial Trees	390.75
6	PR Park District	262.07
7	PR Public Library	297.50
8	Rainbow Auto Body	720.29
9	Glenn Rost	250.00
29110	Sanitation Products Inc	79.43
11	Sillers, Laaveg, & Wenzel	1,161.70
12	Special Funds	65.85
13	ST Improvement Dist #7	1,040.06
14	US Bank Equipment Finance	157.59
15	Verizon Wireless	132.50
16	Walsh County Auditor	16,784.86
17	Walsh County Press	522.58
1718-1724	Council Salaries	17,470.70
AW	EPTPS	1,223.90
AW	Municipal Utilities	7,305.48
AW	First United Bank - Ck Handling Fee	2.00

Municipal Utilities

33590	General Fund	7,305.48
91	Postmaster	253.70
92	Aflac	368.48
93	Discovery Benefits	290.70
94	NDPERS	349.94
95	NDPERS	4,660.91
96	Teresa Laaveg	120.06
97	First United Bank	1,305.00
98	NMPA	325.00
99	2016 Electrical Upgrade	8,000.00
33600	Airborne Custom Spraying, Inc.	5,800.00
33601	AmeriPride Services, Inc	146.89
2	Aqua-Pure Inc.	3,567.40
3	BC/BS of North Dakota	5,278.50
4	Border States Electric Supply	22,287.57
5	Cardmember Service	390.51
6	City of Fargo	28.00
7	Grand Forks Utility Billing	221.00
8	Productivity Plus Account	233.14
9	Consolidated Waste, LTD.	17,860.70
33610	Discovery Benefits, Inc	16.50
11	Ferguson Waterworks #2516	73.64
12	Graymont (WI) LLC	5,827.34
13	Hach Company	359.89
14	Hawkins Inc	1,259.41
15	Jim's Super Valu	144.28

16	Leon's Building Center, Inc	35.94
17	Liberty Business Systems, Inc	99.02
18	Light & Water Dept	3,783.57
19	Lindell's Mowing	1,000.00
33620	Lon's Hardware	18.98
21	MMUA	1,623.50
22	Municipal Utilities	259.81
23	ND Dept of Health	10.00
24	ND One Call Inc.	41.00
25	State Fire & Tornado Fund	3,843.92
26	NDPERS	20.72
27	Nodak Electric Cooperative	4,987.25
28	Northdale Oil, Inc	102.09
29	North Star Coop	255.48
33630	Shirley Peterka	16.85
31	Polar Communications	150.13
32	Riteway Business Forms	683.27
33	Sarah Sevenbergen	23.34
34	Sillers, Laaveg, & Wenzel	106.40
35	T & R Service Company	75.00
36	Verizon Wireless	132.50
37	Vessco, Inc	638.61
38	Water & Sewer Improvement	3,700.00
39	Wat & Sew Imprv Dist #2016-1	9,477.00
33640	Water System Repair & Replace	1,500.00
41	Water Bond Fund 05	4,830.00
42	Water Rev Bond Fund Phase II	3,450.00
43	Water Smith, Inc	7,249.00
44	Water Sur-Charge Fund	5,000.00
45	Water Tower Fund	11,299.50
46	Water Treatment Fund	10,789.51
47	Walsh County Press	25.00
AW-30062671	NMPA	131,453.58
7649-7675	Salaries	30,021.75
AW	EPTPS	8,910.96
AW	First United Bank - ACH Chg	12.85

Special Funds

100044	Hospital Building Fund	15,834.86
100045	Glenaura Pipes & Drums	1,250.00
100046	Void	0.00
100047	S.A.L. Squad #147	192.00

Berg reported money borrowed for the Water & Sewer Improvement Districts 2016-1 & 2015-1 will be paid back to the water, sewer, and sales tax funds upon completion of the projects. Knutson moved and Lundquist seconded payment of the following project bills. Upon roll call vote, all voted aye.

Wat & Sew Imprv Dist 2015-1 & 2016-1

110	Arntson Stewart & Wegner	7,642.46
111	Advanced Engineering	52,115.00
112	Utility Services of America	346,665.99
113	KLJ, Inc	14,511.80
114	Spruce Valley Corporation	253,800.60
115	Advanced Engineering	13,000.00

Oath of Office form from Councilmember Keith Anderson was received by Berg. Lorton moved and Anderson seconded to accept the Auditors Report into record. Upon roll call vote, all voted aye. M/C

Joe Fietek appeared before the Council to express concerns regarding property assessment values in the City. Fietek purchased a home in Park River at which time the property value was increase to show the change in value. This year the Walsh County Commission placed a ten percent increase in valuation on all properties in Park River. This means Fietek's home will be overvalued for assessment purposes.

Walsh County Tax Director Todd Morgan presented information to the Council showing that a majority of the City of Park River's property value assessments are at 75% percent valuation rather than at the 90% the State of North Dakota requires. He stated most of the townships and cities in Walsh County are below the 90% threshold and that he will be requesting across the board increases for the next two-three years to get the values at the level they should be. But leveling across the board increases are not fair to the properties that are at their correct assessment. Morgan would like to see the City have all properties reassessed to ensure they are at the proper assessed value but realizes the cost would be high. To minimize the costs He suggested that the City could work on one or two additions every year until valuations are at the correct percentile. Morgan stated some action was taken this year to bring a few properties to their correct valuation. The Council stated they did not realize the valuations were that far below the required level and thanked Morgan for the information. The Council will decide what action to take regarding property value assessments.

Ward Reports: Ward I - Discuss intersection at 6th and Code during Committee reports. Ward II - Grass clipping blown on to streets and a big thank you to the City employees for all of their work to make the July 4th celebration run smoothly. Ward III - Nothing to report.

Larson presented an update on the water & sewer projects. The water & sewer project on Railroad Ave W & on the north side of Hwy 17 should be completed in two weeks if weather cooperates. The water & sewer project at Green Acres Addition is completed to where they are ready to test the lines. Work on the electrical substation should start this week.

Byron presented a recommendation from the Street Committee to replace the yield signs at Code Ave S and 6th St W with stop signs. Halldorson requested an accident report for the past five years and no accidents had been reported at the corner in the last five years. Larson reported that the City of Grafton has a traffic study completed. Findings of their study resulted in numerous stop signs removed and the City of Grafton adopted the Uniform Traffic Safety Code. Council asked Larson to check if the study is feasible and the recommendation to place the stop sign was tabled.

City Attorney Laaveg asked the Council if they wanted to make any changes to the proposed amendment to Ordinance 1.a or to move to approve the seconded reading of the amendment as presented. A estimation of costs, based on meetings from the three prior years, was reviewed and showed the monthly utility credit for the six Councilmember's and the Mayor would cost \$6,300.00 per year, ten committee meetings \$2,160.00 per year and six special meetings \$2,100.00 with the total estimated increase at \$10,560.00. Byron did not feel that the Council should be raising their compensation for additional committee or special meetings as the Council should look at it as a service

to the community. Nor in view of utility increases, for electric, water and sewer debt service to residential and business utility customers, should the Council receive a utility credit. Knutson moved and Lundquist seconded to approve the second reading of the following amendment to Ordinance 1.a

**Proposed amendment to
ORDINANCE 1.a.**

AN ORDINANCE RELATED TO SALARIES.

Section 1.

The salaries/fees of the following appointed or elected officials, shall be:

Mayor	<u>\$400.00 per regular meeting</u> <u>\$30.00 per committee meeting</u> <u>\$50.00 per special meetings</u> <u>\$75.00 utility credit/ monthly</u>
Councilpersons	<u>\$200.00 per regular meeting</u> <u>\$30.00 per committee meeting</u> <u>\$50.00 per special meetings</u> <u>\$75.00 utility credit/ monthly</u>
City Attorney	by contract
Municipal Judge	\$250.00/mo

Section 2.

The salaries of all other city employees and appointed officials shall be established by resolution of the City Council.

Amended 6-9-14; 12-30-15;

First reading: 6-28-2016

Second reading: 7-11-2016

Roll call vote:

“Aye” Lorton, Knutson, Lundquist, and Anderson

“Nay” Byron

Absent Halvorson

Motion carried.

Effective date: 7-11-2016

Byron of the Employee Relations Committee announced a new City Coordinator has been hired to replace Halldorson who will be leaving July 29th. Nancy Thompson from Pembina will start part time on Monday, July 18th and will be paid hourly until she starts fulltime on Monday, August 1, 2016 at a salary of \$48,000.00 per year. Laaveg visited with Wally Rygh, who performs the City audits, and

discussed segregation of duties in the office. Rygh informed her that ND Century requires the City Auditor to sign checks and other paperwork for the City and recommended to add the deputy auditor duties to the City Coordinator position. Lundquist moved and Anderson seconded to contact Thompson about taking on the Deputy Auditor duties. Upon roll call vote, all voted aye. M/C.

Dwight Byron is asking the City for tax abatement on his storage unit buildings along Hwy 17 W. The property and buildings were assessed at \$80,000 and he is asking to cut the assessment in ½ to \$40,000. Halldorson, as City Assessor, explained that the assessment takes into consideration that Byron is deriving income from the units and a new building on the property was added to the assessment role. Byron was asked to have the property appraised and to bring the appraisal to the Council and the abatement will be revisited.

Knutson moved and Lundquist seconded to approve the transfer of the American Legion liquor license on 7-23-16 to Coliseum for the Tisdale/Torkelson wedding reception. Upon roll call vote, all voted aye. M/C.

Lundquist moved and Lorton seconded to approve the transfer of the American Legion liquor license for wedding receptions to the Coliseum on 7-30-16 for the DeSautel/Thorlakson and on 8-20-16 for the DeBay/Soukup wedding receptions. Upon roll call vote, all voted aye. M/C.

Laaveg presented the Council with a vacant property charge Ordinance 1.b. The Council decided to table the Ordinance 1.b until next month.

With the Mayor, Public Works Director and City Auditor unable to attend the August 8th Council meeting it was decided to reschedule the meeting to Thursday, August 11th at 7:30 PM.

Laaveg explained a change needs to be made in the verbiage in Ordinance 1.b. Lundquist moved and Lorton seconded to approve the first reading of the change to Ordinance 1.b. verbiage.

ORDINANCE 1.b

AN ORDINANCE PROVIDING FOR THE CALL OF SPECIAL MEETINGS OF THE CITY COUNCIL.

Section 1.

Special meetings of the City Council of the City of Park River may be called by order of the Mayor, or in the Mayor's absence, by the President of the Council. Upon calling a meeting, the Mayor shall notify each member of the Council or the Mayor may direct the City Auditor to notify the members of the time of said proposed meeting. Such notification may be by person, by telephone, electronic mail or by mailing said notice, and ~~in all cases~~, must be at least 24 hours before the hour of said proposed meeting, except in cases of exigent circumstances. All meetings shall be at the Council room in the City Hall, or at such place as the Mayor or President directs.

Section 2.

The City Auditor shall cause to be posted on the city website, and on the outside door of the City Auditor's office a notice stating the call of said special meeting. Such notice shall state the hour of posting ~~and shall be so posted at least 24 hours prior to the hour of the proposed special meeting.~~ These notices shall be preserved by the Auditor.

Section 3.

All business authorized to be done at a regular meeting shall be authorized to be done at a special meeting.

-revised 12-30-15

In light of recent open records and meeting violations by other cities, Laaveg felt a class should be scheduled in our area. Laaveg has contacted the ND Attorney General's office and they would send someone to conduct a class if 30 or more city, county or township representatives attend. Officials from Pembina and Cavalier counties, cities and townships will also be invited. A date and time will be coordinated with the Attorney General's Office for sometime in August.

Being no further business, the meeting adjourned at 9:08 PM.

Dan Stenvold, Mayor

ATTEST:

Ann Berg, City Auditor