

**CITY OF PARK RIVER, NORTH DAKOTA, REGULAR COUNCIL MEETING,
MONDAY, SEPTEMBER 10, 2018 AT 7:30 PM.**

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, September 10, 2018 at 7:45 PM.

Mayor 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, Coordinator/Auditor Nancy Thompson, and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Dean Skjervén, Dale & Jenny Holand, Eugene Bossert, Richard O'Shea, and Patty Hensel.

Additions and Changes to Agenda: Add to New Business #2 – Transfer Legion Lic to Coliseum; New Business #3 – CHS Elevator New Business; #4 - Strategic planning & long-term goals

Comments and Questions From Citizens: Dale Holand stated assessments need to be done throughout the city.

Approval of Minutes: Lundquist moved, and Lorton seconded to accept the minutes from the August 13, 2018 regular meeting with the following correction: Remove the list of checks from March 2018 that were printed in the newspaper and insert the checks approved at the August 13th meeting. Upon roll call vote, all present voted aye. M/C.

Unfinished Business: None.

Committee Reports: *Sales Tax Committee:* Recommends approving the following requests; From Capital Improvement Fund – Pay \$45,084.06 to Innovative Egress Windows for repairs to the city owned building located at 120 5th St W; From Economic Development Fund - transfer \$16,940.00 to St Imprv Dist #2017-2 for the loan payment to First United Bank. Miller moved, and Anderson seconded to approve the recommendations as presented. Upon roll call vote, all present voted aye. M/C.

Employee Relations: Updated the Council regarding PWD Larson's replacement. The City cannot afford to have someone job shadow Larson for one year. Instead a replacement will be hired six months prior to Larson's retirement for training.

The Committee presented changes to the Employee Handbook and recommended approval. The probationary period was not reduced and will stay at six months. Halvorson moved and Lundquist seconded to approve the other changes as presented. Upon roll call vote, all voted aye. M/C. (A complete list of changes can be seen at the Auditor's Office) Recommended changing the Building Inspector and Building permit to a Zoning Inspector and Zoning permit. The committee will need to meet and come up with a title and job description for the position. Current public works employees will be asked if they are interested in the position or the City will need to advertise the position. Item was tabled until the October meeting.

Discussed Building Inspector position, job description, and building permit. Sent back to employee relations committee for definition.

Ward Reports: None.

New Business: Thompson informed the Council that someone from the Health Dept is coming in two weeks and will check and identify substandard properties in City limits. It was suggested that a WC Deputy and a member of the fire dept are also present during the inspections.

Lundquist moved and Lorton seconded to approve the following alcoholic beverage license transfer from the American Legion to the Legion Coliseum: 9-29-18 Kyle & Lindsay Votava wedding. Upon roll call vote, all present voted aye. M/C.

Nuisance properties were identified along the railroad and letters will be sent to the owners informing them to cleanup weeds, long grass and other debris or the City will clean up the areas and assess the costs to the property owners.

Laaveg suggested the Council set a date for a retreat to discuss planning long and short-term goals for the City. A survey will be sent to the Councilmembers to see which date will work in January, February or March.

Mayor's Comments: Stenvold asked what the City can do regarding the assessments as requested by the citizens. It is too expensive to hire a company to come in and complete the assessments. Halvorson asked how many properties Berg could complete in one day. Berg responded three per day. Many of the properties have not been visited since the early 1970's and extensive documentation needs to be completed. Berg added as an example Southview Addition has seven homes in the development while she has one property card with a name and a parcel number listed with no other documentation. Council questioned if some of Berg's job duties could be transferred to another employee freeing her to complete the assessment visits in a shorter period of time.

Public Works: Larson informed the Council Fall Clean-up pickup will start on Tuesday, October 9th. Residential utility customers should call the Public Works Dept at **701.284.6399** prior to 4:00 PM on Monday, October 8th if they have items to be picked up. Check the City website events calendar for a list of acceptable & unacceptable items.

Larson asked if the Council would like to join the NRWD group who are looking for another water source. There are two types of cost; 75/25 State and Local cost charge of \$2,272.00 and a 50/50 cost share of \$4,546.00. Council felt the current water supply from the Fordville aquifer is more than adequate. Miller moved and Anderson seconded to decline spending the money to join NRWD. Upon roll call vote, Lorton, Halvorson, Miller, Kubat and Anderson voted aye with Lundquist voting no. M/C.

Auditor & Assessor Reports:

Lorton moved, and Miller seconded to approve payment of the following bills. Upon roll call vote, all present voted aye. M/C.

General Fund & Municipal Utilities

35172	Aflac	\$151.98
73	NDPERS	\$436.27
75	Postmaster	\$248.64
76	Discovery Benefits	\$210.00
77	NDPERS	\$436.27
78	NDPERS	\$5,955.20
79	BC/BS of North Dakota	\$7,899.80
35180	2016 Electrical Upgrade	\$8,000.00
81	AmeriPride Services, Inc	\$505.38
82	Aqua-Pure Inc.	\$3,960.63
83	Banyon Data Systems, Inc	\$795.00
84	Ann E Berg	\$441.01
85	June Berger	\$100.00
86	Border States Electric Supply	\$1,534.14
87	Cardmember Service	\$102.98
88	City of Fargo	\$28.00
89	Clyde Ellingson	\$150.00
35190	Productivity Plus Account	\$398.34
91	Consolidated Waste, LTD.	\$17,657.45
92	Discovery Benefits, Inc	\$11.00
93	Farmers Union Service Assoc	\$52.00
94	Ferguson Waterworks #2516	\$120.13
95	Funded Depreciation	\$14,002.00
96	General Funded Depreciation	\$4,446.00
97	Graymont Western Canada, Inc	\$14,080.91
98	Mary Hoverson	\$150.00

99	Jim's Super Valu	\$26.03
35200	Langdon Fire Equipment	\$515.00
1	Leon's Building Center, Inc	\$0.00
2	Liberty Business Systems, Inc	\$89.72
3	Light & Water Dept	\$2,640.67
4	Lindell's Mowing	\$1,000.00
5	Lon's Hardware	\$324.84
6	35201	\$102.40
7	Morgan Printing	\$48.00
8	MFOA OF ND	\$30.00
9	Municipal Government Academy	\$60.00
35210	ND One Call Inc.	\$43.30
11	NDPERS	\$15.96
12	Nodak Electric Cooperative	\$5,255.59
13	Northdale Oil, Inc	\$1,898.98
14	North Star Coop	\$1,172.74
15	Polar Communications	\$826.31
16	PR Airport Authority	\$25.94
17	PR Park District	\$18.11
18	PR Public Library	\$26.49
19	Quill Corporation	\$218.91
35220	Radisson Hotel Bismarck	\$366.60
21	Glenn Rost	\$250.00
22	Sanitation Products Inc	\$120.17
23	Seth Kucher	\$19.00
24	Sillers, Laaveg, & Wenzel	\$1,175.00
25	Special Assessment Fund	\$1.57
26	ST Improve Dist #2017-1	\$172.46
27	Team Laboratory Chemical Corp	\$1,550.00
28	Lorraine Thompson	\$100.00
29	US Bank Equipment Finance	\$166.13
35230	Verizon Wireless	\$267.65
31	Wat & Sew Imprv Dist #2015-1	\$6,200.00
32	Wat & Sew Imprv Dist #2016-1	\$9,490.00
33	Water System Repair & Replace	\$4,000.00
34	Water Bond Fund 05	\$4,830.00
35	Water Rev Bond Fund Phase II	\$3,450.00
36	Water Tower Fund	\$11,315.00
37	Water Treatment Fund	\$46,635.26
38	Walsh County Auditor	\$10,689.61
39	Walsh County Press	\$562.74
8340-8378	Salaries	\$ 43,551.87
AW	US Treasury	\$15,297.31
AW	NMPA	\$136,881.39
AW	Job Service ND	\$50.00
AW	PSN	\$4.95
AW	First United Bank ACH Charges	
Debt Service & Bond Fund		
6152	Mayo Construction Co., Inc	\$331,891.75
6151	First United Bank	\$16,940.00

6150	Arntson Stewart Wegner PC	\$1,313.69
6149	Advanced Engineering &	\$6,794.00
Special Funds		
10127	ST Improve Dist #2017-2	\$16,940.00
10126	Innovation Foundation Support	\$45,084.06

Being no further business, Lundquist moved to adjourned at 8:48 PM.

Dan Stenvold, Mayor

ATTEST:

Ann Berg, Assessor/Deputy Auditor