

**Wahpeton City Council**  
**April 15, 2019**  
**5:00 p.m.**

**Present:** Miller, Bajumpaa, McCann, Dale, Lambrecht, Bertsch, Wateland, and McNary

**Absent:** Bohn

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, Amos, Cain, Johannessen, and O'Meara

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

**PUBLIC HEARING/CITIZEN CONCERNS/ETC.**

**Retirement of City Auditor's Assistant Jerri Cain 2001-2019** ó Huwe presented Jerri Cain with a cutting board congratulating her on her retirement and thanking her for over 17 years of dedicated service to this community. Appreciation was shown through a round of applause and standing ovation.

**Retirement of Police Officer Evan Mehl 1985-2019** ó Thorsteinson presented Evan Mehl with a plaque congratulating him on his retirement and thanking him for his 34+ years of dedicated service to this community. Appreciation was shown through a round of applause and standing ovation.

**Service Award Police Officer Dustin Hill 2006-2019** ó Thorsteinson presented Dustin Hill with a plaque extending gratitude and appreciation for his years of service from 2006-2019 and for the benefits to the public through his dedication and expertise in public safety and law enforcement. Appreciation was shown through a round of applause and standing ovation.

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

**Approval of minutes of regular meeting held April 1, 2019**

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

Site Authorization ó Red River Human Service Foundation at City Brew Hall

Raffle Permit ó Wahpeton Public Schools Band & Choir drawing 9/3/19

Raffle Permit ó Wahpeton Public Schools Band & Choir drawing 10/21/19

Raffle Permit ó Wahpeton Public Schools Band & Choir drawing 12/16/19

**Other Games of Chance and/or Special Permits:**

Raffle Permit ó Minn-Dak Employee Local 405 Union BCTGM 167G Good & Welfare Social Fund

Raffle Permit ó Wahpeton Baseball Association

Raffle Permit ó Red Door Art Gallery

**Presentation/Approval of Reports**

March 2019 Bill Pay Report \$2,062,725.10 ó see below

March 2019 Financial Statements

2018 Community Development Annual Report

Mayor Dale 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**

**Sale of 1991 Pierce Ladder Truck** ó Huwe said the Fire Department has contacted several departments in southeastern North Dakota that had previously expressed interest in purchasing the City's 1991 105' aerial truck. The deadline for bids was today at 5:00 p.m., and it appears there are no bidders at this time. The Fire Chief and Truck Committee will evaluate options and make a recommendation on next steps. Huwe requested the sale of the 1991 Pierce Ladder Truck be referred to the Public Works Committee for discussion. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Request to Expand the Licensed Premises for Fire House Pub** ó Huwe explained the City requires a qualified applicant and a qualified site for each liquor license. Silver Beagle Management is the license holder for the Fire House Pub at 318 Dakota Avenue. They have acquired and are in the process of renovating the adjoining building at 320 Dakota Avenue and request consideration to add the additional 2,900 sf to the existing license. Owner Kirk Peterson was present to answer any questions. Huwe requested a motion to expand the 2019 Class A liquor License held by Silver Beagle Management to include 320 Dakota Avenue. **Motion by Bajumpaa, seconded by McCann, to approve expanding the 2019 Class A Liquor License held by Silver Beagle Management to include 320 Dakota Avenue. Motion carried with all voting 'aye'.** Peterson thanked City staff he worked with on the project.

**Council Retreat April 22<sup>nd</sup> 12:00 – 4:00 p.m. at Hughes Shelter** ó Huwe said the City Council Retreat is scheduled for Monday, April 22<sup>nd</sup> from Noon to 5:00 p.m. at Hughes Shelter. Lunch will be provided. A brief survey was sent to each of the council members, and the responses will remain anonymous and used to facilitate discussion during the goal setting portion of the retreat. Council members were asked to complete the surveys as soon as they can so the collective responses can be incorporated into the discussion.

**Legislative Update** ó Huwe reported today is Legislative Day No. 67. The Legislature is in the fourth quarter of the game where the bulk of the Senate and House Calendars say "appropriations" or "conference committee". If a bill is approved by the second house (the senate for bills originating in the house and the house for bills originating in the senate) the bill is enrolled, signed by the presiding officers and sent to the Governor. If the second house amends then passes a bill, it is sent back to the first house for concurrence. If the first house does not concur, the presiding officers of both houses appoint a conference committee which will make recommendations to both houses to allow the bill to be enrolled. Adopted bills usually will become effective on the following August 1<sup>st</sup>, or July 1<sup>st</sup> for appropriations and revenue. The North Dakota League of Cities will be hosting a Legislative update and our region's will be held on Thursday, June 6<sup>th</sup> in West Fargo. Council members were asked to let Huwe know if they plan to attend.

### **ASSESSOR/BUILDING CODES**

**Reminder about Board of Equalization Meeting Continuance to May 6<sup>th</sup> following Council** ó Dale gave a reminder of the Board of Equalization meeting continuance on Monday, May 6<sup>th</sup> following the 5:00 p.m. City Council meeting.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** ó A copy of the 2018 Annual Report of Wahpeton Community Development was provided and DeVries reviewed the information. Included was

the annual summary for the Revolving Loan Fund, PACE Loans, Mini-Match, Visitor Center, Manufacturing Day, Marketplace for Kids, Renaissance Zone Program, Sales Tax Fund, Community Development Corporation, Westside Development, and Holiday Lane.

### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported the library will be closed this Friday in observance of Good Friday, with regular hours resuming on Saturday. Last week the Week of the Young Child event saw over 100 children at the library's table. Last Monday over 40 people attended the Library's 95<sup>th</sup> birthday party. Events scheduled this week include Storytime, Get Creative at Your Library Class ó coloring Easter eggs, and Leach Reads Book Club. Next week events include As Seen on Pinterest ó Paint Pour and a Library Board meeting. Children's Librarian Kercher is starting school tours at the end of April for the summer reading program.

### **POLICE CHIEF**

**K9 Officer Program Review – request referral to PW Cmt.** ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Sale of 2013 Ford Taurus – request referral to PW Cmt.** ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

Miranowski requested referral to the Public Works Committee **of the Potential Re-bid of Rosewood Shared Use Path with NDDOT**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to the Public Works Committee **of the NDSU Wastewater Study Draft Report**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported it is being predicted the river will rise again to about 14.5' They will once again shut gates and continue to monitor it.

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Breakout Easement Update** ó Dale reported the Flood Committee met Tuesday, April 9<sup>th</sup> to provide an update on where the City is at with the breakout easements. The Flood Committee has the authority to enter into agreements and as the City moves forward into the eminent domain process Dale said he would like the whole Council on board with it. At the Flood Committee meeting there was a motion and a second unanimously approved to engage Roger Tinjum Appraisals to update the appraisal for the last parcel needed. **Motion by Dale, seconded by Lambrecht, to approve engaging Tinjum Appraisal Company, Inc. to update the appraisal for the remaining breakout flowage easement parcel. Motion carried with a roll call vote of 6-0; with Miller abstaining.**

### **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

#### **Finance, Personnel & Economic Development Committee Report**

McCann said the Finance, Personnel & Economic Development Committee met at noon on April 8<sup>th</sup>.

**Red Door Art Gallery Visitor Center Funding request – motion** to approve 3 year agreement; \$17,000 annually from Sales Tax for Economic Development ó **Motion by McCann, seconded by Wateland, to approve the Red Door Art Gallery continue to serve as the Wahpeton**

Visitors Center for another three (3) years, 2020-2022, and for funding of \$17,000 per year from Sales Tax for Economic Development. Motion carried with a roll call vote of 7-0.

**Liquor License Request for New Classification – continue discussion**

**400 Block Development Agreement Update - discussion**

**Public Works & Public Safety Committee Report**

Bajumpaa said the Public Works & Public Safety Committee met at noon on April 9<sup>th</sup>. **Dwight Township request for reimbursement for repairs performed in City of Wahpeton Legal Drain No. 1 – motion to reimburse \$21,881.55 from TIF Fund ó Motion by Bajumpaa, seconded by McNary, to approve reimbursement to Dwight Township of \$21,881.55 for Drain #1 Repairs from the T.I.F. Fund. Motion carried with a roll call vote of 7-0.**

**Resident Request in Reference to Snowmobile Traffic on 16<sup>th</sup> Ave. N. – discussion**

**2019 Seal Coat Project Bids – motion to award to Bituminous Paving \$98,764.30. Motion to approve Cost Share Agreement with Richland County \$28,730 ó Motion by Bajumpaa, seconded by Lambrecht, to approve awarding the 2019 Seal Coat Project bid to Bituminous Paving Inc. in the amount of \$98,764.30, with the City of Wahpeton’s share from the Special Street Maintenance Fund. Motion carried with a roll call vote of 7-0.**

**Motion by Bajumpaa, seconded by Wateland, to approve the Cost Share Agreement with Richland County for their share of \$28,730.70 for the 2019 Seal Coast Project. Motion carried with a roll call vote of 7-0.**

**Police Officer Position Vacancy Review – motion to proceed to advertise and fill the position ó Motion by Bajumpaa, seconded by McCann, to approve proceeding to advertise and fill the Police Officer Position Vacancy. Motion carried with all voting ‘aye’.**

**Off-highway Vehicle Regulations – discussion**

**Swanberg Construction Final Pay request WTP Impr. Proj. Ph. I W16-225 – motion to approve \$54,056.20 ó Motion by Bajumpaa, seconded by McNary, to approve paying the final pay request of \$54,056.20 to Swanberg Construction Inc. for Water Treatment Plant Improvements Project Phase I W16-225. Motion carried with a roll call vote of 7-0.**

**Yard Junk/Clutter Updates**

**Building Official Updates**

**Right of Way Consideration South of Bank of the West**

March 2019 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$252,568.10	\$65,834.72	\$318,402.82
201 WATER OPERATING FUND	\$52,237.09	\$55,796.85	\$108,033.94
202 SANITARY SEWER OPERATING FUND	\$35,611.24	\$27,180.74	\$62,791.98
203 WASTE REMOVAL OPERATING FUND	\$26,445.46	\$1,027.56	\$27,473.02
204 WASTE REDUCTION FUND	\$431.67		\$431.67
205 VECTOR CONTROL FUND	\$3,136.73	\$1,240.02	\$4,376.75
206 STREET LIGHTING	\$15,757.18		\$15,757.18
209 LIBRARY LEVY FUND	\$5,043.19	\$13,764.04	\$18,807.23

216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$194.95		\$194.95
227 ANNUAL RESERVE WH FUND		-\$4,550.88	-\$4,550.88
229 CAPITAL IMPROVEMENTS FUND	\$926.36		\$926.36
231 FD BLDG & EQUIP LEVY FUND	\$25,040.00		\$25,040.00
235 SNOW/FLOOD EMERG LEVY FUND	\$3,371.90		\$3,371.90
236 LEEVE MAINTENANCE	\$3,072.61	\$8,582.36	\$11,654.97
240 SPECIAL TRANSPORTATION FUNDING	\$1,675.00		\$1,675.00
271 ECONOMIC DEVEL DEPT FUND	\$25,761.58	\$14,828.48	\$40,590.06
303 MISCELLANEOUS FUND	\$13.00		\$13.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
317 JOB DEVELOPMENT LEVY FUND	\$9,245.22		\$9,245.22
319 LODGING TAX FUND	\$1,401.07		\$1,401.07
320 SALES TAX OPERATING FUND	\$22,265.08		\$22,265.08
326 REVOLVING LOAN FUND	\$451.17		\$451.17
328 150TH ANNIVERSARY RESERVE	\$2,417.31		\$2,417.31
329 BULL RIDING EVENT	\$1,000.00		\$1,000.00
365 PD SPEC EQUIP SINKING FUND	\$1,372.98		\$1,372.98
393 1% RESTAURANT TAX FUND	\$3,859.92		\$3,859.92
570 SALES TAX FOR INFRASTRUCTURE	\$159,430.00		\$159,430.00
572 SALES TAX FOR FLOOD FUND	\$655,124.95		\$655,124.95
574 5-2-97 (FLOOD PHASE II)	\$2,534.69		\$2,534.69
646 VECTOR CTRL CAP EQUIP	\$7,955.87		\$7,955.87
649 WTP LIME SILO & SLAKER	\$8,674.26		\$8,674.26
655 WESTSIDE MASTER PLAN 2017	\$11,392.55		\$11,392.55
662 GATEWAY SIGNAGE/IMP.	\$12,344.63		\$12,344.63
663 LS. NO. 1/PLC SS18-240	\$3,471.30		\$3,471.30
667 2009 FERRARA FIRETRUCK	\$522,338.70	\$710.49	\$523,049.19
<b>TOTAL</b>	<b>\$1,877,815.76</b>	<b>\$184,909.34</b>	<b>\$2,062,725.10</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. City Council Retreat April 22<sup>nd</sup>, 12:00 Noon at Hughes Shelter
- b. Public Works Cmt. April 23<sup>rd</sup>, 12:00 Noon

### **ADJOURNMENT**

**Motion by Bertsch, seconded by Wateland, to adjourn at 5:29 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant