

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

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

Absent: None

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, 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 April 4, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

NDSCS Alumni Foundation ó Raffle Permit

Presentation/Approval of Reports

March 2016 Bill Pay Report \$1,385,992.75 ó see below

March 2016 Financial Statements

Economic Development 2015 Annual Report

Flood Project Status Update

2015 Tree City USA

Correspondence from Senator Heidi Heitkamp

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

City Election Update ó Huwe said the filing deadline for the June 14th City Election was 4:00 p.m. on Monday, April 11th. Petitions were filed for Ward 2 incumbent Renelle Bertsch, Ward 4 incumbent Don Bajumpaa, At-Large incumbent Chris DeVries, and At-Large candidates Tiana Bohn, Dave Jawaski and Perry Miller. Voters will be instructed to vote for two of the four At-Large candidates. Park Board incumbents Wayne Gripenrog and Devry Klocke have also filed paperwork for the two open At-large positions on the Wahpeton Park Board. The continued publication of City government proceedings will also be included on the June 14th ballot. Campaign Contribution Statements will be required for all candidates 32 days prior to the election or Friday, May 13th and shall be filed in the office of the City Auditor. Ward maps are available on the City's website.

Verizon Tower Lease Update ó Huwe said the counter offer prepared by the City Attorney and discussed by the Finance Committee was presented to Verizon Wireless/American Tower for the lease renewal at the south side fire station. Verizon has agreed to the increased expedition fee for renewal from \$10,000 to \$20,000, the increase in the term renewal rates from 15% to 20%, and the removal of the confidentiality clause. The number of terms requested is 5 five year terms, the counter offer of 3 five year terms with the option for either party to give notice of intent not to renew has not been agreed upon. It was previously requested the Council accept the negotiated terms if Verizon agrees to allow 6 month notice by either party of intent to terminate for terms 4 and 5 (years 16 and 21). Verizon/American Tower Company cannot agree to this provision without adding language that would increase the notification to 24 months and the City would be responsible for all costs of relocating the tower. In review with the City Attorney, Huwe recommended the City accept the current counter-

proposal which has increased the revenue to the City \$67,524 from the initial offer of \$467,092 to \$534,616 over the 25 year term of the agreement. She requested a motion to approve the revised lease agreement. **Motion by DeVries, seconded by Mitskog, to approve accepting the current counter-proposal for the Verizon Wireless/American Tower Lease Agreement. Motion carried with a roll call vote of 8-0.**

Refunding Improvements Bonds of 11516 – request April 25th Finance Cmt. be re-scheduled to 5 p.m. as a Special Council meeting for Bond Sale Results ó Huwe said we are currently working on refinancing of the outstanding bonds for the City of Wahpeton's 2010 series. The original issue was the City's largest to date at \$5,405,000 financing the Dakota Avenue Project, part of the South Side Storm Water Project, and the North Central Streets Project. The proposed refinancing is for the outstanding \$3,380,000 with an estimated cost savings of \$152,519 in reduced interest expense. The Finance Committee made a motion to proceed with the refinancing and a bond sale is scheduled for April 25th. She asked that the Finance Committee meeting for the 25th be rescheduled to 5:00 p.m. as a Special City Council meeting to allow time for the bond sale results to be provided. The Special City Council meeting will be conducted first then the Finance Committee meeting will immediately follow. All were in agreement.

Westdale 2nd Addition Development Agreement – request referral to Finance Cmt. ó Huwe said Paces Lodging representative Daren Trudeau has requested the City consider a development agreement for the construction of the infrastructure in Westdale 2nd Addition similar to the agreement adopted for Westdale Addition. She requested the Finance Committee review this item. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ATTORNEY

Resolution No. 3593 Westdale 2nd Addition Financing ó City Attorney Lies explained the resolution is the standard one the City uses so can reimburse themselves for any monies expended when there is a project that is going to go to bonding, and is a federal requirement that is being satisfied to fulfill the City's obligation so can have a tax free bond.

Council member Mitskog offered the following and moved its adoption:

RESOLUTION NO. 3593
RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT OF CERTAIN
EXPENDITURES FOR SANITARY SEWER, STORM SEWER, WATER, STREET AND
STREET LIGHT IMPROVEMENT DISTRICT 04-01-16
(WESTDALE 2ND ADDITION PROJECT NO. ST16-226)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 8-0.

Second Reading Ordinance No. 972 – Real Property Leasing ó Lies explained this uses the City's Home Rule Authority to amend what the dollar amount would be of property we can lease without having to advertise, and could do as a private leasing as opposed to advertising and then taking bids. Council member Wateland offered the second reading of the following Ordinance:

ORDINANCE NO. 972
AN ORDINANCE AMENDING
SECTION 2-506 REAL PROPERTY

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember DeVries. Motion carried with a roll call vote of 8-0.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe asked for referral to the Finance Committee of changing the underwriting for the Revolving Loan Fund. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Regarding EDC recommendations, Priebe said newly hired Executive Director for the Chamber, Wanda Seliski, appeared before the EDC to request funding for advertising Blue Goose Days Community Event. The Funding Request Form was reviewed and a recommendation for \$10,000 was suggested for EDC's consideration. Seliski explained that advertising costs are rising as much as 6% and there were events added/expanded this year too. In 2015 the EDC approved \$10,000 from Sales Tax for Economic Development and it was recommended to keep the contribution the same as the past two years. After further discussion the EDC decided to approve a \$10,000 grant toward this community event. **Motion by Dale, seconded by Mitskog, to approve \$10,000 in grant funds from Sales Tax for Economic Development for Blue Goose Days 2016 event. Motion carried with a roll call vote of 8-0.**

Priebe said the basic program guidelines and a new application for Mini-Match Plus+ were reviewed by the EDC for further editing and input. The program is being expanded to include faith-based/civic groups in an effort to address some of the dilapidated property issues discussed at Council committee level. The program offers three levels of matching dollars: Large Projects; Middle; and Simple. The original program was started in 1999 and funded one time only beautification projects at a \$2,000 maximum match. Since then, the program has adjusted with the times and recently offered up to \$5,000 in a dollar for dollar matching grant for qualifying businesses. Fund balance is at \$200 and inquiries are still coming in. A total of 121 Mini-Match projects have been funded since its inception with total project costs of \$812,371. The fund has had three allocations of \$75,000 within the 16 years of the program. Recommendation is to replenish the program at \$100,000 for the biennium. With the higher levels of funding built into the program, Large Projects could deplete the account quickly. If there were 3 Large Projects approved, for example, at the \$15,000 level = \$45,000. The EDC held discussion on the review process, fees charged, allocation amount, and the impact. The Commission discussed the benefits of the program as a "tool" for the building official when addressing dilapidated properties and in instances where the property owner needs financial help to fix the problem. The timeline and planning that needs to go into the application process is what will be promoted most so there is some thought put into the application and that there's a plan for some sustainability over the long term. There are four rounds to apply for interested applicants throughout the year. Applications will be received, reviewed, and reported on once per quarter. Priebe said the EDC voted unanimously to recommend the City Council approve capitalizing the Mini Match Grant Fund with \$100,000 from the Sales Tax for Economic Development Fund, and suggested changes will be included in the finalized Mini-Match Plus+ Guidelines document. **Motion by Dale, seconded by DeVries, to approve capitalizing the Mini-Match Grant Fund with \$100,000 from Sales Tax for Economic Development Fund, to include the finalized Mini-Match Plus+ Guidelines document. Motion carried with all voting 'aye'.**

Priebe then reviewed the Economic Development Department Activity Report for April. She announced a meeting of the State Economic Impact Committee that is studying natural gas availability to underserved areas is scheduled for Tuesday, April 26th in Fargo from 9:00 a.m. ó 2:00 p.m. on the NDSU campus, which she will be attending and local businesses are invited to either appear before this interim legislative committee or provide written testimony.

Priebe said an on-site visit was made to the EDHA/RRHS/NDSU housing project at the corner of 4th Avenue and 2nd Street South. Doosan/Bobcat employees volunteered to grade the yard around the home. An open house is being planned for early May.

Priebe reported there were several action items that took place at the April 1st Community Enhancement Organization meeting. The CEO Priorities Listing included: **Allocation of up to \$10,000** in electrical installation for expanding the Christmas lights west along Dakota Avenue; **Allocation up to \$14,519** for the flag project near Sears/Family Dollar corner, includes materials to renovate the flag pole, purchase of the flags, and getting electrical to the site to light the flag; **Music on Dakota Avenue** with entire project cost of \$14,624, and the cost to pull the wire that already exists to see if it is in working order is \$4,485; **Heritage Square Electrical** received quote of \$1,850 from Nordick Electric, includes installation of an outlet on a new pole for the Christmas tree, and a new 24-hour timer installed in the electrical panel; **Volunteer Park Electrical** received quote for \$3,025 from Nordick Electric, includes adding two outlet posts near the concrete pad for the Christmas tree and pulling wire to the posts from the feed point; and **Briarwood Court Trees** for “screening” the north side of the 210 Bypass near Briarwood with trees, received quote from Dean’s Landscaping for three types of trees to make the screen of 1206 feet for a total bid of \$25,000 with grants being applied for and hopes of getting volunteers to plant the trees for a balance of \$11,770. This would leave a balance of the current budget for Capital Improvements of \$2,151. Priebe said a motion was also made to recommend the old inventory of holiday decorations be put on a police auction. Discussion held. **Motion by Mitskog, seconded by Lambrecht, to approve the CEO Priorities Listing as presented: Allocation of up to \$10,000 in electrical installation for expanding the Christmas lights west along Dakota Avenue; Allocation up to \$14,519 for the flag project near Sears/Family Dollar corner; Music on Dakota Avenue for the wire in the conduit of \$4,485; Heritage Square Electrical for \$1,850; Volunteer Park Electrical for \$3,025; and Briarwood Court Trees for “screening” the north side of the 210 Bypass near Briarwood with trees of \$11,770. Motion carried with all voting ‘aye’.**

Priebe then provided and reviewed the 2015 Annual Report for Economic Development.

LIBRARY DIRECTOR

Library Report ó Guck reported that the Friends of the Library, who meet four times per year, met last Wednesday at 10:00 a.m. and heard requests for money to purchase shelving for the library’s expanded audio book collection in the adult area, an additional movie license for the children’s library, and a display board for the children’s librarian to use during her outreach programs. The Friends approved all of the purchase requests. They discussed doing a Crazy Daze book sale again which will be done in July as a one day book sale. They also did initial planning for Chocolate Chocolate Day which will be in October. Guck announced that Books in Bars will meet tomorrow at 7:00 p.m., and the Leach Reads book club will meet Wednesday at 1:30 p.m.

POLICE CHIEF

Blue Goose Days Parade & Street Dance Street Closure Requests ó Thorsteinson said in conjunction with Blue Goose Days, the Wahpeton Breckenridge Chamber is requesting permission to hold a street dance on Friday, June 3rd and are requesting closure of the 300 Block of Dakota Avenue from 5:00 p.m.-12:00 midnight, with the dance to be held from 7:00 p.m.-11:00 p.m. Thorsteinson said this has been done in the past with no difficulty. **Motion by Mitskog, seconded by Bertsch, to approve the closure of the 300 Block of Dakota Avenue from 5:00 p.m. to 12:00 midnight on Friday, June 3rd for the Street Dance being held during Blue Goose Days. Motion carried with all voting ‘aye’.**

Thorsteinson said the Wahpeton Breckenridge Chamber also requested street closure of Dakota Avenue for the Blue Goose Days Parade on Saturday, June 4th starting at 10:00 a.m. The route is still being finalized as need permission from Breckenridge, but the routes have been handled before so he did not anticipate any difficulty. **Motion by DeVries, seconded by Lambrecht, to approve the closure of Dakota Avenue on Saturday, June 4th starting at 10:00 a.m. for the Blue Goose Days Parade. Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of a **Request for Sidewalk Removal at 410 3rd Street South**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Consideration of Revisions to City Policy on Ownership of Water/Sewer Services from the Mains to the Property Line**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Consideration of Revisions to the Policy of having to Disconnect Water Service Lines from the Water Main when a Building is Demolished**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **an Update on the Red River Water Supply Project**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported that there are about 120 water meters remaining to be replaced with radio reads. Residents and business owners who have not done so are asked to schedule an appointment by contacting Gary at the Water Plant at 899-3427. The preconstruction meeting for the 16th Avenue North Project was held earlier today, and is scheduled to begin May 2nd from the 210 Bypass to 11th Street North. Local traffic will have access. A September 30th completion date is anticipated. It was announced the Public Works meeting time on April 26th will be moved to 5:00 p.m. Questions were then heard regarding the pond odors, and also regarding NDSCS parking issues during their construction project especially with the upcoming graduation ceremony.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (no meeting held 4-11-16)
West Briarwood Development Alternative

Verizon Tower Lease Update

Employee Policy Manual Updates

Cash Flow Planning/Revenue Projections

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on April 12th.

SEMCA Agreements – discussion

Project Planning for Police Dept. Relocation – motion to recommend proceeding to negotiate professional services contract with BHH Architects ó **Motion by Bajumpaa, seconded by Schmidt, to approve proceeding to negotiate a Professional Service Contract with BHH Architects for Concept Drawings for the new Police Department Relocation. Motion carried with all voting ‘aye’.**

NDSCS Vacations of Right of Way Requests – motion to recommend to proceed and schedule public hearing for June 20th ó **Motion by Bajumpaa, seconded by Lambrecht, to approve proceeding with NDSCS Vacations of Right-Of-Way Requests, and to Schedule a Public Hearing for June 20th, 2016. Motion carried with all voting ‘aye’.** Lies asked for referral of this item back to Public Works Committee to discuss any easements needed that lie within the property before they are vacated. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Dilapidated Properties - discussion

Flood Mitigation (ad-hoc)

Flood Cmt. Report 4-12-16 – Hansey reported that the Flood Committee met with the Corps of Engineers and FEMA representatives and reviewed a project timeline as follows: October 31, 2016 ó City completes encroachment removals/punch list items & Corps completes Operations and Maintenance Manual; November 4, 2016 ó Corps physically transitions project to City of Wahpeton; November 7-9, 2016 ó Corps conducts Periodic Inspection of project (required every 5 years); March 20, 2017 ó Corps submits levee certification package to FEMA Region VIII; and March 20, 2019 ó FEMA new Flood Insurance Rate Map (FIRM) goes effective. The process takes approximately 24 months from the date the levee certification package is received by FEMA. This includes an appeal process and a compliance period.

March 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$227,549.62	\$49,835.29	\$277,384.91
201 WATER OPERATING FUND	\$110,947.26	\$40,415.89	\$151,363.15
202 SANITARY SEWER OPERATING FUND	\$21,538.63	\$24,832.82	\$46,371.45
203 WASTE REMOVAL OPERATING FUND	\$22,960.33	\$845.04	\$23,805.37
205 VECTOR CONTROL FUND	\$1,835.39	\$942.18	\$2,777.57
206 STREET LIGHTING	\$10,819.90		\$10,819.90
209 LIBRARY LEVY FUND	\$8,107.70	\$15,488.07	\$23,595.77
213 ADVERTISING LEVY FUND	\$326.13		\$326.13
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
217 PLANN COMMISSION LEVY FUND	\$415.00		\$415.00
226 EMPLOYEE SAFETY COMMITTEE	\$433.44		\$433.44
227 ANNUAL RESERVE WH FUND		-\$3,174.00	-\$3,174.00
229 CAPITAL IMPROVEMENTS FUND	\$4,194.35		\$4,194.35
231 FD BLDG & EQUIP LEVY FUND	\$660.50		\$660.50
234 SPECIAL STREET MAINT FUND	\$14,711.02		\$14,711.02
235 SNOW/FLOOD EMERG LEVY FUND	\$4,639.58		\$4,639.58
236 LEVEE MAINTENANCE	\$1,652.75	\$7,869.51	\$9,522.26
253 METER DEPOSITS TRUST FUND	\$38.42		\$38.42
271 ECONOMIC DEVEL DEPT FUND	\$1,371.75	\$14,088.42	\$15,460.17
303 MISCELLANEOUS FUND	\$12.00		\$12.00
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$500.00		\$500.00
318 WEED MAINT LEVY FUND	\$54.00		\$54.00
319 LODGING TAX FUND	\$3,655.36		\$3,655.36
320 SALES TAX OPERATING FUND	\$143,664.59		\$143,664.59
326 REVOLVING LOAN FUND	\$1,250.00		\$1,250.00
365 PD SPEC EQUIP SINKING FUND	\$699.86		\$699.86
393 DOWNTOWN CARE & MTC FUND	\$3,648.33		\$3,648.33
572 SALES TAX FOR FLOOD FUND	\$588,440.58		\$588,440.58
574 5-2-97 (FLOOD PHASE II)	\$49,536.30		\$49,536.30
636 16TH AVE. 11TH ST TO HWY 210	\$93.36		\$93.36
648 WTP FACILITY PLAN	\$6,848.42		\$6,848.42
TOTAL	\$1,234,354.57	\$151,638.18	\$1,385,992.75

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Planning Commission April 21st, 4:00 P.M.
- Special City Council Meeting/Finance Cmt. April 25th, 5:00 P.M.
- Public Works Cmt. April 26th, 12:00 Noon (changed to 5:00 P.M.)

Motion by Mitskog, seconded by Schmidt, to adjourn at 5:53 p.m. Motion carried with all voting ‘aye’.

Mayor Hansey

Lynelle Amos, Finance Assistant