

Wahpeton City Council
July 18, 2016
5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation – ND Hall Tennis Hall of Fame Inductee Lee Nagel ó Mayor Hansey read a proclamation recognizing Lee Nagel being inducted into the North Dakota Tennis Hall of Fame. Nagel accepted the award and said some words of thanks to all who made this accomplishment possible. Congratulations was shown to Nagel through a round of applause and standing ovation.

WCCO Belting Storm Water Issue – Rod Koch, PE WCCO Belting ó Rod Koch of WCCO Belting addressed the City Council providing an update on their project. He provided a map showing the areas of their previous storm water drain channel, the current drain channel, and the pending drain channel. Koch explained when the National Guard Complex was constructed in about 2000 a road was built blocking WCCO's natural storm drain water. The National Guard granted WCCO Belting a temporary easement allowing them access to their storm drain system and have had multiple 2-year and 5-year extensions from the National Guard but were notified this spring that no more extensions would be granted so will have to disconnect from their system. WCCO will need to trench their own line almost to 4th Street at a total cost of approximately \$54,000. The EDC, acting as the JDA, has forgiven about \$38,700 in PACE loan payback which leaves a total balance of \$15,286.70 for this project, and WCCO Belting requested the City reimburse them for that amount. Following much discussion, Mayor Hansey asked for a motion three times and none was offered so no action was taken. Koch thanked the Council for their time.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of reorganization meeting held June 28, 2016

Approval of minutes of regular meeting held July 5, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

Evan's Support ó Raffle Permit

50 Shades of Brave ó Raffle Permit

Presentation/Approval of Reports

ND Dept. of Health RE: Masonite PrimeBoard

June 2016 Bill Pay Report \$824,742.09 ó see below

June 2016 Financial Statements

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Dale, 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

Request for Fireworks Display by NDSCS Sept. 23rd at Frank Vertin Field ó Huwe said Kerri Kava, the Assistant Director of Student Life at NDSCS, has submitted a request for permission to schedule a fireworks display on Friday, September 23, 2016. The display will be part of the NDSCS Homecoming Week celebration at the Earl Skipø Bute Alumni Stadium parking lot and held in conjunction with a bon fire. NDSCS has made arrangements with Cory Unruh of Little Unnyø Fireworks to manage the fireworks, and NDSCS Campus Police Department to provide scene security and to establish a perimeter. Additionally, the Wahpeton Fire Department will be in attendance for public safety purposes. Huwe requested a motion to approve the fireworks display and the subsequent license to Little Unnyø for the September 23rd event. **Motion by Lambrecht, seconded by DeVries, to approve the Fireworks Display at NDSCS on Friday, September 23, 2016, and the subsequent license to Little Unny’s for the September 23rd event. Motion carried with all voting ‘aye’.**

Designation of Depositories and Pledging of Public Deposits – request motion to approve ó Huwe said North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds. The total funds on deposit as of 6/30/16 were \$13,055,984.66 reflecting a gain in cash on hand of \$1,756,043 over the same time last year. As payments are made for current construction projects the cash balances will be drawn down. The pledges of assets from each of the depositories adequately covers the cash deposits on hand. Huwe requested a motion approving the designation of depositories and pledges of assets. **Motion by Wateland, seconded by DeVries, to approve the designation of depositories and pledges of assets as presented in the memorandum provided (see below). Motion carried with a roll call vote of 8-0.**

The Total Pledges and Requested Designated Depositories as of June 30, 2016 are:

<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	1,907.15	250,000.00	124,737.00 ✓	374,737.00
Banc West Investment Services	482,596.20	482,586.01	n/a	482,586.01
Bremer Bank	4,480,966.91	250,000.00	5,674,003.85	5,924,003.85
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	251,502.16	250,000.00	24,962.00 ✓	274,962.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	7,039,012.24	250,000.00	7,553,740.01	7,803,740.01
	13,055,984.66	2,282,586.01	13,377,442.86	15,660,028.87

2017 Budget Preparation Update – request referral to Finance Cmt. ó Huwe said the 2017 budget preparation season continues with the tentative presentation of the preliminary budget at the second Council meeting in August. She requested referral of the 2017 Budget to the Finance Committee for further discussion. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ASSESSOR/BUILDING CODES

Assessor Broadland requested referral to Finance Committee of an application for property tax incentive she received for a new and expanding business. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – CEO Cmt. & EDC Recommendations ó Priebe said the Economic Development Commission met July 13th to review a request for a Flex PACW Interest Buy down for a new Daycare Center to be constructed in north Wahpeton. To qualify for PACE, projects must be located in North Dakota and can be used in conjunction with other state or federal programs. The community must provide a matching component to the interest buy down attached to this program.

Justin Nepl, VP of the Tiny Tykes, Inc. reviewed his application and request, explaining that this project is an expansion from their current location on the south side of Wahpeton. The move to a new location south of Knightø Inn in north Wahpeton will give them the ability to increase in capacity from 49 children up to 94. Sources and uses for financing were reviewed by the EDC. Based on need in the area, a ND Department of Commerce grant of \$108,000 was awarded. The almost \$1.4 million dollar project has utilized other economic development resources such as Lake Agassiz Regional Development, SBA 7(a), and interim financing from the Cityø RLF program. Priebe said the EDC voted unanimously to recommend the City Council approve a Flex PACE Daycare interest buydown of up to \$128,571.39 advising the present value [PV] option be exercised for this project. Per policy and practice and based on using loan proceeds for building construction, the community share will not be paid back. This is a 20-year loan and the buydown will last just over 11 years. **Motion by DeVries, seconded by Dale, to approve a Flex PACE Daycare interest buydown of up to \$128,571.39 advising the present value [PV] option be exercised for this project. Per policy and practice and based on using loan proceeds for building construction, the community share will not be paid back. This is a 20-year loan and the buydown will last just over 11 years. Motion carried with a roll call vote of 7-0, with DeVries, Dale, Wateland, Schmidt, Lambrecht, Bertsch, and Bajumpaa voting ‘aye’; and Miller abstaining.**

Priebe said the EDC reviewed quotes from Schmittyø and Dakota Heating Inc. for needed repairs to an air conditioning unit at the city-owned Bois de Sioux Clubhouse facility and possible relocation of the heating and AC units to the lower level. The EDC received a recommendation from the Public Works/Public Safety committee (who oversee city building maintenance) held the day before to accept the quote from Schmittyø for \$17,905 if funds are available through the Sales Tax account. The cost to repair just one unit that isnø working came to \$4,355 (electrical and replacement parts would be extra). The EDC Treasurer Huwe was asked if there were any funds left in Sales Tax for Recreation and she said that the fund is fully committed for 2016 and cautioned that the Golf Course could be back for an ask later in the year depending on how well the season does (a stuffy/warm restaurant will drive customers away). Any clubhouse expense would need to come from the Economic Development account. After much discussion and deliberation, the EDC voted unanimously to recommend the City Council approve a quote from Schmittyø Plumbing & Heating of \$4,355 for a new AC package installed into existing equipment and to approve any additional cost for wiring and replacement parts. **Motion by Bajumpaa, seconded by Bertsch, to approve a quote for the Bois de Sioux Golf Clubhouse from Schmittyø's Plumbing & Heating of \$4,355 for a new AC package installed into existing equipment and to approve any additional cost for wiring and replacement parts. Motion carried with a roll call vote of 8-0.**

As reported earlier in the meeting, Priebe said acting as the Jobs Development Authority, the Commission heard a request from WCCO Belting regarding a storm drain currently shared with the National Guard unit. WCCO would like to receive forgiveness on future repayment of PACE interest buydowns that would total \$53,995, the cost of constructing a storm drain. According to Rod Koch, P.E. and Vice President of Operations at WCCO, the lease agreement will come to an end a year from now and the National Guard will no longer allow a private business to discharge storm water into their system. Previously, WCCO could get rid of storm water along city-owned property east of Firestone (ditch) that would convey water north, then east along the 210 bypass road, to the river. When the National Guard built the E/W road along their property, this cut off any use of the ditch and instead WCCO tied into the storm drain pipe. Estimates were received from 5 contractors with M&M Contractors, LLC of Breckenridge with the low bid of \$49,995. The bill from Interstate Engineering to design the storm sewer came to \$4,000. Priebe said in a 4-1 vote, the JDA approved forgiving payback on a PACE interest buydown valued at \$38,708.30. The JDA is the final authority for funding within Fund #317. WCCO is opting to approach the Wahpeton City Council for loan forgiveness on the balance: \$15,286.70 at the July 18th meeting.

Priebe said the Community Enhancement Organization (CEO) has been working on a priority item "Music on Dakota Avenue" and recently expended the budget for pulling the wires with the expectation of doing the speakers next year and if there were other equipment changes that were needed. The original bid had 12 speakers for 6 locations: Olson Jewelers, Red Door Art Gallery, Opera House, Farmers Union Insurance and Bank of the West. The bank is objecting to having speakers hanging on their building and so the building across the street (Siefert's) would be used (with owner permission). There would be a minimal expense to pull wires to that location. The goal would be to have the Music on Dakota Avenue operational by September for a car show. Motion was made, seconded and passed to approve \$10,500 for speakers and equipment for this project. **Motion by Bertsch, seconded by Dale, to approve the additional allocation of \$10,500 for the Music on Dakota Avenue project for the 2016 budget.** Discussion held. **Motion carried with a roll call vote of 8-0.**

Priebe said after suspending the rules, CEO member Roger Jensen brought up a project that was just discussed the night before at a Wahpeton Park Board meeting and that a decision needs to be made quickly. Jensen stated that this involves new restrooms by the campground in Chahinkapa Park. NDSCS Construction students will do the concrete, framing and metal roof. NDSCS Electrical students will do the wiring. He was unsure if students would be involved in the plumbing part of the project. It will start the end of August and be done in December. Estimates to complete the rehab is \$28,000 - \$30,000. There will be one shower in the men's and one in the women's bathroom. It will be located west of the existing bathroom along the walk path. NDSCS needs to know soon if the project is a go. The Park Board had allocated \$10,000 towards the project. Since many people attend the zoo and eat downtown, the restaurant tax is generated so Jensen felt this committee should help fund the bathroom. Bathroom facility maintenance of about \$4,000 per year is covered by zoo operations. There will be a corridor in the middle of the restrooms that will have the plumbing exposed for maintenance. The bathroom will be owned by the park and the zoo is responsible for upkeep. The current one doesn't meet handicap accessibility. The original plan was to knock down the old one and do a new building with an overhang. The new plan is to reroof the existing building, gut out the interior and open up the south end of the building. It can be used for a shelter with picnic tables instead of putting an overhang on the new building. Rotary may be interested in partnering in a project like this. The options for the new building location would be to the west eliminating a campsite or to the south eliminating the flower garden. They are thinking the west location would be the best. NDSCS has commitments next year and could only do this project this year. There are still opportunities to do some fundraising. Priebe said the CEO recommended up to \$10,000 then amended it to \$15,000 to be allocated from the restaurant tax for this project. Discussion was then held by the City Council regarding this project and restaurant tax collections/funds available. Dale did not feel this project fit into the scope of uses the CEO funds were set up to be used for. He felt consideration should be given to eliminating this ad hoc committee and letting the Finance Committee review the uses the CEO funds were intended for and come with some sort of recommendation as to who should be administering those funds. Further discussion held. **Motion by Bertsch, seconded by Miller, to refer the Park Campground Bathroom agenda item to the Finance Committee for further discussion. Motion carried with a roll call vote of 8-0.**

Regarding Economic Development Activities, Priebe announced the City will, for the 3rd time, be partnering with Gate City Bank on the HIP Program (Home Improvement Partnership Program). Further information will be provided in the near future. [Miller and Wateland exited the meeting at 5:58 pm]

Priebe provided the Mini-Match Plus+ Program Guidelines brochure and talked about the program.

Regarding the restaurant projects, Priebe said the Boiler Room Wahpeton in the old Frame Shop location is moving forward, as is the Brew Hall project in the Old City Hall location.

LIBRARY DIRECTOR

Library Report ó Guck reported the Children's Library renovation is currently in the design phase. They are working with Demco Interiors who is a library-specific vendor for shelving and furniture, and also with Three Rivers Decorating for the replacement of the carpet. They are working with Foss Architecture for the repair of the basement walls and replacement of the storm windows. Regarding upcoming events, Wednesday, July 20th there will be a Crazy Daze used book sale on the Library plaza from 10 a.m. ó 4 p.m. On Monday, July 25th at 7 p.m. there will be a special speaker, Dr. Dina Brulles, who is an educator with a specialization in gifted and talented education and programs. Guck said they are reaching out to area educators to attend this event. Then on Sunday, July 31st, the Library will open from 1-5 p.m. for Harry Potter's birthday party and book release.

POLICE CHIEF

NDSCS Homecoming Parade Request ó Police Chief Thorsteinson said NDSCS has requested to hold a parade in conjunction with their homecoming event to be held on September 24th, beginning at 10a.m. to follow the same route as last year, starting at Wells Park in Breckenridge continuing down Dakota Avenue to 9th Street. He did not foresee any issues. **Motion by Dale, seconded by Bajumpaa, to approve closing a portion of Dakota Avenue from the bridge to 9th Street North for the NDSCS Homecoming Parade on September 24, 2016, from approximately 9:30 a.m. to 11:30 a.m. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski reported the Lift Station #7 re-route has been completed and works great. He said the Focus Group for the pond odor continues to meet. Pond #5 is completely drained, Pond #6 will be drained by the end of the week, and started today to transfer part of Pond #2 up to Pond #5. He will meet with staff on Wednesday to start putting together the final details for doing the membrane replacement project. [Lambrecht exited meeting at 6:06 pm]

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 July 11th.
2017 Budget Preparation Premises – discussion

Section 504 Self Evaluation & Transition Plan - discussion

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on July 12th.
Former Industrial Plating Building – discussion

Golf Clubhouse HVAC Repairs – motion to accept the quote from Schmitty's Plumbing & Htg. for \$17,905 contingent upon approval of funding by EDC ó Bajumpaa said this had been ratified earlier in the meeting during Priebe's report.

WTP Lime Silo & Slaker Project Agreement with Stantec – motion to recommend approval of CCO #2 not to exceed \$13,000 ó **Motion by Bajumpaa, seconded by Schmidt, to approve Change Order #2 for the Water Plant Lime Silo & Slaker Project Agreement with Stantec not to exceed \$13,000. Motion carried with a roll call vote of 5-0.**

2017 Budget Preparation Premises – discussion

Crosswalk Signage Locations – discussion

Wastewater System Focus Group Update – discussion

Building Official Update - discussion

FLOOD MITIGATION (AD-HOC)

Lies said a suspension of the rules would be needed to vote on the Flood Committee's recommendation that the City enter into a Joint Powers Agreement with Center and Summit Townships. **Motion by Bajumpaa, seconded by Schmidt, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting 'aye'. Motion by Bajumpaa, seconded by Schmidt, to approve entering into a Joint Powers Agreement with Summit Township and Center Township. Motion carried with all voting 'aye'.**

June 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$206,340.42	\$57,417.33	\$263,757.75
201 WATER OPERATING FUND	\$108,953.50	\$36,703.42	\$145,656.92
202 SANITARY SEWER OPERATING FUND	\$65,573.43	\$23,993.75	\$89,567.18
203 WASTE REMOVAL OPERATING FUND	\$21,794.92	\$845.04	\$22,639.96
204 WASTE REDUCTION FUND	\$525.00		\$525.00
205 VECTOR CONTROL FUND	\$674.61	\$4,349.52	\$5,024.13
206 STREET LIGHTING	\$9,598.76		\$9,598.76
209 LIBRARY LEVY FUND	\$5,425.85	\$15,238.58	\$20,664.43
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$204.95		\$204.95
227 ANNUAL RESERVE WH FUND		-\$3,029.00	-\$3,029.00
229 CAPITAL IMPROVEMENTS FUND	\$27,700.03		\$27,700.03
231 FD BLDG & EQUIP LEVY FUND	\$219.82		\$219.82
233 REAL ESTATE LEVY FUND	\$463.50		\$463.50
234 SPECIAL STREET MAINT FUND	\$5,205.85		\$5,205.85
236 LEVEE MAINTENANCE	\$7,988.50	\$9,524.66	\$17,513.16
271 ECONOMIC DEVEL DEPT FUND	\$3,132.66	\$14,088.42	\$17,221.08
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$11,000.00		\$11,000.00
317 JOB DEVELOPMENT LEVY FUND	\$14,466.42		\$14,466.42
318 WEED MAINT LEVY FUND	\$2,099.00		\$2,099.00
319 LODGING TAX FUND	\$3,035.56		\$3,035.56
320 SALES TAX OPERATING FUND	\$26,516.59		\$26,516.59
321 SALES TAX RESERVE FUND	\$16,764.00		\$16,764.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$195.00		\$195.00
326 REVOLVING LOAN FUND	\$10,454.83		\$10,454.83
366 PD CANINE UNIT FUND	\$1,709.97		\$1,709.97
390 CLUBHOUSE MAINTENANCE	\$1,509.60		\$1,509.60
393 DOWNTOWN CARE & MTC FUND	\$89.68		\$89.68
455 R/I #10910 SERIES 2010	\$115.00		\$115.00
572 SALES TAX FOR FLOOD FUND	\$42,192.11		\$42,192.11
574 5-2-97 (FLOOD PHASE II)	\$3,290.57		\$3,290.57
636 16TH AVE. 11TH ST TO HWY 210	\$51,541.53		\$51,541.53
647 WESTDALE PROJECT	\$230.00		\$230.00
649 WTP LIME SILO & SLAKER	\$11,735.55		\$11,735.55
650 PD RELOCATION	\$618.20		\$618.20
TOTAL	\$665,115.41	\$159,626.68	\$824,742.09

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Planning Commission July 21st, 4:00 P.M.
- Finance Cmt. July 25th, 12:00 Noon
- Public Works Cmt. July 26th, 5:00 P.M.

Motion by Bertsch, seconded by Schmidt, to adjourn at 6:15 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant