

Wahpeton City Council

June 1, 2015

5:00 p.m.

Present: Schmidt (via skype), Lambrecht, Mitskog, Hansey, DeVries, Dale, Bajumpaa, and Wateland

Absent: Bertsch

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

Meeting called to order by Mayor Hansey.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held May 18, 2015

Approval of minutes of Special Council meeting held May 27, 2015

Games of Chance Licenses, Site Authorizations & Special Permits:

Head of the Red Youth Activity Association ó Site Authorization at Vetø Club

Three Rivers Gymnastics ó Site Authorization at Pranteø Fine Dining

Three Rivers Gymnastics ó Site Authorization at Three Rivers Gymnastics

Catbacker Letter Winner Club ó Site Authorization at Blikre Activity Center

Presentation/Approval of Reports

2015 Street & Shared Use Path Crack Sealing Project

Blue Goose Days Schedule of Events

ND Water Education Summer Water Tours

Valley Prosperity Partnership Action Agenda <http://www.valleyprosperitypartnership.com/>

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2015 – 2017 Sales Tax Collection Contract – request motion to approve ó Huwe said the ND State Tax Commissioner provides an electronic website, filing information and returns to all permit holders. She explained itø a convenient system for electronic filing of local sales and use tax obligations. The State Tax Department withholds \$35 per permit per month. They typically request a collection contract for each biennium. She requested permission to execute the contract with the State Tax Commissioner for the collection of local sales tax, whose estimated value over the next 2 years is \$15,120. **Motion by Lambrecht, seconded by Mitskog, to approve the 2015 – 2017 Contract for Collection of City Sales, Use and Gross Receipts Taxes between the City of Wahpeton and the Tax Commissioner of the State of North Dakota. Motion carried with a roll call vote of 7-0.**

2016 Budget Preparation Calendar ó Huwe reviewed the calendar provided, which identified the major milestones in the budget preparation process and tentative dates to accomplish them.

Hay Compensation Study – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Old City Hall Development Agreement – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ASSESSOR/BUILDING CODES

Update on County Equalization Meeting ó Broadland said tomorrow at 11:00 a.m. is the County's Equalization Board meeting and the Cities will be heard at 11:00 a.m. She said there may be one individual still contesting the value. She will give an update at the next Council meeting.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said she received a Community Development Block Grant (CDBG) Final Application from Amber Schaan on Friday afternoon which did not make tonight's agenda, and is in regard to the ComDel/Altavian unmanned aerial systems project. She asked for suspension of the rules to present this before the Council. **Motion by DeVries, seconded by Lambrecht, to approve suspending the rules to discuss an item not on the agenda. Motion carried with all voting 'aye'.** Priebe said an application for CDBG funds from ComDel to Lake Agassiz Regional Council for the Altavian project was received by her office. CDBG funds are used from time to time to support economic development efforts in the region. She said the application which was provided is for working capital to support the scale-up and development of the Altavian product line. It is anticipated that this activity will provide for 6 to 10 manufacturing jobs over the next 24 months. Priebe explained CDBG is commonly referred to as "gap" financing, and the proposed funding is as follows: CDBG Project Cost \$224,727; CDBG Administration \$10,000; and Other Funds \$1,539,455 for a Total Cost of \$1,774,182. She said there is also a Resolution of Sponsorship that the local government must adopt and submit with the application that reads: *'Be it resolved that the City of Wahpeton will act as sponsoring unit of government for the project titled ComDel Innovation/Altavian to be conducted during the period June 1, 2015 through May 31, 2017. Mayor Meryl Hansey is hereby authorized to apply to the ND Division of Community Services for funding of this project on behalf of the City of Wahpeton on June 1, 2015.'* Priebe asked for a motion to approve the Resolution and the Application as presented. **Motion by Mitskog, seconded by DeVries, to approve the Resolution of Sponsorship and the Community Block Grant Final Application in regard to the ComDel/Altavian project as presented. Motion carried with all voting 'aye'.**

Priebe announced she received information that on June 30th from 8:00 a.m. to 5 p.m. at the NDSU and alumni center in Fargo, NDSCS will partner with NDSU and the National Academy of Sciences to conduct an important workshop entitled "Creating ND's High Skill Workforce: How should industry and higher ed collaborate more effectively?" The workshop is designed to engage leaders from business industry, education and government in the discussion of STEM (Science Technology Engineering and Math) workforce needs.

LIBRARY DIRECTOR

Guck reported about 3 weeks ago the library received a donation to purchase a 3D printer which has been in operation at the library for the past few weeks. It uses plastic filaments which it takes from the spool and extrudes it on the bed to bring your image to life, and she provided samples of things they have made. Guck felt the printer was an exciting new purchase and encouraged anyone interested to stop into the library to see it in action. She said once library staff has a handle on how to use the 3D printer they will work with the Library Board to put a 3D printing policy in place and figure out how to charge for it, but it will be open for public use hopefully within the next few weeks. Guck felt libraries have a history of being on the forefront for new technologies and providing access to these technologies. She felt 3D printing encourages innovation, problem solving, and creativity. Over the summer library staff will work to come up with some lesson plans to provide to area schools. Guck was excited to provide this access and exposure to the kids.

Guck said the summer reading program is starting up with preregistration this Thursday and Friday and kick-off next Monday. The overall theme this year is super heroes. The pre-school and school age theme is "Every Hero has a Story", teens is "Unmasked", and adults is "Escape the Ordinary". The kick-off next Monday will be a super hero training camp and is free to the public.

Guck announced that this Thursday night the library will kick off their lawn games and will continue every Thursday throughout the summer from 6:30-8:30 p.m. She asked for and received numerous donations of lawn games, and encouraged people to come and enjoy a nice night out.

In other happenings, Guck said the library will be in the Blue Goose Days parade this Saturday. She also reported that Books in Bars concluded a few weeks ago and will start up again in September. She provided a year in review with some pictures and a list of the books that were read. They met 9 times and had an average attendance of 7 people. She felt the response was really good with a lot of positive feedback and everyone who was involved with it this year is excited for it to resume again this fall.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **to consider an Agreement for Shared Water and Sewer Connection at 126 3rd Avenue South and 212 2nd Street South.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of an Ordinance Revision to Require Properties to Hook Up to Water and Sewer.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Review Bids for Utility Truck Replacement for Sewer Department.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to consider Approval of an RFQ and to Advertise for Engineering Services for Water Treatment Plant Facility Study.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided some updates, saying larvicide operations have been going strong the past few weeks which seem to be helping. Catch basin repairs around the city are being completed, along with blading alleys and gravel streets. The third round of sweeping has been started. All the levies have been mowed and will start spraying for broadleaf. The Community Center sidewalk had the east half poured last Friday and the west half was poured today, then will backfill and seed. All the repairs are done for curb and storm sewers to prepare for the seal coat project to start the middle of this month. Will be wrapping up on Well #3 this week. He then talked about some issues at the Water Plant that will need to be addressed.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Bois de Sioux Golf Board Appointment of Paul Mergens 2015 – 2018 term (replacing Dave Mann) ó Huwe corrected this agenda item saying the term will run just until November 1, 2015. **Motion by Bajumpaa, seconded by Wateland, to approve the Bois de Sioux Golf Board Appointment of Paul Mergens for a term ending November 1, 2015 (replacing Dave Mann).** **Motion carried with all voting 'aye'.**

Report from Ad-Hoc Committee on Relocation of the Police Dept. ó Mayor Hansey said the Ad-Hoc Committee on the Relocation of the Police Department met on May 28th and a motion was made and carried by the committee to recommend the purchase of the Willow Creek Chapel Property located at 920 3rd Ave. N. from Richland Wilkin Funeral Homes LLC for \$455,000 for use as the Wahpeton Police Department. **Motion by DeVries, seconded by Dale, to approve the Purchase of the Willow Creek Chapel Property located at 920 3rd Avenue North from Richland Wilkin Funeral Homes LLC for \$455,000 for use as the Wahpeton Police Department.** Discussion held regarding concerns raised over the integrity and safety of the building with it being a wood structure, which Thorsteinson explained that it was not a concern of the Police Department. **Motion carried with a roll call vote of 7-0.**

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 May 26th.

iWorQ Systems Workflow Software – motion to recommend to proceed with \$4,395 contract funded from General Fund Misc. ó **Motion by DeVries, seconded by Wateland, to approve proceeding with the quote from IWorQ Systems Workflow Software to acquire the Public Works Software Package at the cost of \$4,395 from General Fund Misc. Motion carried with roll call vote of 7-0.**

RSVP+ ND Memorandum of Understanding – motion to recommend approval contingent upon language referring to the Foster Grandparent Program ó **Motion by DeVries, seconded by Lambrecht, to approve the RSVP+ ND Memorandum of Understanding contingent upon resolution of the language referring to the Foster Grandparent Program. Motion carried with all voting ‘aye’.**

Breckenridge Lutheran Church ELCA Memorandum of Understanding – discussion

City Owned Lots Bid Summary – motion to recommend acceptance of bid of \$3,200 for 206 4th St. S. lot contingent upon Planning Commission approval of rezoning. Continuing discussion pending additional information on the lot at 610 8th St. N. ó **Motion by DeVries, seconded by Mitskog, to approve accepting the bid of \$3,200 for the 206 4th Street South lot contingent upon Planning Commission approval of rezoning. Motion carried with a roll call vote of 7-0.**

Public Works Public Safety Committee Report (No meeting held May 27th)

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission June 4th, 4:00 PM (note date change . June 1st cancelled)
- b. Finance Committee June 8th, 12:00 Noon
- c. Public Works Committee June 9th, 12:00 Noon

Motion by Mitskog, seconded by Wateland, to adjourn at 5:35 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant