

**Wahpeton City Council**

**December 15, 2014**

**5:00 p.m.**

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

**Absent:** Mitskog

**Also Present:** Huwe, Lies, Rogahn, Thorsteinson, Priebe, Amos, and Cain

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**Proclamation – Lois Berndt Excellence in Local History** ó Mayor Hansey read a Proclamation Recognizing 2014 Excellence in Local History Award Recipient Lois Berndt, and commending Berndt for her dedication in preserving and promoting the history of our city and region. Appreciation was shown through a round of applause.

**Employee Years of Service Recognition** ó Recognition for Years of Service was listed as follows for the following City Employees: Scott Thorsteinson ó 35 Years; Jane Priebe ó 35 Years; Leo Murr ó 15 Years; Matthew Anderson ó 10 Years; Allan Weiand ó 10 Years; Steven Fehr ó 5 Years; Brittany Marohl ó 5 Years; Joshua Meyer ó 5 Years; and DeVyn Johannessen ó 5 Years. Thorsteinson and Priebe were in attendance and Hansey presented each with an award recognizing them for 35 Years of Outstanding Public Service, which was followed by a round of applause.

**CONSENT AGENDA ITEMS (presented by the Mayor) ó**

**Approval of minutes of regular meeting held December 1, 2014**

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

NDSCS Home Builders Association Club ó Games of Chance Raffle Permit

Other Games of Chance and/or special permits:

Wahpeton Baseball / American Legion Baseball ó Games of Chance Raffle Permit

**Presentation/Approval of Reports**

November 2014 Financials

November 2014 Bill Pay Report \$682,725.89 ó see below

Dilapidated Properties Report

NDIRF Participator

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none.

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**2014 Grants & Donations Report** ó Huwe said the City of Wahpeton has received \$367,105.49 in grants and donations in 2014, which is less than the \$1,268,168.00 received in 2013 but the single largest grant received in 2013 was \$1,013,000.00 from the State Water Commission for flood mitigation related expenses. The Library and Fire Dept. had notable increases in grants and donations in 2014 compared to 2013 with the Fire Dept. receiving a \$10,000.00 matching grant from the NDSU Extension Office for bunker gear replacement and the Library receiving an increase in grant funds from the ND State Library of \$7,285.74. Additionally, the City was awarded Urgent Special Need grant monies from the Governor's discretionary Community Development Block Grant Fund to finance repairs at Well House #3 in the amount of \$289,300.00. She commended the departments that have pursued outside funding to enhance City services, and requested a motion acknowledging the receipt of the 2014 Grants and Donations Report. **Motion by Bajumpaa,**

**seconded by Bertsch, to acknowledge/approve the receipt of the 2014 Grants and Donations Report. Motion carried with all voting 'aye'.**

**2014 Municipal Indebtedness Report** ó Huwe said the Statement of Municipal Indebtedness reflects the issuance of \$1,535,654 of new debt in 2014; \$145,654 to capital lease a large frame snow blower and \$1,390,000 refunding improvement bonds to permanently finance 6 special assessment projects. The City paid down \$1,919,362 in principal on long term debt and an additional \$333,323 in interest and administrative fees in 2014. The balance of bonds and leases payable decreased \$383,708 from \$13,961,731 to \$13,578,023. At fiscal year-end 12/31/2011 the outstanding debt was \$18,886,007 and has decreased 29%, \$5,307,984 between 12/31/2011 and 12/31/2014. Rapid repayment of debt is a strong attribute in the overall credit rating of the city. Huwe requested a motion acknowledging the receipt of the 2014 Statement of Municipal Indebtedness. **Motion by Lambrecht, seconded by Schmidt, to acknowledge/approve the receipt of the 2014 Statement of Municipal Indebtedness. Motion carried with all voting 'aye'.**

**APS Healthcare 2015 Contract Renewal** ó Huwe said the City contracts with APS Healthcare to provide Employee Assistance Services, and the contract term offered by APS is typically 1 calendar year. The proposed 2015 contract maintains the annual fee the same as 2014 at \$1,500 with an increase in the hourly rate for onsite hours for hours incurred over 2 from \$200/hour to \$250/hour. Overall employee utilization is low, but during a significant event such as a natural disaster referral services are valuable. The EAP contract is included in the 2015 budget with the rates as proposed. Huwe request a motion to approve the contract as presented. **Motion by Bajumpaa, seconded by Bertsch, to approve the APS Healthcare 2015 Contract Renewal as presented. Motion carried with a roll call vote 7-0.**

**Fund Amendments – request referral to Finance Cmt. to review purposes and balances of several special levy funds.** – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee at their first meeting in January.

**City Hall Closed at 12:00 Noon on Dec. 24<sup>th</sup> and all day Dec. 25<sup>th</sup>**

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report ó Recommendation from EDC** ó Priebe said a second project presented to the Economic Development Commission on November 13<sup>th</sup> was discussed in closed session to negotiate terms of a primary sector business. It was then brought into open session. BCBS of ND had been in contact with the Economic Development Office for over a year looking for a more permanent location for their customer service office. Their unique partnership with NDSCS started in March this year with the college providing some space to train new customer service reps. It was noted in the EDC meeting of the high response of applicants (130) for the initial 10 positions. The expectation beyond the initial training of employees was to expand operations in Wahpeton to as many as 75 service representatives. Call centers are classified as a Primary Sector business. Recognizing the need for these kinds of positions in our community, and the current renewal and revitalization of our downtown, Priebe said incentives to show the community's interest were discussed with BCBS representatives and then presented to the EDC for review: Proposed to the business was a job incentive of \$1,000 per new Full-time Wahpeton positions up to \$75,000 or 75 jobs. The project had to be site specific to 403 Dakota Avenue (the 2<sup>nd</sup> floor of the Opera House) with the added disclaimer that the incentive program specifically designed for this project must be formally approved by the Wahpeton City Council. Priebe said the EDC discussed terms and conditions as BCBS asked that those positions already created at the college be included in the total count. She said the EDC voted unanimously to recommend the City Council approve a \$1,000 per full-time position (up to a maximum of \$75,000 over 3 yearsøtime) to BCBS provided they locate their operations at 403 Dakota Avenue. Resource for the incentive is the Sales Tax for Economic Development Fund. This incentive is agreed to in concept by the EDC and contingent upon the EDC Chair & Staff working out the details in a grant agreement with BCBS representatives that *could* include positions already created and/or a waiting period for continuing the \$1K/job incentive for those positions created after the initial 25. **Motion by Bajumpaa, seconded by**

**DeVries, to approve a \$1,000 per full-time position (up to a maximum of \$75,000 over 3 years' time) to Blue Cross Blue Shield of ND provided they locate their operations at 403 Dakota Avenue. Resource for the incentive is the Sales Tax for Economic Development Fund. This incentive is agreed to in concept by the EDC and contingent upon the EDC Chair & Staff working out the details in a grant agreement with BCBS representatives that could include positions already created and/or a waiting period for continuing the \$1K/job incentive for those positions created after the initial 25. Motion carried with a roll call vote of 7-0.**

Priebe requested referral to Finance Committee of the cash rent farm lease with K-2 Farms for the 32 acres the City owns north of the former Imation campus as it expired and will need to renegotiate the agreement. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said the Community Development Corporation board meeting that is typically scheduled for the third Wednesday of the month has been postponed to January 21<sup>st</sup>, and the CDC Annual Meeting is scheduled for January 26<sup>th</sup>.

### **PUBLIC WORKS DIRECTOR**

**PW Report** ó Rogahn, on behalf of Miranowski, provided some project updates. Regarding the Well #3 project, he said last week the underground waterline piping was completed, the contractor is currently working on forming for the footings with plans to pour on Wednesday of this week, and are looking at tentative completion in February. Regarding the 16<sup>th</sup> Avenue Manhole Replacement project, he said the two manholes are installed, and the protective coatings were applied last week and are curing. Wednesday the contractor RL Larson will finish making the connections to the two force mains for Lift Station #2 and Lift Station #7 then will take down the bypass pumping connection, and plan to open the street to traffic the end of this week or the first part of next week. Rogahn then gave an update on the repairs made to Lift Station #7 last Friday.

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

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

Dale said the Finance, Personnel & Economic Development Committee met at noon on December 8<sup>th</sup>. **2015 Utility Rates – motion** to recommend adoption of Rate Resolution ó Council member Dale offered the following and moved its adoption:

#### **RESOLUTION NO. 3559**

#### **RESOLUTION ESTABLISHING UTILITY RATES**

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

**Old City Hall – motion** to recommend to reject the recommendation from the Mayor's Task Force for Old City Hall to Renovate Old City Hall for use as a Police Station (Council to determine an acceptable budget number with a project designed to accommodate the funds available). **Motion by Dale, seconded by Wateland, to reject the recommendation from the Mayor's Task Force for Old City Hall to Renovate Old City Hall for use as a Police Station (Council to determine an acceptable budget number with a project designed to accommodate the funds available).** Discussion held. **Motion carried with all voting 'aye'**. It was noted that a Committee of the Whole meeting will be held in January to discuss how to proceed.

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

DeVries said the Public Works & Public Safety Committee met at noon on December 9<sup>th</sup>.

#### **Dilapidated Properties Report**

**Change Order Well #3 – pending**

**Consideration of water main looping project 4<sup>th</sup> St. N. to West Briarwood – motion to recommend proceeding with plan ó Motion by DeVries, seconded by Schmidt, to approve proceeding with a plan to conduct a study to research costs of a Water Main Looping Project 4<sup>th</sup> Street North to West Briarwood. Motion carried with all voting ‘aye’.**

**2015 Seal Coat Project – motion to recommend proceeding with plan ó Motion by DeVries, seconded by Lambrecht, to approve proceeding with a plan to conduct a study for the 2015 Seal Coat Project. Motion carried with all voting ‘aye’.**

**Supplemental Agreement with Interstate Engineering on 3<sup>rd</sup> Ave. N. Proj. ST11-180 for \$20,993 – motion to recommend approval ó Motion by DeVries, seconded by Schmidt, to approve the Supplemental Agreement with Interstate Engineering on the 3<sup>rd</sup> Avenue North Project ST11-180 for \$20,993. Motion carried with a roll call vote of 7-0.**

**Old City Hall – discussion to further review at a Committee of the Whole meeting in January 2015.**

**2015 Utility Rates – see recommendation from Finance Committee**

**Change Order Commercial Street Proj. ST12-205 – motion to recommend approval of (\$31,095.96) contract deduct (final) with Central Specialties, Inc. ó Motion by DeVries, seconded by Bertsch, to approve Change Order Commercial Street Project ST12-205 of (\$31,095.96) contract deduct (final) with Central Specialties, Inc. Motion carried with a roll call vote of 7-0.**

**Change Order Cul-de-sac Street Proj. ST10-161 – motion to recommend approval of (\$8,816.00) contract deduct (final) with Central Specialties, Inc. ó Motion by DeVries, seconded by Bajumpaa, to approve Change Order Cul-de-sac Street Project ST10-161 of (\$8,816.00) contract deduct (final) with Central Specialties, Inc. Motion carried with a roll call vote of 7-0.**

November 2014 Bill Pay Report

	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
DISBURSEMENTS FUND			
101 GENERAL FUND	\$193,485.78	\$31,568.72	\$225,054.50
201 WATER OPERATING FUND	\$44,162.31	\$33,870.84	\$78,033.15
202 SANITARY SEWER OPERATING FUND	\$29,579.06	\$21,236.11	\$50,815.17
203 WASTE REMOVAL OPERATING FUND	\$21,094.39	\$750.30	\$21,844.69
204 WASTE REDUCTION FUND			\$0.00
205 VECTOR CONTROL FUND	\$17.05	\$1,473.89	\$1,490.94
206 STREET LIGHTING	\$9,739.38		\$9,739.38
209 LIBRARY LEVY FUND	\$5,780.01	\$14,015.53	\$19,795.54
213 ADVERTISING LEVY FUND	\$1,110.29		\$1,110.29
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$300.00	\$581.54	\$881.54
226 EMPLOYEE SAFETY COMMITTEE	\$1,137.99		\$1,137.99
227 ANNUAL RESERVE WH FUND	\$30,479.57	-\$2,739.00	\$27,740.57
229 CAPITAL IMPROVEMENTS FUND		-\$1,020.16	-\$1,020.16
231 FD BLDG & EQUIP LEVY FUND	\$45,327.95		\$45,327.95
233 REAL ESTATE LEVY FUND	\$58.46		\$58.46
236 LEVEE MAINTENANCE	\$614.16	\$7,112.43	\$7,726.59
253 METER DEPOSITS TRUST FUND	\$338.41		\$338.41
271 ECONOMIC DEVEL DEPT FUND	\$5,893.42	\$7,950.90	\$13,844.32
303 MISCELLANEOUS FUND	\$191.12		\$191.12
318 WEED MAINT LEVY FUND	\$13,143.50		\$13,143.50
319 LODGING TAX FUND	\$1,750.45		\$1,750.45
320 SALES TAX OPERATING FUND	\$82,985.46		\$82,985.46
321 SALES TAX RESERVE FUND	\$35,000.00		\$35,000.00
324 SALES TAX MINI MATCH RSRV FUND	\$222.05		\$222.05
325 SALES TAX H.E.L.P. HOUSING FUND	\$45.00		\$45.00
326 REVOLVING LOAN FUND	\$8,224.01		\$8,224.01
390 CLUBHOUSE MAINTENANCE	\$9,650.00		\$9,650.00
393 DOWNTOWN CARE & MTC FUND	\$4,129.69		\$4,129.69
459 R/I #11314 SERIES 2014	\$1,200.00		\$1,200.00
570 SALES TAX FOR INFRASTRUCTURE		-\$495,000.00	-\$495,000.00
574 5-2-97 (FLOOD PHASE II)	\$322.40	\$495,000.00	\$495,322.40
636 16TH AVE. 11TH ST TO HWY 210	\$69.00		\$69.00
639 E. SANITARY SEWER 13-02-02	\$1,165.00		\$1,165.00
643 LIBRARY ROOF, WALLS & DOOR	\$13,783.90		\$13,783.90
644 LIFT STATION #1 MANHOLE REPAIR	\$6,475.00		\$6,475.00
<b>TOTAL</b>	<b>\$567,474.81</b>	<b>\$115,251.08</b>	<b>\$682,725.89</b>

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Planning Commission December 18<sup>th</sup>, 4:00 P.M.
- b. Finance Cmt. December 22<sup>nd</sup>, 12:00 Noon
- c. Public Works Cmt. December 23<sup>rd</sup>, 5:00 P.M.

Huwe asked that the Finance Committee and Public Works Committee meetings be cancelled due to the lack of time sensitive agenda items, and it was agreed.

**Motion by Bajumpaa, seconded by Bertsch, to adjourn at 5:35 p.m.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant