

Wahpeton City Council

July 21, 2014

5:00 p.m.

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

Absent: None

Also Present: Huwe, Hatting, Miranowski, Thorsteinson, Broadland, Priebe, Guck, Amos, and Johannessen

Meeting called to order by Mayor Hansey. Hansey asked for a moment of silence in remembrance of John Wall of the North Dakota House of Representatives.

CONSENT AGENDA ITEMS (presented by the Mayor)

Approval of minutes of regular meeting held July 7, 2014

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Rotary Club ó Raffle Permit

Breck-Wahp Swim Team ó Raffle Permit

Presentation/Approval of Reports

Dilapidated Property Report

June 2014 Bill Pay Report \$825,777.31 ó see below

June 2014 Financial Report

NDHFA Letter ó Affordable Housing

Agriculture of Yesterday, Today & Tomorrow

Mayor Hansey asked if there were any items to be removed from the Consent Agenda and there were none. **Motion by Wateland, seconded by Mitskog, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Request Council Confirmation of Additional Appointments ó Huwe said there were several Board and Commission appointments pending further information, and the following confirmations were presented for Mayoral approval and Council confirmation: Convention & Visitors Bureau Council Representative: Mayor Hansey, term ending 2018; Convention & Visitors Bureau At-Large Representative: Jim Sturdevant, term ending 2018; Wahpeton Community Center Board Council Representative: Brett Lambrecht, term ending 2018; and Zoning Adjustment Board Alternate: Joel Hermes, term ending 2015. **Motion by Bajumpaa, seconded by DeVries, to approve the Board and Commission appointments as follows: Convention & Visitors Bureau Council Representative: Mayor Hansey, term ending 2018; Convention & Visitors Bureau At-Large Representative: Jim Sturdevant, term ending 2018; Wahpeton Community Center Board Council Representative: Brett Lambrecht, term ending 2018; and Zoning Adjustment Board Alternate: Joel Hermes, term ending 2015. Motion carried with all voting ‘aye’.**

Designation of Depositories & Pledges of Assets ó

Huwe explained that each January and July the list of current depositories, cash balances and collateralization/pledge of assets are presented to the Council for approval. She said the balance of the funds on deposit as of June 30th, 2014 is \$10,489,789.50. She said the pledged assets and/or Federal Deposit Insurance allocated to secure these deposits totals \$11,587,190.98. Huwe requested a motion to approve the designation of the depositories and the funds pledged to collateralize the deposits as presented. **Motion by Lambrecht, seconded by Schmidt, to approve the designation**

of the depositories and the funds pledged to collateralize the deposits as presented in the memorandum provided (see below). Motion Carried with all voting ‘aye’.

<u>Designated Depository</u>	<u>Funds on Deposit</u>	<u>FDIC/NCUA</u>	<u>Additional</u>	<u>Total Pledged</u>
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	4,594,588.53	250,000.00	4,862,035.00	5,112,035.00
Banc West Investment Services	425,000.00	425,000.00	n/a	425,000.00
Bremer Bank	362,629.68	250,000.00	126,007.75	367,007.75
Bremer Investment Trust	700,000.00	700,000.00	n/a	700,000.00
First Community Credit Union	none	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a
State Bank & Trust	250,749.91	250,000.00	24,309.00	274,309.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	4,056,821.38	250,000.00	4,349,839.23	4,599,839.23
	10,489,789.50	2,225,000.00	9,362,190.98	11,587,190.98

Special Assessments Proceedings Schedule ó Huwe said the City Assessor and Engineering Project Manager are finalizing the assessment information for the Special Assessment Commission to review for the South Side Storm Sewer Project Parts 3B & 3C, the Cul-de-sac Street Improvements Project, the Alley Improvements Project, the Westside Drainage Project and the Commercial Streets Project. She said they are pending some additional information and will request the Resolution Directing Assessments at the August 4th City Council meeting, and the schedule of proceedings for the Special Assessment Commission will be revised with confirmation well in advance of the October 20th deadline.

2015 Budget Preparation – request referral to Finance Cmt. ó Huwe said the City departments are working on their individual expense budgets, with the preliminary budgets due by July 31st. She requested the 2015 budget Preparation be referred to the Finance Committee for input on revenue projections and estimates on mill levy certification. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Crazy Days Wednesday, July 23rd

CDBG Public Hearing August 4, 2014 at 5:00 p.m. ó Huwe said Lake Agassiz Regional Council is coordinating the submission of the City’s CDBG Urgent Need Grant Application to the ND Dept. of Commerce, which requires a public hearing. She said on behalf of Lake Agassiz Regional Council she requested a motion to set a public hearing on the CDBG Urgent Need Grant Application for Repairs at Well #3 be set for Monday, August 4th at 5:00 p.m. **Motion by Bajumpaa, seconded by Mitskog, to approve setting a Public Hearing on the CDBG Urgent Need Grant Application for Repairs at Well #3 for Monday, August 4th at 5:00 p.m. Motion carried with all voting ‘aye’.**

ATTORNEY

Request Appointment of Special Alternate Municipal Judge – Susan L. Bailey ó Hatting explained the Honorable Susan L. Bailey is a Municipal Judge in West Fargo, and there is a situation where a defendant in Wahpeton has conflicts with both the regular Municipal Judge and the alternate. **Motion by Bertsch, seconded by DeVries, to approve appointment of Special Alternate Municipal Judge, Susan L. Bailey. Motion carried with all voting ‘aye’.**

Second Reading of Ord. No. 963 Simple Assault ó Hatting explained that this is an amendment to Wahpeton’s ordinance regarding simple assault and would bring the City within the guidelines established by the ND Century Code which distinguishes between domestic assault and simple assault. Council member Schmidt offered the second reading of the following Ordinance:

ORDINANCE NO. 963
AN ORDINANCE AMENDING SECTION 26-32 SIMPLE ASSAULT

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

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Commission Recommendations ó Priebe said the Economic Development Commission heard a request from Ron Rowland, Executive VP of the Wahpeton/Breckenridge Chamber of Commerce for the Crazy Day event scheduled for Wednesday, July 23rd. She said a request for \$1,000 would assist with advertising and help support events at Crazy Day. Rowland had explained that sponsorships from area businesses are getting harder to come by and some corporate stores do not allow participation. Other sources of the funding for the break-even event are Bremer Bank and Chamber member sponsorship all totaling \$800. Priebe said the EDC recommends approval of \$1,000 from Sales Tax for Economic Development Fund for the Crazy Day promotion. **Motion by Mitskog, seconded by Wateland, to approve \$1,000 from Sales Tax for Economic Development Fund for the Crazy Day promotion. Motion carried with all voting ‘aye’.**

Priebe reported that the EDC also discussed at length the Appearance Grant Program, an initiative developed through the Private Improvements Committee of the Hyatt-Palma action plan specifically with main street storefront fixes in mind. The program had a start date of 2009 and a proposed retirement date of December 2011, one year before and one year after the Dakota Avenue Reconstruction project. The program exceeded the timeline so that a few more projects identified in the Downtown Design Manual could be included. In all, Priebe said 21 storefront projects were funded when the program was active with a total sales tax allocation of \$360,000. She said 600 feet of frontage within the 3rd Street to 8th Street district saw improvement, and a total of 20 contractors were put to work. Priebe noted this does not include the JCPenney storefront project which is a separate and distinct from the Appearance Grant Program. She said because this was a non-match grant for applicants, the private investment isn't as great as it is with the Mini-Match program. But she said there was some, for every \$1.00 of public funds there was .34 cents in private investment. This does not count after-the-fact improvements such as interior fixes or the back of the stores. Priebe said the EDC voted unanimously to close the program effective immediately. She said projects which may merit a grant award will be reviewed on a case by case basis as outlined in the EDC Policy & Procedures Manual, a copy of which is located on the www.wahpeton.com website. This was for information only, no action was necessary.

Economic Development Report ó Priebe said the 16th Avenue North Reconstruction Project open house was held Monday, July 14th. She said those unable to attend still have a chance to submit comments on the project on the City's website or a hard copy is available at Interstate Engineering or at City Hall. She said July 30th is the deadline for weighing in on the project.

Priebe said as a precursor to the tour of manufacturing event next April, her office will be working on a manufacturing day event in cooperation with the national and statewide efforts. She said Manufacturing Day is set for October 3rd of this year but due to the NDSCS Homecoming happenings at that time may look to schedule the event the following week. She said the event focuses on getting high school juniors and seniors to privately tour local manufacturers to consider positions in manufacturing and industry as a career choice.

Priebe said updated City Council information can be found on the City of Wahpeton website and asked that any changes or corrections be reported to her office.

LIBRARY DIRECTOR

Summer Reading Program Update ó Guck said the Summer Reading Program has been in full swing since the beginning of June. She said between the pre-school and younger school age kids there were 152 signed up, teens had 33 ó up from 14 last year, and for adults 18 are participating. She said the opening party was held the first week of June with about 80 kids attending, and she talked about some of the more popular activities that have been held, such as plastic bag ice cream and rocket launch. She

said this Friday the summer reading program wraps up, and next Tuesday at 4:00 p.m. will be the closing party with cake, a magic show and prizes. Guck felt it has been a very successful year.

Circulating iPads ó Guck said about a month ago the Library received a grant to purchase four iPad Airs and those will begin circulating for two weeks at a time starting tomorrow. She felt they should be very popular.

Guck said the Library will have a table at Crazy Daze on Wednesday, and will be promoting their Geek the Library promotion and will, also, be signing people up for Library cards.

PUBLIC WORKS DIRECTOR

Request to set Public Hearing on Final Plat of Kidder Addition for August 4th at 5:00 p.m. ó

Miranowski said the Public Hearing on the Final Plat of Kidder Addition was to be held this evening but the final documents are not yet completed so would like the hearing moved to August 4th at 5:00 p.m.

Motion by Mitskog, seconded by DeVries, to Re-Schedule the Public Hearing for the Final Plat of Part of the Kidder Addition for August 4th at 5:00p.m. Motion carried with all voting ‘aye’.

Miranowski requested referral to Public Works Committee **of Consideration of a Water Main Relocation for the New Elementary School being built.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Mayor Hansey said he had heard some concerns from a citizen regarding **Security of the Mural at the Corner of 4th Street and Dakota Avenue to assure preservation.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski gave an update on the 11th Street North project progress, noting that once the project is done the intersection of 16th Avenue and 11th Street North will be a 4-way stop. He also talked about the input meeting for the 16th Avenue Reconstruction, saying it was well-attended and received good input from the residents who live in the area, with one of the main concerns being the need for the shared use path along 16th Avenue.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Hansey announced that he would be on vacation following this meeting but available by phone.

Mitskog gave an update of the Governor’s Task Force proposed property tax reform saying she has information available for anyone who is interested. Essentially she felt the Governor is trying to simplify taxation, with some cities possibly looking at caps on their mills. She said since Wahpeton is a home-rule charter city, as well as is Richland County, it would be exempt from a lot of the changes. She said it wasn’t really tax relief as much as it is reform.

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 July 14th.

2015 Budget Premises – motion to recommend proceeding with the 2015 budget premises as proposed with the 3% cost of living increase ó **Motion by Dale, seconded by Bertsch, to approve proceeding with the 2015 budget premises as proposed with the 3% cost of living increase. Motion carried with all voting ‘aye’.**

Dedication of NDIRF Reimbursement for 2001 Impala Police Car – motion to recommend approval of the PD capital requests as presented up to \$6,300 utilizing the proceeds from NDIRF and a vehicle forfeiture ó **Motion by Dale, seconded by Lambrecht, to approve the Police Department capital improvement requests as presented up to \$6,300 utilizing the proceeds from NDIRF and a vehicle forfeiture. Motion carried with a roll call vote of 8-0.**

Public Works & Public Safety Committee Report

DeVries said the Public Works Public Safety Committee met at noon on July 15th.

Dilapidated Properties Updates

Fire Dept. Pumper Truck Bid Recommendation – motion to recommend award of the bid to M & T Fire & Safety, Inc. for \$499,990 ó **Motion by DeVries, seconded by Dale, to approve awarding the bid to M & T Fire & Safety Inc. for the purchase of a new Pumper Truck in the amount of \$499,990. Motion carried with a roll call vote of 8-0.**

400 Block Updates – discussion

Cargill Waste Water Services Agreement – motion to recommend the agreement as presented ó **Motion by DeVries, seconded by Schmidt, to approve the Cargill Waster Water Services Agreement as presented. Motion carried with all voting ‘aye’.**

SCADA System for Storm Sewer Lift Stations – discussion

Well #3 – motion to recommend adoption of Resolution No. 3545 Resolution of Emergency ó Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3545
RESOLUTION DECLARING EMERGENCY
(WATER WELL REPAIR)

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

3rd Ave. N. – discussion

Water Main Location Issues - discussion

June 2014 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$191,797.97	\$59,200.60	\$250,998.57
201 WATER OPERATING FUND	\$122,369.17	\$33,758.95	\$156,128.12
202 SANITARY SEWER OPERATING FUND	\$26,901.86	\$21,563.16	\$48,465.02
203 WASTE REMOVAL OPERATING FUND	\$20,726.94	\$750.30	\$21,477.24
205 VECTOR CONTROL FUND	\$19.46	\$1,963.16	\$1,982.62
206 STREET LIGHTING	\$9,690.71		\$9,690.71
209 LIBRARY LEVY FUND	\$5,263.31	\$14,004.75	\$19,268.06
213 ADVERTISING LEVY FUND	\$429.15		\$429.15
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$3,563.65	\$581.54	\$4,145.19
222 SOCIAL SECURITY LEVY FUND	\$25,811.75		\$25,811.75
224 RETIREMENT FUND	\$31,023.06		\$31,023.06
226 EMPLOYEE SAFETY COMMITTEE	\$166.66		\$166.66
227 ANNUAL RESERVE WH FUND		-\$2,139.00	-\$2,139.00
229 CAPITAL IMPROVEMENTS FUND	\$2,265.93		\$2,265.93
233 REAL ESTATE LEVY FUND	\$1,177.50		\$1,177.50
236 LEVEE MAINTENANCE	\$2,291.14	\$7,112.27	\$9,403.41
253 METER DEPOSITS TRUST FUND	\$242.36		\$242.36
271 ECONOMIC DEVEL DEPT FUND	\$2,965.44	\$11,658.74	\$14,624.18
305 VECTOR CONTROL DIST LEVY FUND		\$734.18	\$734.18
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
317 JOB DEVELOPMENT LEVY FUND	\$17,231.00		\$17,231.00
318 WEED MAINT LEVY FUND	\$5,393.00		\$5,393.00
319 LODGING TAX FUND	\$8,710.92		\$8,710.92
320 SALES TAX OPERATING FUND	\$132,452.35		\$132,452.35
325 SALES TAX H.E.L.P. HOUSING FUND	\$240.00		\$240.00
326 REVOLVING LOAN FUND	\$28,429.00		\$28,429.00
361 GASOLINE,OIL,ETC		-\$3,439.87	-\$3,439.87
390 CLUBHOUSE MAINTENANCE	\$275.15		\$275.15
393 DOWNTOWN CARE & MTC FUND	\$3,900.69		\$3,900.69
395 CERT	\$65.01		\$65.01
572 SALES TAX FOR FLOOD FUND	\$27,915.02		\$27,915.02
574 5-2-97 (FLOOD PHASE II)	\$1,626.96		\$1,626.96

630 WESTSIDE NATURAL DRAIN PROJ.	\$57.50		\$57.50
631 11TH ST. N. AVE B TO 16TH AVE		\$2,756.89	\$2,756.89
636 16TH AVE. 11TH ST TO HWY 210	\$69.00		\$69.00
TOTAL	\$676,821.66	\$148,955.65	\$825,777.31

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Franchise Committee July 21st, Immediately following Council
- b. Finance Cmt. July 28th, 12:00 Noon
- c. Public Works Cmt. July 29th, 5:00 P.M. (this was changed to Noon)
- d. Planning Commission August 4th, 4:00 P.M.

Motion by Mitskog, seconded by Wateland, to adjourn at 5:36 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant