

Wahpeton City Council

November 16, 2015

5:00 p.m.

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

Absent: DeVries

Also Present: Huwe, Lies, Miranowski, Thorsteinson, 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 November 2, 2015

Games of Chance Licenses, Site Authorizations & Special Permits

Richland County 4-H ó Raffle Permit

Red Door Art Gallery ó Raffle Permit

Other Games of Chance and/or special permits:

NDSCS Auto Tech Club ó Raffle Permit

Presentation/Approval of Reports

October 2015 Financials

October 2015 Bill Pay Report \$775,179.50 ó see below

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

Update – Budget Benchmarks ó Huwe said financial reports are provided the second Council meeting of each month, with one providing detail on the City’s General Fund activity of both revenue and expense, and the other is a consolidated fund statement that shows all activity from beginning balances, revenues, transfers, debt proceeds, transfers out, expenses, and the current balances. She gave an update on what’s going on in the General Fund because it was somewhat irregular for revenue trending. When benchmarked October 31st year-to-date to see how are doing versus budget, the total revenue right now is \$2,950,419.12 with a balance to be collected of \$320,671, so have collected approximately 90% of the projected revenues for this year. She noted some of the revenues were not as strong as anticipated in 1st, 2nd and 3rd quarter, and 4th quarter tends to be a soft quarter in the revenue cycle so are watching things carefully in November and December. She said it looks like may be close to projected revenues and hopes not to have a shortfall. She reviewed some of the loss leaders in revenue for this year in the General Fund, and also those with revenue surplus. She said in projections today, of the \$3,271,091 revenue projected we are within \$3,575.03. She said she was cautiously optimistic. Mitskog asked if at the end of the year in these areas of revenues if would have an opportunity to discuss revenue streams and planning for budgets for next year and continue to evaluate some of those areas, which Huwe answered we will. She said there is a request right now to hold any nonessential purchases.

Reminder – City Hall will be closed for Thanksgiving on Nov. 26th – 27th

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Including Recommendations from the Planning Commission, Renaissance Zone Authority & Economic Development Commission ó Priebe said the Bois de Sioux

Golf Board President Jay Ovsak met with the Economic Development Commission to go over the golf course budget and the operating expense stating that while the sales tax numbers were strong and membership up, their accountant estimates a shortfall of just over \$14,000. The accountant also noted that

he hopes the expense amounts are overestimated and that he listed what he thought would be the bills remaining for the year. Ovsak reported there were 204 new members this past year due to offering a 50% discount on membership fees. Those individuals will have a 25% discount this coming year and Ovsak noted there may be some that don't sign up. By the 3rd year, all memberships will be at full price. He added there were 14,000 rounds of golf 2 years ago compared to 21,000 rounds this year. Income may have been up but so were expenses. The statement of fund position for Sales Tax for Recreation Fund showed an estimated balance of \$82,924.15. It is policy to reserve \$50,000 in this account leaving \$32,924.15 available for projects. The EDC voted unanimously to approve up to \$20,000 in grant funds from Sales Tax for Recreation Fund to cover the golf course year 2015 shortfall. **Motion by Mitskog, seconded by Wateland, to approve up to \$20,000 in grant funds from Sales Tax for Recreation Fund to cover the Bois de Sioux Golf Course year 2015 shortfall.** Discussion held. **Motion carried with a roll call vote of 7-0.**

Priebe said Wahpeton-Breckenridge Chamber of Commerce Executive Sheila Bohn submitted an application for a \$10,000 grant for the 2015 Holiday Promotion. The funds are used for Shop Local co-op advertising, Dash for Cash, Thanksgiving promos, posters, Santa at the Square, lighting contests and other retail related events. Individual businesses will pay to advertise for their business. A unanimous recommendation was made by the EDC to support the Chamber of Commerce's Holiday Promotion efforts the same as last year at the \$10,000 level with funding coming out of the Sales Tax for Economic Development account. **Motion by Bajumpaa, seconded by Lambrecht, to approve supporting the Wahpeton-Breckenridge Chamber of Commerce's Holiday Promotion efforts the same as last year at the \$10,000 level with funding from Sales Tax for Economic Development.** Discussion held. **Motion carried with a roll call vote of 7-0.**

Priebe reported the Wahpeton Convention & Visitors Bureau is looking at entering into a contract to purchase an interactive mobile solution. This idea has been discussed at 3 meetings and one CVB Strategic Planning session. A Master Professional Services Agreement with OmniByte Technology, Inc. of Fargo if approved would be a one year contract with \$2,500 down and \$100 per month subscription fee. The proposed APP for CVB activity will include an Active Business Directory, attractions, event notifications, maps of businesses, attractions and events, and a weather section. There would also be an administrative dashboard to view users and broadcast information to them. In the future the CVB can add geocaching, discount coupons, scavenger hunts and live pop up notices. The CVB felt that having a mobile App would keep them up to date with the changing technology of everyone using their mobile phones to stay connected. This Mobile App would make it easier to attract visitors to our community and create overnight stays. OmniByte Technology, Inc. will be utilizing NDSU interns for this project. One of OmniByte's core values is to give back to the communities. They want to offer these technology options to communities at an affordable cost. If OmniByte didn't employ interns on this project, it would cost approximately \$40,000 to build. The CVB has checked with other Mobile App companies and their cost was estimated at \$5,900 per year for the app. The CVB feels getting in on the ground floor with this app is the best way to keep up with technology at a reasonable price. Priebe requested a motion to approve signing the contract with OmniByte Technology. **Motion by Mitskog, seconded by Bertsch, to approve entering into a one year contract with OmniByte Technology, Inc. for the Mobile App Project at the cost of \$2,500 down and \$100 per month subscription fee.** **Motion carried with a roll call vote of 7-0.**

Priebe said information from Christmas Décor out of Fargo was reviewed by the Community Enhancement Organization at a meeting November 10th. It is the intention of the CEO to recommend hiring Christmas Décor to put up white lights on the Dakota Avenue trees for holidays and then remove them 1st quarter 2016. There were three options outlined that explained the different methods to place lights on the trees, the different sizes of trees, number of lights, etc. Christmas Décor would need a 2 week lead time for ordering and installation. The CEO passed a motion to recommend the City Council approve Option #3, a \$7,950 one-time expenditure for the Dakota Avenue tree lighting service using warm white lights provided by Christmas Décor of Fargo and enter into a contract with the company. Hansey asked for a motion and Lambrecht spoke, and Mitskog seconded, but Lambrecht later clarified that he was not making a motion. Mitskog questioned if there were any other options discussed that were less expensive. Priebe said O'Meara was instructed to contact Christmas Décor as were familiar with projects they did in Fargo, and there was no one local who installs the lights and wraps the trees or uses the canopy effect. Priebe then

reviewed the other 2 options presented by Christmas Décor which were both more expensive. She said the CEO felt this would add to the lighting downtown and wanted to give it a try this year. When asked, Bajumpaa said this had been reported on at the last PW Committee meeting and one of their concerns was the length of time in which the lights would be up giving consideration to the fact that would have to wait a few weeks for the lights to be installed and then would come down shortly after Christmas which seemed like a pretty short window. Costing about \$8,000 for 13 trees it was felt was more expensive than what the City wants to be doing this year. He said there seems to be interest in lighting and adding to the ambience of downtown with lights, and the general consensus of the Committee was that as we move forward with this we look for a little more time and energy into some sort of plan that they can react to sooner rather than later, and the Committee postponed making a recommendation on this and encouraged the CEO to come back with some proposals for consideration for next year. Hansey commented if action is postponed it would put it out another couple of weeks and he would be disappointed if there weren't some type of lights on Dakota Avenue, and the one recommended was the lesser of three evils. He agreed it was a lot of money and a plan was needed but Dakota Avenue needs to be lighted, and asked for a motion. **Motion by Bajumpaa, seconded by Bertsch, to approve Option #3, a \$7,950 one-time expenditure for the Dakota Avenue tree lighting service using warm white lights provided by Christmas Décor of Fargo and enter into a contract with the company using CEO funds.** Discussion held regarding keeping the trees on Dakota Avenue trimmed and how it would affect the lights. Mitskog then wondered about alternatives to the Fargo company as she felt there may be some local entrepreneurs as it seems to be a lucrative business. She wanted the downtown to look festive in the holiday season but couldn't see expending these dollars. Priebe said the PW Director did suggest having more of a comprehensive plan. She said when did the initial lighting of 2nd Avenue and the Library and Courthouse lawns it was a complete planning process that involved a lot of individuals making a lot of choices, but the CEO did not have time this year and their general consensus was to have some kind of lights this year even at this expense. Hansey agreed it was a lot of money but felt it is important to observe the holidays and especially by lighting up Dakota Avenue. Dale said he struggled with it costing almost \$8,000 for 13 trees, and in doing some research felt for about \$1,500 could pick up enough lights to do all of the trees on Dakota Avenue, and if City forces can't do it can get a service group or somebody like that to do it, and if it takes 2 weeks for Christmas Décor to get here we could get the lights up quicker and for longer. When asked, Priebe talked about Christmas Décor having the professional expertise on how to handle the different trees so that they don't get damaged so would run with it this year then develop a comprehensive plan next year. Miranowski said at the CEO meeting he suggested having a comprehensive plan, as some of the decorations are aging and unrepairable so thought should do nothing this year and work toward a comprehensive program and figure out a theme. He felt putting lights on every other corner as proposed would look unfinished. Mitskog noted that the City crews put up the lights when there were trees in the medians so wondered if there would be an opportunity for them to do any lighting, which Miranowski did not think it would be possible as it takes the Street Crew almost a month to put up the lights they do now and don't have the manpower to get it all done. **Motion failed with a roll call vote of 1-6, with Bertsch voting 'aye'; and Bajumpaa, Wateland, Schmidt, Lambrecht, Mitskog, and Dale voting 'nay'.**

Priebe reported that the EDC put their stamp of approval on the Flex PACE for Affordable Housing application that was submitted by Wahpeton Apartment Homes LLC and 1945 Holdings LLC for two, 39-unit apartment complexes north of WalMart. She said the community's matching requirement for both projects (\$428,572 total) is in the form of land and infrastructure (special assessments) and she reviewed how it was calculated. Land was sold to applicant/developer at a discounted rate, in the incentive value of discounted land (minus actual amount paid) equaling \$250,067. The Special Assessments for infrastructure are approximately \$600,000 with about half of the cost (risk) spread on the project or \$300,000. The grand total of community match is \$550,067 which more than covers the projected \$428,572 required by BND. Since this is the first application for Flex PACE for Affordable Housing, Priebe requested the City Council also go on record as approving the application and acknowledging the City's contribution and the leveraging of the land and infrastructure cost. **Motion by Bertsch, seconded by Lambrecht, to approve the application for the Flex PACE for Affordable Housing submitted by Wahpeton Apartment Homes LLC and 1945 Holdings LLC and to acknowledge the City's contribution and the leveraging of the land and infrastructure cost as presented. Motion carried with a roll call vote of 7-0.**

As a courtesy report, Priebe said the Small Business Development Center requested support from the EDC, acting as the Jobs Development Authority, for the office for 2016 at the same level as in 2015 or \$12,500. Other contributors are the Richland County JDA, Wahpeton CDC, NDSCS and the Enderlin CDC. A motion was made and passed to approve \$12,500 from the JDA Account for the SBDS office contingent upon all other groups matching their required level of funding.

Priebe explained she is in the process of adding another component to the Mini-Match Program, called Mini-Match PLUS. The Plus part would be opening up the matching grant program to more applicants including non-profits who currently are not eligible to apply.

Priebe announced the Planning Commission is scheduled to meet this Thursday, November 19th at 4:00p.m., and the CDC has scheduled a meeting for Wednesday, November 18th at noon.

Bertsch commented that since the Council did not approve moving forward with the recommendation from the CEO for lights she asked for any suggestions someone wants to bring forward so can take action. Priebe noted there is enough money in the Christmas Lighting line item in the CEO. Dale asked if would need a motion to approve an up-to amount of \$1,500 to come up with a plan as he would like to see lights yet this winter but not at \$8,000. Discussion held regarding the cost of lights and that they should be commercial lights. Mitskog felt it might be more efficient and affective to appoint Council members to work quickly on this issue and come to some sort of resolve to get lights up, but Hansey felt there was a time crunch. Wateland said he and Dale would volunteer to pursue it. Bertsch did not feel \$1,500 was enough but wondered if should approve an amount up to \$2,200. Miranowski felt there should also be CEO involvement, which Dale said was his intent. **Motion by Bertsch, seconded by Wateland, to approve up to \$2,500 from the Restaurant Tax Fund for Christmas Lighting to pursue tree lighting on Dakota Avenue. Motion carried with a roll call vote of 6-1, with Bertsch, Mitskog, Dale, Wateland, Schmidt and Lambrecht voting 'aye'; and Bajumpaa voting 'nay'.**

LIBRARY DIRECTOR

Library Report ó Guck reported that last Thursday and Friday, she, adult librarian Melissa Bakken, and children's librarian Rachel Kercher attended the second session of the Bremer funded initiative the Bremer Rural Libraries and Literacy Leadership Institute in Bismarck. She said it was very well done with very good speakers and training sessions. She also felt it was good for her staff to be able to attend together. Guck explained it is an 18 month program with 3 goals, with the first goal being to conduct a community assessment of their service population, which is the survey that was just completed at the library last week. Greta said 205 people participated in the survey, and of those 20% did not have a library card. She felt they got very good feedback to work with to accomplish their second goal, which is to create a strategic plan for the Library and it will be the focus of herself and her staff for 2016. Starting in January they will convene a strategic planning committee with various representatives from the community and will send out a 5-year strategic plan for the Library, drawing upon this data, and some of their own knowledge of where they see library services going. She will keep the Council updated and present the plan once it is approved.

Guck then announced that she received a very good letter today. She had applied for a Library Vision 20/20 Collection Development Grant administered through the ND State Library. The grants were contingent upon the State Library's funding during this last legislative session which went very well and they received all their funding which in turn they were able to turn around and make these grants. The Leach Public Library received \$5,000 for collection development, which is books and it's all for non-fiction. There was a 10% match so Leach Public Library will be putting in \$500. So this next year the library will have an additional \$5,500 to purchase non-fiction books. She noted the entire book budget for this year was \$20,000 so the \$5,500 would be a quarter of their yearly budget which is a very significant amount of money. She was very pleased and excited about receiving this grant.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski reported that the Street Department continues to check Christmas lights/decorations. The metal Christmas tree is going up in Volunteer Park and then will start with the downtown decorations so will be busy up to Thanksgiving. He announced that the yard waste dumpsters will be removed on November 23rd. He also stated Richland County supplied the City with

400 yards of Class 13 for the area filled in as part of the slurry trench project at the Golf Course. They hauled the gravel in and the Street Crew placed it with their loaders and packed it in so have a new surface there that turned out very nice. He thanked the County for supplying that material.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Recommendation to replace Merlin Beto on the CVB with Becky Lankow with a term ending in 2016 ó Motion by Dale, seconded by Wateland, to approve replacing Merlin Beto on the Wahpeton Convention & Visitors Bureau with Becky Lankow with a term ending in 2016. Motion carried with all voting ‘aye’.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Bertsch said the Finance, Personnel & Economic Development Committee met at noon on November 9th.

Contract Authority – motion to recommend the City Attorney draft proposed ordinance ó **Motion by Bertsch, seconded by Mitskog, to approve the City Attorney draft a proposed Ordinance regarding Contract Authority with the threshold of \$10,000. Motion carried with all voting ‘aye’.**

Bank of ND Capital Infrastructure Loan Application Status – discussion

Compensation Policy Review – motion to recommend approval ó **Motion by Bertsch, seconded by Wateland, to approve the Compensation Policy as presented. Motion carried with all voting ‘aye’.**

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on November 10th.

Request from School District to Accept One Way as City ROW – motion to recommend the City decline the request ó Bajumpaa explained there was a motion from the PW Committee to decline the request from the Wahpeton School District to accept the One Way as City Right-Of-Way, however in light of individual conversations he has had with Wahpeton School Superintendent Jacobson and with some of his fellow PW Committee members it appears there may have been some confusion with regard to exactly what was expected. In light of the questions and some of the concerns heard he felt it would be beneficial and prudent for them to regroup and to get together on 11/24/15, the next scheduled PW meeting, and postpone consideration of the motion tonight. He believed this would provide opportunity for all of the parties to regroup and clarify any areas/items that are in question. As the PW Committee Chair he wasn't willing to make that motion to the full Committee but said if any other Committee members were willing to do so he would allow them to do that at this particular point in time but would like to have it referred back to PW Committee and postpone a decision tonight. **Motion by Schmidt, seconded by Lambrecht, to approve referring this item back to the Public Works Committee and to schedule a meeting with the Wahpeton School District on November 24th during the noon Public Works Committee meeting to discuss the request from the Wahpeton School District to Accept One Way as City Right-Of-Way.** For the record, Bajumpaa reported he had official correspondence from Jacobson and the School Board on behalf of the Wahpeton Public School that does now formally request that the Council take this into consideration, and up until this time it was only verbal. He felt this would start the whole process and can come to a timely decision with regard to this particular issue. **Motion carried with all voting ‘aye’.**

[Mitskog exited the meeting at 6:05 p.m.]

CEO Cost Participation for Lighting Maintenance on Dakota Ave. – motion to table ó **Motion by Bajumpaa, seconded by Bertsch, to table the CEO Cost Participation for Lighting Maintenance on Dakota Avenue agenda item. Motion carried with all voting ‘aye’.**

Cost Share Agreement with Richland County for 16th Ave. N. Reconstruct Project – motion to recommend allocation of approx. \$338,583.71 in proj. expenses to the County ó **Motion by Bajumpaa, seconded by Schmidt, to approve entering into a Cost Share Agreement with Richland County for 16th Avenue North Reconstruction Project and allocate approximately \$338,583.71 in project expenses to Richland County. Motion carried with a roll call vote of 6-0.**

Cost Share Agreement with Richland County for 11th Street N. Seal Coat Project – motion to recommend allocation of approx. \$25,249.78 in proj. expenses to the County ó Motion by Bajumpaa, seconded by Lambrecht, to approve entering into a Cost Share Agreement with Richland County for 11th Street North Seal Coat Project and allocate approximately \$25,249.78 in project expenses to Richland County. Discussion held. Motion carried with a roll call vote of 6-0.

Contract and Scope of Work with Stantec for Water Treatment Plant Facility – discussion

Replacement of Fence and Landscaping Located at 1431 4th St. N. Due to Water Main Break – motion to recommend the City replaces the displaced ground cover ó Motion by Bajumpaa, seconded by Schmidt, to approve replacing the ground cover and re-establishing the grade at 1431 4th Street North due to Water Main Break. Motion carried with all voting ‘aye’.

Regulating Portable Storage Containers (PODS) & Roll-Off Dumpsters – no discussion

Loy Ave. Reconstruct Project – discussion

Inquiry from owner of Industrial Plating to Purchase Building and Property on South Side of Road – discussion

Dilapidated Properties – no discussion

Staff Updates

October 2015 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$280,471.61	-\$25,997.24	\$254,474.37
201 WATER OPERATING FUND	\$51,672.99	\$35,380.89	\$87,053.88
202 SANITARY SEWER OPERATING FUND	\$36,579.63	\$22,241.31	\$58,820.94
203 WASTE REMOVAL OPERATING FUND	\$21,950.89	\$781.38	\$22,732.27
205 VECTOR CONTROL FUND	\$190.49	\$1,636.50	\$1,826.99
206 STREET LIGHTING	\$9,799.72		\$9,799.72
209 LIBRARY LEVY FUND	\$7,996.22	\$15,721.82	\$23,718.04
213 ADVERTISING LEVY FUND	\$1,330.24		\$1,330.24
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$357.50	\$605.22	\$962.72
226 EMPLOYEE SAFETY COMMITTEE	\$1,011.18		\$1,011.18
227 ANNUAL RESERVE WH FUND		-\$2,144.00	-\$2,144.00
233 REAL ESTATE LEVY FUND	\$331.99		\$331.99
234 SPECIAL STREET MAINT FUND	\$3,697.59		\$3,697.59
236 LEEVE MAINTENANCE	\$8,060.87	\$7,440.31	\$15,501.18
253 METER DEPOSITS TRUST FUND	\$38.75		\$38.75
261 UNEMPLOYMENT COMP RESERVE FUND	\$187.87		\$187.87
271 ECONOMIC DEVEL DEPT FUND	\$3,259.87	\$12,009.64	\$15,269.51
303 MISCELLANEOUS FUND	\$1,823.16		\$1,823.16
305 VECTOR CONTROL DIST LEVY FUND		\$28.89	\$28.89
318 WEED MAINT LEVY FUND	\$2,439.25		\$2,439.25
319 LODGING TAX FUND	\$370.37		\$370.37
320 SALES TAX OPERATING FUND	\$14,637.50		\$14,637.50
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
324 SALES TAX MINI MATCH RSRV FUND	\$7,500.00		\$7,500.00
326 REVOLVING LOAN FUND	\$5,883.19		\$5,883.19
389 GOLF COURSE DONATIONS	\$1,000.00		\$1,000.00
390 CLUBHOUSE MAINTENANCE	\$363.10		\$363.10
393 DOWNTOWN CARE & MTC FUND	\$340.13		\$340.13
395 CERT	\$42.00		\$42.00
453 R/I #10708 WESTSIDE TIF	\$20,677.50		\$20,677.50
454 R/I #10809 REFI 5 ISSUES	\$8,412.75		\$8,412.75
455 R/I #10910 SERIES 2010	\$51,696.87		\$51,696.87
456 R/I #11011 SERIES 2011	\$6,194.25		\$6,194.25
457 R/I #111111 SERIES B 2011	\$22,890.75		\$22,890.75
458 R/I #11212 SERIES A 2012	\$8,005.75		\$8,005.75
459 R/I #11314 SERIES 2014	\$15,096.75		\$15,096.75
574 5-2-97 (FLOOD PHASE II)	\$103.10		\$103.10
631 11TH ST. N. AVE B TO 16TH AVE	\$4,145.49	\$50,836.58	\$54,982.07
636 16TH AVE. 11TH ST TO HWY 210	\$45,490.50		\$45,490.50
640 WELL #3 RISER REPAIRS/WELLHSE	\$2,138.40		\$2,138.40
TOTAL	\$656,188.22	\$118,991.28	\$775,179.50

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission November 19th, 4:00 P.M.
- b. Finance Cmt. November 23rd, 12:00 Noon
- c. Public Works Cmt. November 24th, 12:00 Noon **(Note: time change)**
- d. Heritage Square Tree Lighting November 24th, 5:30 P.M. . 6:30 P.M.

Motion by Bertsch, seconded by Lambrecht, to adjourn at 6:12 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant