

Wahpeton City Council

December 21, 2015

5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Community Development Grant Application Hearing – Lake Agassiz Development Group for Kennedy Park Apts. ó Mitch Calkins of Lake Agassiz Regional Council said regarding the Community Development Block Grant this is a public hearing about the Kennedy Park Apartments. At a previous meeting the Council discussed and approved the low income housing tax credit portion of this project, which is the 40 unit multi-family housing for low income households being constructed near the intersection of 17th Avenue North and 18th Street North near Walmart. This public hearing is regarding the CDBG funding portion of the project. The total project cost is estimated by the developer to be approximately \$7.5 million. The CDBG portion is going to be \$380,000, or about 5% of the total project cost. Calkins explained none of the CDBG funds will come from the regional allocation that Lake Agassiz administers, it all comes from the Governor's Fund. He asked for any questions and there were none. Hansey asked Huwe if there were any written or oral protests received of which there were none. Hansey then asked if there was anyone present to protest of which there was none.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3590
RESOLUTION OF SPONSORSHIP
APPLICATION TO THE ND DIVISION OF COMMUNITY SERVICES FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
KENNEDY PARK APARTMENTS PROJECT
9/25/15 THROUGH 10/1/18

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Mitskog. Motion carried with a roll call vote 8-0.

Community Development Block Grant Citizen Participation Plan – request motion to approve ó Motion by Schmidt, seconded by Bertsch, to approve the Community Development Block Grant Citizen Participation Plan. Motion carried with all voting ‘aye’.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held December 7, 2015

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Baseball/American Legion Baseball ó Raffle Permit

Other Games of Chance and/or special permits:

Wahpeton Harmony Senior Center ó Raffle Permit

Presentation/Approval of Reports

November 2015 Financials

November 2015 Bill Pay Report \$612,905.90 ó see below

Dilapidated Properties Report

ND Dept. of Health Update on Disposal Services, Inc.

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none.
Motion by Bajumpaa, seconded by DeVries, to approve the Consent Agenda items as presented.
Motion carried with all voting 'aye'.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2016 City Election ó Huwe explained Council members with terms expiring on June 30, 2016 were provided with packets of information on running for City Office or Park Board in 2016. The City positions that will be open in 2016 are Ward 2, Ward 4, and 2 At-Large positions. There are also 2 At-Large Park Board positions that are open. The City election is scheduled for June 14th and each of these positions that will be considered will have a term that terminates on June 30, 2020. All of the information is available on the City's website. Petitions may be circulated beginning January 1, 2016 and are due to the City Auditor by 4:00 p.m. April 11, 2016. The City of Wahpeton also has an alternative that if you choose not to circulate a petition and solicit signatures you can file a \$50 filing fee with the City of Wahpeton and file your election papers that way. The Park Board position papers are also filed with the City. Any questions can be directed to City Hall, the City of Wahpeton's website, or by contacting the Secretary of State's office.

2015 Grants & Donations Report - Huwe said a summary of grants and donations received from January 1-December 16, 2015 was provided. She said an additional donation was received today of \$1,000 which was a grant written by the Community Emergency Response Team. The total for 2015 received to date was \$369,748.50, with the largest single grant item being a Community Development Block Grant for Urgent Need related to the Well House #3 failure in the amount of \$289,300. She noted the amount of this grant was also included in the 2014 grants as that is when it was approved however the dollars were received in 2015. Huwe said this does represent significant funding and each of the departments has put some time and effort into soliciting donations and dollars outside of our regular City resources. She requested a motion approving the report. **Motion by Bajumpaa, seconded by Schmidt, to approve the 2015 Grants and Donations Report. Motion carried with all voting 'aye'.**

2015 Municipal Indebtedness Report ó Huwe said the City's total outstanding indebtedness as of December 31, 2015 is \$12,274,786, which is a notable decline from the City's outstanding indebtedness at the beginning of the year of \$13,578,023. She explained the municipal indebtedness tends to be cyclical based on the projects that are open. The City has a pretty aggressive debt repayment that is usually notable in its credit reviews received from Moody's Agency. Huwe explained this is a report that is required for the City's audit annually and she requested a motion acknowledging its receipt. **Motion by DeVries, seconded by Bajumpaa, to acknowledge/approve the receipt of the 2015 Municipal Indebtedness Report. Motion carried with all voting 'aye'.**

APS Healthcare 2016 Contract Renewal ó Huwe explained APS provides the City's employee assistance program under our City employee benefits contract, and it is also required by our Workforce Safety Insurance through the State of ND. APS has an annual contract process and they are extending the City's contract for 2016 with the same terms and fees as 2015. Huwe said she did not have a copy from the vendor of the contract that is effective January 1st to share with the Council, but she requested a motion approving that the City extend the contract with APS Healthcare for 2016 in the amount of \$1,500. **Motion by Mitskog, seconded by Bertsch, to approve the APS Healthcare 2016 Contract Renewal in the amount of \$1,500. Motion carried with a roll call vote 8-0.**

Tentative date for City Council Retreat Thursday, January 21st 12:30 – 5:00 p.m. ó Huwe said this date and time was suggested and she will send an e-mail to confirm it works for all Council members.

City Hall Closed at 12:00 Noon on December 24th and all day December 25th

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said an Economic Development activity report for December was provided. She said the Wahpeton Community Development Corporation Board met on December 16th to discuss the Market Research Project for multiple organizations. Information was provided on the company/business, Telos Associates, that is being researched to do some surveying for civic organizations or the government. She said it is in the very early stages so can look forward to more in the near future. The information sheet showed Telos Associates is very focused on market research & polling, public affairs consulting, and business & nonprofit solutions, and she said they look forward to working with them.

Regarding the Economic Development office, she said a Co-op Housing meeting was held December 8th, with eight people participating via teleconference from Bismarck from the Bank of ND, Rural Development and ND Housing Finance Agency, and eight people in attendance at City Hall. The property formerly known as West Briarwood was discussed. A rough draft of the feasibility study conducted by Maxfield Research for that area was received the day after the meeting. She said it is still very preliminary information and they will be doing some further investigation, and making changes to the document prior to providing a final copy. She said a visit to Homark Homes, the manufacturing company for the manufactured homes based out of Red Lake Falls, MN, is planned in January.

Priebe said on December 18th a Community Enhancement Organization meeting was held to outline and rank the 2016 priorities list, with 8 goals identified. She said anyone wanting to review the list can find the information on the City website, www.wahpeton.com under the current City Council agenda.

LIBRARY DIRECTOR

Library Report ó Guck announced that, regarding holiday closures, the Library would be closing at noon on Thursday, December 24th, and be closed all day Friday, December 25th and also all day Saturday, December 26th. On New Year's Eve the Library will close at 5:00 p.m. and will be closed New Year's Day. She said for anyone who has not visited the library they have a Christmas tree made of books.

Guck then reviewed a few new programs for this winter and spring. For the children's programs they are going to try Family Saturdays, where one Saturday a month from 10am to 1pm they will have special activities geared towards the whole family. The activities scheduled are: January 23rd ó Frozen Party; February 6th ó Chinese New Year, March 5th ó Dr. Seuss Birthday Party, and April 16th ó I Love My Library Day (as part of National Library Week). Guck then highlighted that this past year the Children's Librarian has been doing STEM programs. She is doing one once a month for home schoolers during the day and one afternoon a month for grade-school children, that consist of different science, engineering, math, technology, etc. For the adults, Guck said there are two new things happening this spring. An in-house book club will be starting in February on the third Wednesday of the month at 1:30pm and will be led by the Adult Librarian Bakken. Then starting in January, Leach Library will be working in partnership with three different groups in town for a Community Coloring Club for adults to be held Tuesdays, starting January 5th from 7pm-8pm, at different locations: Leach Public Library, Breckenridge Public Library, Mildred Johnson Library, and the Red Door Art Gallery.

POLICE CHIEF

2016 Patrol Vehicle – request referral to PW Cmt. ó Police Chief Thorsteinson asked that this item be referred to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **of the Yard Waste Collection Program**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Address a Situation with WCCO and the Armory as it relates to conflicting Storm Water and Coolant Water Discharge from WCCO.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Request Motion to appoint Pat Pithey to the Planning Commission to fill the term vacated by Allen Larson ending 6/30/2019 ó Motion by DeVries, seconded by Bajumpaa, to approve appointing Pat Pithey to the Planning Commission to fill the term vacated by Allen Larson ending 6/30/2019. Motion carried with all voting ‘aye’.

Hansey said, considering it’s the holiday season when traditionally we get together with family and friends, we need to remember those who don’t have that option, including our men and women in the armed forces, our law enforcement, and public employees such as the street department who are on call 24/7, including the firefighters.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met at noon on December 14th. **ND Cares Community Program – motion** to recommend adoption of the Resolution #3589 ó

Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3589 **RESOLUTION OF SUPPORT** **OF THE ND CARES COALITION**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 8-0. Hansey appointed Wateland as Chair of the ND Cares Community Program Committee and asked that he appoint another two Council members to the committee.

Old City Hall Development Agreement Revisions – motion to recommend approval as amended ó DeVries said the Committee did make a motion however the agreement is pending further information and changes so pending further action he would not make a motion tonight.

ServiceMaster – motion to recommend approval as amended ó **Motion by DeVries, seconded by Mitskog, to approve the ServiceMaster Contract with the changes as presented. Motion carried with all voting ‘aye’.**

DeVries said other items discussed were dates for the City Council Retreat, and carpet replacement at City Hall.

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on December 15th.

Contract & Scope of Work with Stantec for Water Treatment Plant Facility Plan – motion to recommend approval \$65,076 ó **Motion by Bajumpaa, seconded by Schmidt, to approve the Contract & Scope of Work with Stantec for the Water Treatment Plant Facility Plan as amended in the amount of \$65,076. Motion carried with a roll call vote of 8-0.**

ND DOT Cost Participation & Mtc. Agreement 16th Ave. N. Project – motion to recommend approval ó **Motion by Bajumpaa, seconded by Wateland, to approve the ND DOT Cost Participation & Maintenance Agreement for the 16th Avenue North Project. Motion carried with a roll call vote of 8-0.**

ND DOT Annual Mtc. Certification for Urban Federal Aid Projects – motion to recommend approval of Motion by Bajumpaa, seconded by Wateland, to approve directing the Mayor, City Attorney and City Auditor to sign the ND DOT Annual Maintenance Certification for Urban Federal Aid Projects. Motion carried with all voting ‘aye’.

Dilapidated Properties Report

PLANNING COMMISSION/RENAISSANCE ZONE AUTHORITY

Priebe said, with regard to the Developer’s Agreement with The Brew, they are planning to bring a Renaissance Zone application on January 4th at the next Planning Commission/Renaissance Zone meeting.

November 2015 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$242,618.03	\$23,583.93	\$266,201.96
201 WATER OPERATING FUND	\$30,906.70	\$35,387.28	\$66,293.98
202 SANITARY SEWER OPERATING FUND	\$22,219.53	\$22,084.68	\$44,304.21
203 WASTE REMOVAL OPERATING FUND	\$21,888.12	\$781.38	\$22,669.50
204 WASTE REDUCTION FUND	\$2,550.00		\$2,550.00
205 VECTOR CONTROL FUND	\$8,770.39	\$1,536.40	\$10,306.79
206 STREET LIGHTING	\$11,552.12		\$11,552.12
209 LIBRARY LEVY FUND	\$9,851.71	\$16,035.51	\$25,887.22
213 ADVERTISING LEVY FUND	\$461.10		\$461.10
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANNING COMMISSION LEVY FUND	\$871.40	\$605.22	\$1,476.62
226 EMPLOYEE SAFETY COMMITTEE	\$145.18		\$145.18
227 ANNUAL RESERVE WH FUND	\$32,941.21	-\$2,554.00	\$30,387.21
229 CAPITAL IMPROVEMENTS FUND	\$55,700.00		\$55,700.00
233 REAL ESTATE LEVY FUND	\$12,986.50		\$12,986.50
234 SPECIAL STREET MAINT FUND	\$834.92		\$834.92
236 LEEVE MAINTENANCE	\$1,005.10	\$7,440.22	\$8,445.32
271 ECONOMIC DEVEL DEPT FUND	\$2,776.94	\$12,009.64	\$14,786.58
303 MISCELLANEOUS FUND	\$598.36		\$598.36
318 WEED MAINT LEVY FUND	\$733.34		\$733.34
319 LODGING TAX FUND	\$583.77		\$583.77
320 SALES TAX OPERATING FUND	\$14,637.50	\$6,000.00	\$20,637.50
325 SALES TAX H.E.L.P. HOUSING FUND	\$65.00		\$65.00
326 REVOLVING LOAN FUND	\$17,959.64	-\$6,000.00	\$11,959.64
393 DOWNTOWN CARE & MTC FUND	\$371.10		\$371.10
453 R/I #10708 WESTSIDE TIF	\$166.67		\$166.67
454 R/I #10809 REFI 5 ISSUES	\$166.67		\$166.67
455 R/I #10910 SERIES 2010	\$166.67		\$166.67
456 R/I #11011 SERIES 2011	\$166.67		\$166.67
458 R/I #11212 SERIES A 2012	\$166.67		\$166.67
459 R/I #11314 SERIES 2014	\$166.65		\$166.65
574 5-2-97 (FLOOD PHASE II)	\$1,345.50		\$1,345.50
631 11TH ST. N. AVE B TO 16TH AVE	\$172.50		\$172.50
TOTAL	\$495,545.66	\$117,360.24	\$612,905.90

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. December 28th, *NO REFERRALS - CANCELLED*
- b. Public Works Cmt. December 29th, 5:00 P.M.
- c. Planning Commission January 4th, 4:00 P.M.

Motion by Mitskog, seconded by Lambrecht, to adjourn at 5:35 p.m. Motion carried with all voting ‘aye’.

Mayor Hansey

Lynelle Amos, Finance Assistant