

Wahpeton City Council

May 18, 2015

5:00 p.m.

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

Absent: Bertsch

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

Meeting called to order by Mayor Hansey.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held May 4, 2015

Games of Chance Licenses, Site Authorizations & Special Permits

Evans Support Charity – Raffle Permit

Wahpeton Breckenridge Dance Team – Raffle Permit

Other Games of Chance and/or special permits:

Wahpeton Hockey Association (Sportsman’s Lounge) – Gaming Site Authorization

Wahpeton Hockey Association (Firehouse Pub) – Gaming Site Authorization

Wahpeton Hockey Association (Bois de Sioux Grille Room) – Gaming Site Authorization

Presentation/Approval of Reports

April 2015 Bill Pay Report \$2,290,460.14 – see below

April 2015 Financials

Correspondence from Johnson Law Office

City Assessor Property Records Valuations & Taxes Payable

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none.

Motion by Lambrecht, seconded by Schmidt, to approve the Consent Agenda items as presented.

Motion carried with all voting ‘aye’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Note Addition to Monthly Financial Report – Huwe explained in reviewing the Richland County Commission’s minutes she noticed that the County Treasurer provides an update to the Commissioners about the status of the taxes levied and collected, so on the financial report the Council receives on the second meeting of each month on the bottom of the third page she added an area called ‘Summary of Property Taxes Levied and Collected’, showing the authorized mill levies, how many dollars were requested/taxes requested to have levied, amount collected year-to-date, and the remaining balance. She said any questions can be directed to her, noting it’s going to change because of new legislation that was adopted in this most recent legislative session.

ND PERS Health Insurance Increase – Huwe said the NPERS health insurance program has notified its participants what the new rates will be, noting the City follows the State biennium for health insurance rates for their employees and participate in the plan as a political subdivision. When budgeting for 2015, she said a 21% rate increase was anticipated. NDPERS bid out the public employee’s health insurance and agreed on a contract with Sanford which resulted in a 16% increase instead. Huwe said the City did adequately budget to maintain the Affordable Care Act mandatory minimum participation rate of 84% so will have some monies that will remain unallocated. She noted the transition to Sanford will take place July 1st, 2015.

Old City Hall Redevelopment – Huwe said are currently working with two separate development agreements. One is on the proposed police station site and are working on doing due diligence, and the Mayors Ad Hoc Committee will continue to meet on it and will hopefully have a recommendation for the

Council by the June 1st meeting. Regarding the Old City Hall site are working actively with Chris Hawley Architects and with Brit and Alex Ballquist and are starting down the path of negotiations. Huwe noted they are doing an environmental assessment of the building through their architectural firms.

City Hall Closed Monday May 25th on observation of Memorial Day – Huwe said that due to City Hall being closed on Monday, May 25th in observance of Memorial Day, the Finance Committee will meet on Tuesday, and Public Works Committee has been cancelled in exchange for a Special City Council meeting on Wednesday. (Mitskog enter at 5:10pm)

Hansey then referred back to Sam and Denise Johnson, who were present at the meeting, and asked if they would like to address the Council regarding the letter received from Johnson Law Office. Sam Johnson reiterated his concern regarding property taxes and valuations and tax levies which was expressed in the letter addressed to the City Council and felt some dialogue needed to be started to address those issues. Hansey said he had some pertinent information and invited Johnson to meet with him for discussion.

ATTORNEY

Street Vacation Request – Lies said the City received a request from the School District to vacate some City streets that lie totally within the school property, and shared a map designating the location of those streets dedicated as City streets. They are now asking to vacate those streets. Lies said even though they were dedicated as City streets they were never treated as City streets other than how they were paid for through special assessments. He requested to schedule a hearing for the first meeting in July. **Motion by Mitskog, seconded by Schmidt, to schedule a Public Hearing for the Proposed Street Vacation Request from the Wahpeton School District on July 6th, 2015.** Discussion held. **Motion carried with all voting ‘aye’.**

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe gave a reminder that Marketplace for Kids will be held tomorrow with over 1,000 4th-7th grade students from around the region scheduled to attend, and extended a plea for volunteers to help manage and direct students. Those able to volunteer should meet at the Red River Valley Room at the NDSCS Student Center by 8:30 a.m.

Priebe said the State Renaissance Zone Manager has communicated to the Economic Development office the new legislation that was passed and will take effect August 1st of this year. The number of blocks have been amended from 23 and raised to 34, with an additional allowable block for each additional 5,000 in population. The new maximum is 49 blocks. She said there are 5 steps the City needs to take to increase the Renaissance Zone District. This option is being forwarded to the Planning Commission, who also serve as the Renaissance Zone Authority, for further discussion and recommendation.

Priebe said two lot bids, for two different addresses, were received for the four in-fill lots that were advertised for sale May 1st through the 15th. One was for moving a house in at 610 8th Street North and the other was to ask for a zoning change. She requested both of these proposals be referred to the Finance and Economic Development Committee for further review. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said she received an application for training dollars from Altavian Inc. This is an UAS business from Florida that recently contracted with ComDel to build unmanned aerial vehicles. She requested approval to move ahead with signing the local agreement and asked that the Council suspend the rules to discuss this topic further. **Motion by Mitskog, seconded by Schmidt, to approve suspending the rules to discuss the application from Altavian Inc. Motion carried with all voting ‘aye’.** Priebe said the ND New Jobs Training Program (NJTP) provides incentives to primary-sector businesses and industries that are creating new employment opportunities through business expansion or relocation to North Dakota. The program provides a mechanism for businesses to secure funding to help offset the cost of training new employees for business expansion and/or startup. It is administered by Job Service ND. Under NJTP a business obtains funds in the form of a loan, a grant or self-financing option. In this case, a grant is being obtained from the City. Reimbursements for a grant are made directly to the granting community. Priebe

said there are other qualifications that the business needs to meet also. The maximum reimbursement for this project is estimated at \$59,590 for 13 new jobs in North Dakota. She said she already received the New Jobs Grant Agreement from Job Service and now needs approval from the Council and authorization for the Mayor and Finance Director to sign. **Motion by Mitskog, seconded by DeVries, to approve the ND New Jobs Training Program Grant Agreement for Altavian Inc., and to authorize the Mayor and Finance Director to sign the agreement. Motion carried with all voting ‘aye’.**

Priebe said she is also working with Rural Development to obtain a technical assistance grant, which will be used to survey people in our area and measure their level of interest for a resident-owned community. Currently the West Briarwood property is having some preliminary work done in creating a co-op housing opportunity. She said the goal this year, other than design, plan and make the land ready for housing, is to have a model home placed in the development as a way to spur interest and advertise the new concept. Priebe said this is an on-going project and she will continue to provide the Council with updates as to its progress.

Priebe then stated that the Community Development Corporation is scheduled to meet Wednesday, May 20th at noon. She also announced that there are some new photos that have been framed and are hanging in the Community Room hallway at City Hall. Aerials of Wahpeton’s airport, downtown, Wal-Mart area, golf course, Rosewood Addition and Volunteer Park are displayed.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski provided some updates, saying the Street Department has completed their second round of sweeping throughout the community. Last Thursday the spring hydrant flushing was completed. At the Community Center the north sidewalk is torn out in preparation of being replaced. The contractor for the seal coat project will be moving in around mid-June. The contractor will be fixing some curb and gutter to prepare for the seal coat project. Catch basins in those areas have also been repaired. Miranowski noted the Public Works Committee meeting for May 27th was cancelled and a Special City Council meeting will be held instead to view a pavement management presentation.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (no meeting held 5/11 carry over to 5/26)

Iworq Systems Workflow Software

RSVP+ ND Memorandum of Understanding

Breckenridge Lutheran Church-ELCA Memorandum of Understanding

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at 5:00p.m. on May 12th.

Dilapidated Properties Update – discussion

Sale of 1990 Ford L8000 Fire Truck – motion to recommend acceptance of bid from Dwight Rural Fire Dept. in the Amount of \$42,600 with conditions – **Motion by Bajumpaa, seconded by Lambrecht, to approve accepting the bid from the Dwight Rural Fire Department in the amount of \$42,600 for the 1990 Ford L8000 Fire Truck, contingent upon receipt of the new truck prior to its delivery to Dwight. Motion carried with a roll call vote of 7-0.**

Traffic Control Request Rosewood Addition – discussion

Golf Club House Gas Line Connectors – motion to recommend approval of invoice from Schmitt’s Plbg. & Htg. in the amount of \$1,280 – **Motion by Bajumpaa, seconded by Wateland, to approve the Invoice from Schmitt’s Plumbing & Heating in the amount of \$1,280 for the Golf Club House Gas Line Connectors. Motion carried with a roll call vote of 7-0.**

Dakota Avenue Concrete Repairs – motion to table pending additional information – Motion by Bajumpaa, seconded by Schmidt, to table the Dakota Avenue Concrete Repairs pending additional information. Motion carried with Schmidt, Mitskog, DeVries, Dale, Bajumpaa and Wateland voting ‘aye’; and Lambrecht voting ‘nay’.

April 2015 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$195,607.77	\$25,726.70	\$221,334.47
201 WATER OPERATING FUND	\$49,225.94	\$35,429.25	\$84,655.19
202 SANITARY SEWER OPERATING FUND	\$27,107.19	\$22,010.49	\$49,117.68
203 WASTE REMOVAL OPERATING FUND	\$21,087.95	\$769.64	\$21,857.59
204 WASTE REDUCTION FUND	\$1,531.49		\$1,531.49
205 VECTOR CONTROL FUND	\$3,060.81	\$1,513.50	\$4,574.31
206 STREET LIGHTING	\$10,794.18		\$10,794.18
209 LIBRARY LEVY FUND	\$8,175.43	\$15,618.75	\$23,794.18
213 ADVERTISING LEVY FUND	\$607.92		\$607.92
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$1,498.04	\$597.56	\$2,095.60
226 EMPLOYEE SAFETY COMMITTEE	\$169.95		\$169.95
227 ANNUAL RESERVE WH FUND		-\$2,994.00	-\$2,994.00
229 CAPITAL IMPROVEMENTS FUND	\$10,000.00		\$10,000.00
234 SPECIAL STREET MAINT FUND	\$179.55		\$179.55
235 SNOW/FLOOD EMERG LEVY FUND	\$736.25		\$736.25
236 LEEVE MAINTENANCE	\$1,993.06	\$7,295.66	\$9,288.72
253 METER DEPOSITS TRUST FUND	\$109.87		\$109.87
261 UNEMPLOYMENT COMP RESERVE FUND	\$241.76		\$241.76
271 ECONOMIC DEVEL DEPT FUND	\$1,249.76	\$11,878.90	\$13,128.66
316 1% LODGING TAX (ADDTL 1/1/08)	\$4,000.00		\$4,000.00
318 WEED MAINT LEVY FUND	\$190.13		\$190.13
319 LODGING TAX FUND	\$963.22		\$963.22
320 SALES TAX OPERATING FUND	\$31,809.69		\$31,809.69
321 SALES TAX RESERVE FUND	\$16,793.37		\$16,793.37
326 REVOLVING LOAN FUND	\$39,221.50		\$39,221.50
350 EMPLOYEE BONUS MISC. PAYROLL	\$4,150.00		\$4,150.00
365 PD SPEC EQUIP SINKING FUND	\$2,830.83		\$2,830.83
389 GOLF COURSE DONATIONS	\$982.22		\$982.22
390 CLUBHOUSE MAINTENANCE	\$600.00		\$600.00
393 DOWNTOWN CARE & MTC FUND	\$4,038.96		\$4,038.96
453 R/I #10708 WESTSIDE TIF	\$184,404.50		\$184,404.50
454 R/I #10809 REFI 5 ISSUES	\$297,739.75		\$297,739.75
455 R/I #10910 SERIES 2010	\$475,948.87		\$475,948.87
456 R/I #11011 SERIES 2011	\$147,086.25		\$147,086.25
457 R/I #11111 SERIES B 2011	\$269,167.75		\$269,167.75
458 R/I #11212 SERIES A 2012	\$223,756.50		\$223,756.50
459 R/I #11314 SERIES 2014	\$83,165.20		\$83,165.20
574 5-2-97 (FLOOD PHASE II)	\$46.00		\$46.00
608 08-02-03 SSIDE STORM SEWER	\$34,741.71		\$34,741.71
631 11TH ST. N. AVE B TO 16TH AVE	\$138.00		\$138.00
643 LIBRARY ROOF, WALLS & DOOR	\$16,635.62		\$16,635.62
644 LIFT STATION #1 MANHOLE REPAIR	\$376.72		\$376.72
TOTAL	\$2,172,163.71	\$118,296.43	\$2,290,460.14

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission May 21st, 4:00 P.M. (public hearing on ETZ Zoning matter)
- b. Finance Cmt. May 26th, 12:00 Noon
- c. Special City Council Meeting May 27th, 12:00 Noon
- d. ~~Public Works Cmt. May 27th, 5:00 P.M CANCELLED~~
- e. Planning Commission June 1st, 4:00 P.M.

Motion by Mitskog, seconded by Wateland, to adjourn at 5:38 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant