

**Wahpeton City Council**  
**April 4, 2016**  
**5:00 p.m.**

**Present:** Schmidt, Lambrecht, Bertsch, Mitskog, Hansey, Dale, Bajumpaa, and Wateland

**Absent:** DeVries

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Broadland, Priebe, Guck, Amos, and Cain

**Mayor for a Day essay winners present at the meeting:** Mayor: Michael Plumley; Council Members: Isabella Loberg, Charles Gisell, Cynthia Rugenstein, Jacob DeVries, Alexis Luna, Margo Mumm, Sterling Warne, and Holly German

**CALL TO ORDER**

**Welcome Mayor for a Day Essay Contest Students** ó Mayor Hansey welcomed everyone to the óMayor for a Dayö Wahpeton City Council meeting and expressed appreciation to those who participated. óMayor for a Dayö Michael Plumley called the meeting to order, and then read his winning essay.

**PUBLIC HEARINGS / CITIZEN CONCERNS / ETC.**

**City Government Week April 4<sup>th</sup> – 8<sup>th</sup>, Welcome Students!**

**Proclamation – Mayor’s Day of Recognition for National Service** ó Mayor Hansey read a proclamation Recognizing Mayors Day of Recognition for National Service April 5<sup>th</sup>, 2016.

**American Heart Association – Heart Saver Hero Award, Harold Narum** ó Police Chief Thorsteinson presented hometown hero, Harold Narum, with the American Heart Association Heart Saver Hero Award for his efforts in saving a young woman’s life who was in cardiac arrest about a year ago in Chahinkapa Park. Because of Narum’s quick reaction and selfless efforts the woman has recovered fully. Appreciation was shown to Narum through a round of applause.

**CONSENT AGENDA ITEMS (presented by the Mayor)** ó Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none.

**Approval of minutes of regular meeting held March 21, 2016**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Red Door Art Gallery ó Raffle Permit

**Presentation/Approval of Reports**

Chamber Newsletter April 2016

<http://www.wahpetonbreckenridgechamber.com/assets/2016%20April%20Newsletter.pdf>

2015 Annual Drinking Water Quality Report

**Motion by Mitskog, seconded by Lambrecht, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA** None.

## **REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR/AUDITOR** ó Huwe thanked everyone for being here tonight, and wished Mayor Hansey a Happy Birthday.

**2016 Retail Fire Works License Applications** ó Huwe said the City has received 5 applications for 2016 Retail Fireworks licenses: Durlyn Herman, Carla Thiele, Jim Sturdevant, Wahpeton FFA Alumni, and Cory Unruh. All applicants have previously been licensed. Cory Unruh has also submitted an application for fireworks display on July 4<sup>th</sup>. The City Ordinances allow up to 7 licenses. Sales may be made from June 27<sup>th</sup> through July 5<sup>th</sup> between the hours of 8 a.m. to 11 p.m. Fireworks may be discharged between June 27<sup>th</sup> to July 5<sup>th</sup> between the hours of 9 a.m. and 11 p.m. with the exception of July 4<sup>th</sup>, when fireworks may be discharged until midnight. All license holders are subject to a site inspection. Huwe requested a motion to approve the licenses as presented. **Motion by Lambrecht, seconded by Bertsch, to approve the 2016 Retail Fire Works License Applications as presented. Motion carried with all voting ‘aye’.**

## **Update on Verizon Tower Lease Negotiations – request referral to Finance & PW Cmt**

**<First Reading of Ordinance regarding municipal lease terms>** ó Huwe said the counter offer prepared by the City Attorney and discussed by the Finance Committee was presented to Verizon Wireless for the lease renewal at the south side fire station. Verizon has agreed to the increased expedition fee for renewal from \$10,000 to \$20,000, the increase in the term renewal rates from 15% to 20%, and the removal of the confidentiality clause. The number of terms requested is 5 five year terms, the counter offer of 3 five year terms with the option for either party to give notice of intent not to renew has not been agreed upon. She requested Council permission to accept the negotiated terms if Verizon agrees to allow 6 month notice by either party of intent to terminate for terms 4 and 5 (years 16 and 21). Additionally, an ordinance amendment will be required to allow the City to enter into a lease agreement greater than 24 months involving a City building. City Attorney Lies has prepared first reading.

Council member Wateland offered the first reading of the following Ordinance:

### **ORDINANCE NO. 972** **AN ORDINANCE AMENDING** **SECTION 2-506 REAL PROPERTY**

**Motion by Mitskog, seconded by Schmidt, to approve accepting the negotiated terms of the Verizon Tower Lease if Verizon agrees to allow 6 month notice by either party of intent to terminate for terms 4 and 5 (years 16 and 21). Motion carried with all voting ‘aye’.**

**Employee Policy Manual Updates – request referral to Finance Cmt.** ó Huwe said each year during the annual financial audit by the ND State Auditor’s Office policy suggestions are made. This year there were several pertaining to personnel policy alternatives, and she requested the Finance Committee review Employee Policy Manual Updates. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Cash Flow Planning/Revenue Projections – request referral to Finance Cmt.** ó Huwe said the State revenue forecasts have been recently revised by the Office of Management and Budget, and she requested the Finance Committee review the impacts on projected City revenues and cash flow planning for the 2016 construction season. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**City Election Filing Deadline Monday, April 11<sup>th</sup> at 4:00 p.m. – ballot order drawing** ó Huwe said the election filing deadline for City and Park Board offices is Monday, April 11<sup>th</sup> at 4:00 p.m. It appears there will be pre-filed candidates for all open positions. The drawing for the ballot order of the at-large candidates will be held at 4:00 p.m. on the 11<sup>th</sup> and is open to the public.

Huwe announced the Wahpeton Fire Department will be in the parking lot following tonight's meeting ó the new 2015 Smeal Pumper Truck and the recently acquired grain bin extrication equipment will be available for public viewing. The Fire Department recently received donations from Pioneer Hy-brid and Minn-Kota Ag for the purchase of the grain extrication equipment. Additionally, the south side fire station will have a new flag pole as a memorial donation made in memory of retired Wahpeton teacher Gary Reubish.

### **ASSESSOR/BUILDING CODES**

**Reminder of Equalization Meeting Tuesday, April 12<sup>th</sup>, 2016 at 5:00 p.m.** ó Broadland gave a reminder that the Board of Equalization meeting will be held Tuesday, April 12<sup>th</sup> at 5:00 p.m. She said three Council members will not be able to attend so asked the remaining Council members to let her know if there are any issues attending so that there is sure to be a quorum.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** ó Priebe provided and reviewed the 2015 Economic Development Activity Report. The summary included a synopsis of the Economic Development Commission meetings, a listing of expenses/projects funded by Sales Tax for Economic Development (Fund 320), a listing of expenses for Sales Tax for Recreation (Fund 321), department payroll, a list of City Council members, a list of 2015 Economic Development Commission/JDA members, JDA activity (Fund 317), and funding available for projects.

Priebe said the Community Enhancement Organization (CEO) met Friday, April 1<sup>st</sup> and she presented one of the recommendations/motions. Spectrum Lighting bid a total of \$4,650 for an all-inclusive LED Christmas light package for the large trees along Dakota Avenue. Spectrum is to purchase the lights and be responsible for service calls. The price would be locked in for 3 years. The remaining trees on Dakota Avenue would require matching lights (the ones installed by volunteer help). The cost for just lights for just 2016 is \$2,350. The total cost for 2016 is \$7,000. These are professional grade LED lights and would save on electrical costs. Priebe said the CEO recommends the City Council approve (a) a three year contract of \$4,650 per year with Spectrum Lighting for holiday decorations contingent upon Spectrum securing a contractor's license through the City and obtain insurance coverage, and (b) to approve a one-time cost of \$2,350 for lights for the smaller trees. **Motion by Dale, seconded by Wateland, to approve (a) a three year contract of \$4,650 per year with Spectrum Lighting for holiday decorations contingent upon Spectrum securing a contractor's license through the City and obtaining insurance coverage, and (b) to approve a one-time cost of \$2,350 for lights for the smaller trees. Motion carried with a roll call vote of 7-0.**

Priebe said because she did not meet the deadline for a proclamation she would instead announce that April 12<sup>th</sup> is Equal Pay Day. The proclamation will be available at the NDSCS Student Center. The American Association of University Women (AAUW) are hosting the information booth at the Student Center to talk about equal pay. April 12<sup>th</sup> symbolizes the day in 2016 when the wages paid to American women catch up to the wages paid to men for the previous year for the same position.

## **LIBRARY DIRECTOR**

**Library Report** ó Guck gave an update that the Barn Quilt Display will be at the library through Friday. There was a wonderful turnout on Thursday night for the presentation on barn quilts. She also announced that next week is National Library Week. Their theme is "Libraries Transform" They will be celebrating with an event on Saturday. Their family Saturday is "I love my Library" themed and will be held April 16<sup>th</sup> from 10 a.m. to 1 p.m. There will be book-related crafts and will watch the Goosebumps movie.

## **PUBLIC WORKS DIRECTOR**

Miranowski said the Planning Commission met today just prior to this meeting and a recommendation was made to approve the Final Plat for Westdale 2<sup>nd</sup> Addition. A map of the area was provided. The addition will include 27 single family lots which will horseshoe around 40 townhome units. Park access was also identified. The developer is anxious to start the project, and a Development Agreement is needed.

Council member Lambrecht offered the following and moved its adoption:

**RESOLUTION NO. 3594**  
**RESOLUTION APPROVING THE**  
**PLAT OF WESTDALE 2<sup>ND</sup> ADDITION**  
**AND REQUESTING THAT IT BE RECORDED WITHOUT**  
**AUDITOR'S CERTIFICATE**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Schmidt. Discussion held. Motion carried with a roll call vote 7-0.

Miranowski requested referral to PW/PS Committee of **Project Planning for the Police Department Relocation**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee of a **Request from NDCS for Vacation of Various Locations for Right-Of-Way within the campus area**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski then announced that there will be a Flood Committee meeting on April 12<sup>th</sup> at 1:00p.m. (following the Public Works noon meeting), with the Corps of Engineers and FEMA Region District Aid to discuss the Certification of the Levy and what the City can expect from FEMA as move through the actual certification process.

**2015 Consumer Confidence Report – Annual Drinking Water Quality Report** ó Miranowski said the City received certification on the 2015 Consumer Confidence Report ó Annual Drinking Water Quality Report and passed with flying colors again this year thanks to the efforts of the employees at the Water Treatment Plant. Copies of the report are available on the City's website, notification was published in the Daily News, information is on Channel 12, and each utility customer will be receiving a copy in the Public Utility bills next month.

## **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**West Briarwood Development Alternative – Mayor referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

## **REPORTS FROM THE CITY COUNCIL COMMITTEES**

### **Finance, Personnel & Economic Development Committee Report**

Bertsch said the Finance, Personnel & Economic Development Committee met at noon on March 28<sup>th</sup>.

**River Pointe Cooperative – discussion**

### **Public Works & Public Safety Committee Report**

Bajumpaa said the Public Works Public Safety Committee met at noon on March 29<sup>th</sup>.

**Hawkins Chemical Presentation for Odor Control Options at Lagoons – discussion**

**SEMCA Agreement – discussion**

**Lime System Improvements – Addendum to Prof. Services Contract with Stantec – motion to recommend approval up to \$130,000 ó Motion by Bajumpaa, seconded by Schmidt, to approve the Addendum to Professional Services Contract with Stantec of up to \$130,000 for the Lime System Improvements. Motion carried with roll call vote of 7-0.**

**16<sup>th</sup> Ave. N. Reconstruction Project – Prof. Services Contract with Interstate Engineering – motion to recommend approval up to \$256,265.69 ó Motion by Bajumpaa, seconded by Dale, to approve the Professional Services Contract with Interstate Engineering for up to \$256,265.69 for the 16<sup>th</sup> Avenue North Reconstruction Project. Motion carried with a roll call vote of 7-0.**

**2016 Seal Coat Proj. – motion to recommend approval of bid submitted by Astech Corp. \$65,199 ó Motion by Bajumpaa, seconded by Dale, to approve entering into a contract with Astech Corp. in the amount of \$70,162 for the 2016 Seal Coat Project. Motion carried with a roll call vote of 7-0.**

**2016 Yard Waste Disposal Services – Motion to recommend extending the 2015 agreement to 2016 for composting services with Jay Schnell. Motion to recommend extending the 2015 agreement to 2016 with Waste Management for yard waste hauling ó Motion by Bajumpaa, seconded by Dale, to approve extending the 2015 agreement to 2016 for Composting Services with Jay Schnell contingent upon all necessary permits being obtained. Discussion held regarding if/when/how this will be reviewed for evaluation for 2017. Motion carried with all voting ‘aye’.**

**Motion by Bajumpaa, seconded by Wateland, to approve extending the 2015 agreement to 2016 with Waste Management for Yard Waste Hauling. Motion carried with all voting ‘aye’.**

**Westdale 2<sup>nd</sup> Addition Infrastructure Improvements, Assessment District Creation and Development Agreement – motion to create the Special Assessment District <Resolution No. 3592>**

Council member Bajumpaa offered the following and moved its adoption:

**RESOLUTION NO. 3592**  
**RESOLUTION CREATING SANITARY SEWER, STORM SEWER,  
WATER, STREET AND STREET LIGHT IMPROVEMENT DISTRICT 04-01-16  
(WESTDALE 2<sup>ND</sup> ADDITION PROJECT NO. ST16-226)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Schmidt. Motion carried with a roll call vote 7-0.

**Dilapidated Properties**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee April 11<sup>th</sup>, 12:00 Noon
- b. PW/PS Committee April 12<sup>th</sup>, 12:00 Noon
- c. Flood Committee April 12<sup>th</sup>, 1:00 P.M.
- d. Board of Equalization (Council) April 12<sup>th</sup>, 5:00 P.M.

**Motion by Wateland, seconded by Mitskog, to adjourn at 6:03 p.m.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant