

**Wahpeton City Council**  
**March 21, 2016**  
**5:00 p.m.**

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

**Absent:** Bajumpaa

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

Meeting called to order by Mayor Hansey. Hansey called for a moment of silence in remembrance of deceased City Water Department employee, Eric Seibold.

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

**Approval of minutes of regular meeting held March 7, 2016**

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

Merlinø Soldiers Relay for Life Team ó Raffle Permit

Richland Wilkin Ladies Night ó Raffle Permit

St. Johnø School ó Site Authorization

Other Games of Chance and/or special permits:

Zonta Club of Breckenridge-Wahpeton ó Raffle Permit

Humane Society of Richland/Wilkin County ó Raffle Permit

**Presentation/Approval of Reports**

February 2016 Bill Pay Report \$598,972.84 ó see below

February 2016 Financial Statements

2015 Safe Drinking Water Act Certificate of Achievement

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**C-2 Beer/Wine Liquor License Application – Dakota Coffee Co.** ó Huwe said an application was submitted by Dakota Coffee Co. for a C-2 Beer/Wine Liquor License. She explained it is a unique application for the City, who has several C-1 restaurant licenses outstanding with the main condition of that license being that the entity sell more food than alcohol/liquor. The C-2 license was an expanded license category that allows the sale of beer, wine or cordials, the seating requirement is 25 seats, the menu requirement is 5 unique entrees, and need to sell more non-liquor items than liquor/alcohol items. This is a new business located at 1001 2<sup>nd</sup> Avenue North, and their anticipated opening date is June 1<sup>st</sup>. **Motion by DeVries, seconded by Dale, to approve the C-2 Beer/Wine Liquor License Application for Dakota Coffee Co. contingent upon the coordination of the State and City licensing entities. Motion carried with all voting ‘aye’; and Mitskog abstaining.**

**C-6(a) April 1 – October 31 Liquor License – Bois de Sioux Golf Club** ó Huwe said this is a renewal license of past years. She explained the C-6(a) license is similar to a restaurant license where they have to sell more food than liquor but is seasonal allowing them to sell from April 1<sup>st</sup> to October 31<sup>st</sup>. **Motion by Dale, seconded by Mitskog, to approve a C-6(a) April 1 – October 31 Liquor License for Bois de Sioux Golf Club contingent upon verification of all conditions. Motion carried with all voting ‘aye’.**

**2015 Transportation Funding Report** ó Huwe said beginning in 2010 cities were required to file a transportation funding report through the State Tax Commissioner's Office. A copy of the report was provided and reviewed, with this year's data being compared to last year's. **Motion by Mitskog, seconded by Bertsch, to approve the 2015 North Dakota Transportation Funding Report as presented. Motion carried with all voting 'aye'.**

**City Government Week – April 4th** ó Huwe announced that City Government Week will be the week of April 4<sup>th</sup>, which is the next City Council meeting. She was not certain if there would be students in attendance at the meeting or if will try to coordinate another event. She said we do try to engage the community during City Government Week and encourage participation.

**Election Filing Deadline April 11, 2016 4:00 p.m.** ó Huwe gave a reminder that the election filing deadline is April 11<sup>th</sup> at 4:00 p.m. She said paperwork has been received for 3 of the 4 vacancies on the City Council and 1 of the 2 vacancies on the Park Board.

### **ASSESSOR/BUILDING CODES**

**Reminder of Board of Equalization Meeting Tuesday, April 12<sup>th</sup>** ó Broadland gave a reminder that the Board of Equalization meeting is scheduled for Tuesday, April 12<sup>th</sup> at 5:00 p.m., and asked that Council members let her know if they are unable to attend as a quorum is required. She said notices will be mailed out through the rest of this week and homeowners who have questions are encouraged to contact the assessing office and she will review the notice information with them.

### **ECONOMIC DEVELOPMENT DIRECTOR**

#### **Economic Development Report**

**Cooperative Housing Presentation – request referral to Finance Cmt.** ó Priebe said that 3D modeling of River Pointe Housing Cooperative has been drafted and is ready to be presented to the Finance Committee, and requested referral of this item to the Finance Committee. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe provided an article that appeared in the Bismarck Tribune regarding the -Panel studying extension of natural gas service to ND communitiesø

Priebe said the Planning Commission met on March 17<sup>th</sup> and held a public hearing on the preliminary plat for Westdale 2<sup>nd</sup> Addition, which Public Works Director Miranowski presented. Miranowski reviewed a map of the preliminary plat of Westdale 2<sup>nd</sup> Addition, with the perimeter designated in red. This is the second phase, and the subdivision has 27 single family lots ranging from 50øto 70ø. The area in Block 4 was the subdivision done in the first phase and there were 50ølots. The developer has sold the property so with this plat will also be replatting the 50ølots that were in the first subdivision which will now have 40 units of townhomes built. The Planning Commission discussed access to the future dedicated park area/green space, and it was decided to put a 20ø easement somewhere between Lots 1 and 5 in Block 1. The developer has now asked if the access for the park could go on the north side of Lot 1 in Block 1 so as not to lose a buildable lot, which Miranowski felt was a good idea. **Motion by Mitskog, seconded by Lambrecht, to approve the Preliminary Plat of Westdale 2<sup>nd</sup> Addition as presented.** Bertsch asked if the motion was about access to the park, and Miranowski answered the motion on the floor was to approve the preliminary plat. **Motion carried with all voting 'aye'.** Discussion held regarding the configuration of the 40 townhome units in Lot 4, and also regarding the safety of the subdivision with only one access road. Concern regarding access and egress with 100 units in the addition and only two roads in and out was also discussed.

## **LIBRARY DIRECTOR**

**Library Report** ó Guck reported that on Wednesday, March 23<sup>rd</sup>, the library will be holding a strategic planning session to draft its first ever strategic plan. Staff members, a few Library Board members, and a few library patrons will meet to draft a plan, which will be presented to the Library Board and then to the City Council.

Guck announced that there is currently a display of Barn Quilts at the Library. The barn quilts are painted, bold public art painted on wood that hang outside and celebrate farm and family life. On March 31<sup>st</sup> at 7:00 p.m. a presentation will be given to learn more about Barn Quilts and the Red River Barn Quilt Trail.

## **PUBLIC WORKS DIRECTOR**

**PW Report** ó Miranowski requested referral to Public Works Committee **of the Expanded Contract with Stantec, Inc. for Lime System Improvements at the Water Plant.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Presentation by Hawkins Chemical Regarding the Possibility of Using Hydrogen Peroxide to Control the Odors at the Waste Water Ponds.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Recommendation from the Consultant Selection on the 16<sup>th</sup> Avenue North Reconstruction Project.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Bid Result Reviews, Award and Contract Approval for the 2016 Seal Coat Project to Aztec, Inc.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Consideration of Contracts for the 2016 Yard Waste Disposal with Jay Schnell and Waste Management.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Consideration of Westdale 2<sup>nd</sup> Addition Infrastructure Improvements.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported that the Public Works Department started crack filling today. Spring street sweeping continues. Spring pothole filling is taking place, and have started grading alleys.

## **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 March 14<sup>th</sup>.

**Tax Exemption Issues – discussion to continue practices regarding property exempt from taxation**

**Bond Refinancing R/I 10910 – motion to recommend proceeding with refinancing ó Motion by DeVries, seconded by Wateland, to approve proceeding with refinancing the \$5,405,000 Refunding Improvements Bonds of 2010 (R/I 10910). Motion carried with a roll call vote of 7-0.**

**Payment Services Network Payment Processing – motion to recommend proceeding with utility billing component ó Motion by DeVries, seconded by Mitskog, to approve proceeding with the Contract with Payment Services Network, Inc. as presented for the Utility Billing Component with the City absorbing the fees. Motion carried with a roll call vote of 7-0.**

**WSI Insurance Safety Discount – discussion**

**Public Works & Public Safety Committee Report**

Lambrecht said the Public Works & Public Safety Committee met at noon on March 15<sup>th</sup>.

**Water Treatment Plant Pickup Truck Quotes – motion to recommend acceptance of Smith Motors quote for 2016 Silverado \$28,961 ó Motion by Lambrecht, seconded by Dale, to approve accepting the bid from Smith Motors for a 2016 Chevrolet Silverado 1500 4WD Double Cab for \$28,961 for the Water Treatment Plant Pickup Truck. Motion carried with a roll call vote of 7-0.**

**16<sup>th</sup> Ave. N. Reconstruction Proj. Construction Contract Award to KPH – motion to recommend approval of contract \$1,976,670.55 ó Motion by Lambrecht, seconded by Schmidt, to approve Awarding the 16<sup>th</sup> Avenue North Reconstruction Project Construction Contract to KPH, Inc. in the amount of \$1,976,670.55. Discussion held. Motion carried with a roll call vote of 7-0.**

**16<sup>th</sup> Ave. N. Reconstruction Proj. Construction Engineering RFQ Review – discussion**

**NDSCS Preliminary Design Work – Bolton & Menk Invoice – motion to recommend approval of payment \$3,000 ó Motion by Lambrecht, seconded by Dale, to approve Paying the Invoice in the amount of \$3,000 from Bolton & Menk for the NDSCS Infrastructure Preliminary Design Work. Motion carried with a roll call vote of 7-0.**

**Yard Waste Collection Program – motion to recommend extension of yard waste disposal agreements with Jay Schnell & Waste Management for 2016 ó Motion by Lambrecht, seconded by Bertsch, to approve Extension of the Yard Waste Disposal Agreements with Jay Schnell and Waste Management for 2016. Discussion held. Those opposed expressed their concerns for the added expense. Suggestion was made to survey the citizens to find out how many utilize this service. Discussion also held regarding how it is handled in other communities. It was noted the contract would be for the 2016 season. Motion carried with a roll call vote of 5-2: with Lambrecht, Bertsch, Mitskog, DeVries, and Schmidt voting ‘aye’; and Dale and Wateland voting ‘nay’.**

**Utility Rates – discussion**

**SEMCA Agreements – discussion**

**Odor at the Ponds – Pond #1 Diffuser Replacement Parts Quote - discussion**

**Tri-State Aviation Street Light Fee – discussion**

**Dilapidated Properties Report**

**120 6<sup>th</sup> St. N. - discussion**

February 2016 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$241,294.55	\$26,216.79	\$267,511.34
201 WATER OPERATING FUND	\$41,787.63	\$60,230.44	\$102,018.07
202 SANITARY SEWER OPERATING FUND	\$23,532.74	\$14,222.00	\$37,754.74

203 WASTE REMOVAL OPERATING FUND	\$21,720.88	-\$5,508.12	\$16,212.76
204 WASTE REDUCTION FUND		-\$489.92	-\$489.92
205 VECTOR CONTROL FUND	\$3,699.47	-\$480.91	\$3,218.56
206 STREET LIGHTING	\$12,255.73	-\$2,625.75	\$9,629.98
209 LIBRARY LEVY FUND	\$12,540.18	\$15,499.09	\$28,039.27
213 ADVERTISING LEVY FUND	\$343.22		\$343.22
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
217 PLANN COMMISSION LEVY FUND	\$300.00		\$300.00
226 EMPLOYEE SAFETY COMMITTEE	\$125.00		\$125.00
227 ANNUAL RESERVE WH FUND		-\$3,309.00	-\$3,309.00
229 CAPITAL IMPROVEMENTS FUND	\$884.60		\$884.60
231 FD BLDG & EQUIP LEVY FUND	\$2,453.26		\$2,453.26
233 REAL ESTATE LEVY FUND	\$29.91		\$29.91
236 LEVEE MAINTENANCE	\$1,734.52	\$7,869.77	\$9,604.29
237 CITY SHARE OF SPECIALS FUND	\$32,989.60		\$32,989.60
253 METER DEPOSITS TRUST FUND		-\$651.77	-\$651.77
271 ECONOMIC DEVEL DEPT FUND	\$1,288.08	\$14,088.42	\$15,376.50
303 MISCELLANEOUS FUND	\$199.25	-\$542.20	-\$342.95
318 WEED MAINT LEVY FUND	\$561.37		\$561.37
319 LODGING TAX FUND	\$11,813.87		\$11,813.87
320 SALES TAX OPERATING FUND	\$16,516.59		\$16,516.59
326 REVOLVING LOAN FUND	\$40,000.00		\$40,000.00
365 PD SPEC EQUIP SINKING FUND	\$1,121.37		\$1,121.37
393 DOWNTOWN CARE & MTC FUND	\$150.96		\$150.96
574 5-2-97 (FLOOD PHASE II)	\$946.51		\$946.51
643 LIBRARY ROOF, WALLS & DOOR	\$3,525.00		\$3,525.00
647 WESTDALE PROJECT	25.00		\$25.00
648 WTP FACILITY PLAN	\$2,119.75		\$2,119.75
<b>TOTAL</b>	<b>\$473,959.04</b>	<b>\$125,013.80</b>	<b>\$598,972.84</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. March 28<sup>th</sup>, 12:00 Noon
- b. Public Works Cmt. March 29<sup>th</sup>, 12:00 Noon
- c. Planning Commission April 4<sup>th</sup>, 4:00 P.M.
- d. Board of Equalization April 12<sup>th</sup>, 5:00 P.M.

**Motion by Mitskog, seconded by Lambrecht, to adjourn at 6:10 p.m. Motion carried with all voting ‘aye’.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant