

Wahpeton City Council
April 3, 2017
5:00 p.m.

Present: Schmidt (via skype), Lambrecht, Bertsch, Bajumpaa, Hansey, Dale, Miller, and Wateland

Absent: DeVries

Also Present: Huwe, Lies, Miranowski, Broadland, Priebe, Bakken, and Cain

CALL TO ORDER

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Bertsch announced that the Rotary is sponsoring a Community Blood Screening that will take place April 17-21, 2017 from 6:00 a.m. to 9:30 a.m., Monday through Friday, at CHI St. Francis in Breckenridge, MN for the cost of \$45. Pre-registration and fasting are required with limited appointments available by calling 218-643-0123. This is a comprehensive screening of kidney function, liver function, cholesterol and blood counts.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held March 20, 2017

Games of Chance Licenses, Site Authorizations & Special Permits:

Zonta Club of Breckenridge-Wahpeton ó Raffle Permit

Three Rivers Gymnastics ó Site Authorizations (2)

Presentation/Approval of Reports

2016 Audited Financial Report

2016 Annual Drinking Water Quality Report

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

2017 Retail Fire Works License Applications ó Huwe said the City has received 5 applications for 2017 Retail Fireworks licenses: Durlyn Herman, Carla Thiele, Jim Sturdevant, Wahpeton FFA Alumni, and Cory Unruh. All applicants have previously been licensed. Cory Unruh has also submitted an application for fireworks display on July 4th. The City Ordinances allow up to seven licenses. Sales may be made from June 27th through July 5th between the hours of 8 a.m. to 11 p.m. Fireworks may be discharged between June 27th to July 5th between the hours of 9 a.m. and 11 p.m. with the exception of July 4th, when fireworks may be discharged until midnight. All license holders are subject to a site inspection. Huwe requested a motion to approve the licenses as presented. **Motion by Miller, seconded by Lambrecht, to approve the 2017 Retail Fire Works License Applications as presented. Motion carried with all voting ‘aye’.**

Employee Policy Manual Updates – request referral to Finance Cmt. ó Huwe said the City’s Personnel Policy Manual is reviewed each year during the annual financial audit by the ND State Auditor’s Office. She requested the Finance Committee review Employee Policy Manual Updates. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Cash Flow Planning/Revenue Projections – request referral to Finance Cmt. ó Huwe reported the State revenue forecasts have been recently revised by the Office of Management and Budget, and requested the Finance Committee review the impacts on projected City revenues and cash flow planning for the 2017 construction season. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Review of Capital Improvements Plan – request motion to schedule a Public Hearing on Monday, May 1st at 5:00 p.m. ó Huwe said the Capital Improvements Plan continues to be evaluated for both content and fiscal impacts. She requested the topic remain on both committee agendas for further discussion. Additionally, she requested a motion to schedule a public hearing on Monday, May 1st at 5:00 p.m. to provide an overview and opportunity for public input on the proposed plan. **Motion by Schmidt, seconded by Lambrecht, to approve scheduling a Public Hearing on Monday, May 1st at 5:00 p.m. for Review of the Capital Improvements Plan. Motion carried with all voting ‘aye’.**

Council Retreat Reminder April 7th Noon to 5:00 p.m. ó Huwe gave a reminder the City Council Retreat is scheduled for this Friday, April 7th from 12:00 to 5:00 at City Hall.

Legislative Update ó Huwe reported this morning the Senate Finance and Taxation Committee amended House Bill 1361 to add back in a 3% tax cap. The bill now has a 3% cap on the amount a political subdivision can levy based on the prior year if 10% of the electors petition the local governing body and the 3% cap is approved by the voters in a special election. Tax caps present several problems to cities including: 1) Negatively affecting a city's bond rate; 2) Leaving a city unable to levy sufficient funds to react to an emergency; 3) Small cities who do not levy very much in property tax will be unable to react to changes because 3% of their property tax levy is a very small number; and 4) Cities will be forced to bear the costs of a special election while their ability to raise funds is being limited. House Bill 1361 is to be on the Senate floor tomorrow and affects all political subdivisions. Huwe said Senate Bill 2166 would change the process for the City to enter into development agreements in the TIF District ó requiring additional review by the County Commission and School District prior to approval. This bill is still under consideration. She said Senate Bill 2288, referred to as the Truth in Taxation Bill, is one of the most significant bills approved regarding City Finances and the time frame in which political subdivisions have to prepare their annual budgets. The preliminary budget is currently due by September 10th, and it will now be due by August 10th. Public hearings on proposed budgets will be noticed by County Auditors by August 31st, written notice must be sent to every taxable property owner, and cities will be billed by counties for this service. This law is effective for all taxable years after December 31, 2017. Discussion held.

ASSESSOR/BUILDING CODES

Reminder of Equalization Meeting Tuesday, April 11th, 2017 at 5:00 p.m. ó Broadland gave a reminder that an Equalization meeting will be held Tuesday, April 11th, 2017 at 5:00 p.m. and asked Council members to let her know if they are unable to attend to be sure a quorum is present.

Broadland then requested referral to the Finance Committee of a delinquent tax property that went back to the County that an individual is interested in purchasing. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

ATTORNEY

Resolutions – Alleyway Imp. Proj. ST17-232 700 Blk between 2nd St. N. & 3rd St. N. ó Lies explained this was for the creation of an improvement district for special assessment purposes. The majority of the property owners of Block 33 of Bades Addition, which lies between 2nd and 3rd Street

North between 7th Avenue and 8th Avenue, have petitioned for repairs to their concrete alley which is done by special assessments.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3633
RESOLUTION CREATING AN IMPROVEMENT DISTRICT
ALLEYWAY IMPROVEMENT (700 Block between 2nd Street North & 3rd Street North
Project No. ST17-232)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 7-0.

Lies said this item will need to be referred to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – JCP Update ó Priebe provided a list of the South 400 Block sub-committee members that was formed along with a copy of the Wahpeton-Breckenridge Business District Survey being taken. She reported the sub-committee has met twice with the first meeting being an organizational meeting and the second a visioning session conducted by Neal Doty. The sub-committee decided on items that were thought would bring the greatest economic impact to Wahpeton, then strategies were discussed. They were: Business District Revitalization; Tourism; Workforce Development; Housing & Affordability; and Community Image. The community survey will be worked on next. A marketing piece is also in the works that can be used to respond to inquiries and also as an attraction tool.

Priebe then reported on the West Side Development. She said the Community Development Corporation met as a Board at a special meeting last week and made progress in acquiring property. Maps of the area were provided, which is proposed to be purchased by the CDC for future development of commercial and housing. There was a total of 60.45 acres owned by J&K Skovholt, LTD Partnership that is within city limits and zoned B3Highway, and just south of that outside city limits is approximately 50 acres which is being purchased from Richard and Carla Dickerson. Since this property is outside city limits it's zoned in the ETZ as Residence Single Family R1B. All of this property is located south of Wal-Mart, west of the 210 By-pass and south of 16th Avenue North. Closing on the properties will take place on the 8th and 10th. Priebe noted there is 12.25 acres that the CDC will have a 2 year option on owned by Land Resources Corp. She also commented that the 27 acres along 16th Avenue will likely stay commercial.

Priebe said there was quite a bit of activity last week responding to House Bill 1020 which was in a ND Senate sub-committee. She said Merri Morridian was heard from to reach out to local senators to urge the \$30 million appropriation for the Red River Valley Water Supply Project be approved, and also to see the continuation of the 90% state/10% local cost-share model. This appropriation would keep the project moving forward and make it affordable to extend water to this area.

Priebe said a petition was received from Minn-Dak Farmer Cooperative for more acre feet of ground water out of the City's aquifer. Priebe visited with Minn-Dak representatives as well as with Public Works Director Miranowski and Water Plant Superintendent Murr. A letter was sent to the State Engineer supporting the petition. It was felt they should also look at the permit with Cargill that has been held in abeyance for over 20 years.

Regarding RiverPointe Housing Cooperative located west of Briarwood, Priebe said it is hoped an update will be provided by Kevin Walker in mid-April.

Priebe reported she spoke with Stan Thurlow, Breckenridge Economic Development Director, regarding the housing study and how the City of Wahpeton would like to update that study and wondered if Breckenridge would like to participate like they did previously. Thurlow said they are interested in being included in the cost estimate and would likely participate in the study again.

20th Anniversary of the Flood of Record April 6, 1997 ó Priebe announced a dedication of Volunteer Park is set for Thursday, April 6th at 5:30 p.m. at the observation deck along the Dakota Avenue bridge.

LIBRARY DIRECTOR

Library Report ó Bakken reported the Children's Library renovations are almost complete. She gave a big "Thank You" to anyone that assisted in the project in any way, shape or form. She said there were still some pieces of old shelving available for a small freewill offering, and some children's chairs were also available. Bakken said the library continues to receive donations from various businesses for the summer reading program, which they are very grateful for. The week of April 9th ó 15th is National Library Week and on Monday, April 10th from Noon to 7 p.m. the library will be holding an Open House for the newly renovated and newly renamed Children's Library as the Polly Ben-Groneman Library or Polly's Place, with light refreshments being served. Everyone was invited to see the terrific, colorful changes. Bakken said next week storytime will be Tuesday and a STEM class at 3:30 p.m. for school-agers. The Friends of the Library will meet at 10 a.m. in the lower level activity room on Wednesday, April 12th, with Outreach to the Fairmount Senior Citizen Center at noon. Homeschool STEM will be at 2 p.m. and Teen Lounge at 4 p.m. on Thursday. Friday is Good Friday, and they will also be closed Saturday for the Easter holiday. Kercher will be attending the Spring Workshop April 17th and 18th in Bismarck.

Library Board – resignation of Joelle Oliver

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of **2017 Agreement with Waste Management for hauling of yard waste out to the Jay Schnell composting operation.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee to **Approve Low Bidder for Bids that were received today for East Side Sanitary Sewer – Phase A with apparent low bidder Master Construction at \$1,589,464.70.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee to **Approve Low Bidder and Award Contract for Bids that will be received April 6th for the 2017 Seal Coat Project.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee to **Receive the Engineering Report for 2017 Alley Improvements for Project ST17-232.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **the Bank of the West Alley and their Request for the City to take it back as Right-Of-Way.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Tour of Quonset/Flood Project Building**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of CEO and Public Works Approved Digital Speed Sign Additional \$200 needed for Mounting Brackets**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported the Corps of Engineers is in Wahpeton this week and will start the inspection on all of the storm pumps, as well as the levy. He said he talked to their geotechnical engineers this morning about looking closely at the slide occurring by Volunteer Park to discuss possible solutions.

2016 Consumer Confidence Report – Annual Drinking Water Quality Report ó A copy of the report was provided and Miranowski reported the City of Wahpeton passed with flying colors. **Motion by Bajumpaa, seconded by Bertsch, to approve the 2016 Consumer Confidence Report – Annual Drinking Water Quality Report. Motion carried with all voting ‘aye’.**

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Bois de Sioux Golf Board – resignation of Jeff Ralph and confirmation of appointment of Dean Thiel ó Motion by Wateland, seconded by Miller, to approve accepting the resignation of Jeff Ralph from the Bois de Sioux Golf Board and confirming the appointment of Dean Thiel. Motion carried with all voting ‘aye’.

Mayor Hansey gave a reminder that Clean-Up Week in Wahpeton is scheduled for the week of May 15-19.

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 March 27th.

Bois de Sioux Golf Club Cart Fleet Capital Lease Agreement – motion to recommend approval by Resolution and proposed sublease agreement ó

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3634 **RESOLUTION APPROVING THE** **BOIS DE SIOUX GOLF CLUB FLEET MUNICIPAL LEASE AGREEMENT**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Miller. Dustin Harris, Pro for the Golf Course, was present and asked for further input. He explained the lease agreement was recommended by the leasing company to take advantage of the rates for a municipality. He noted they did also receive quotes from two other cart companies, with Club Cart the lowest bidder of the three. Motion carried with a roll call vote 7-0.

Capital Improvement Plan – motion to recommend approval of financial constraints ó **Motion by Bertsch, seconded by Schmidt, to approve the Capital Improvements Plan with financial constraints as presented and to schedule a public hearing. Motion carried with all voting ‘aye’.**

Council Retreat Agenda – discussion

Referral Process - discussion

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on March 28th.

Petition for Alley Reconstruction – See City Attorney Report

Storm Sewer Manhole Repairs 4th Ave. S.

Composting Agreement with Jay Schnell – motion to recommend approval ó Motion by Bajumpaa, seconded by Lambrecht, to approve the Composting Agreement with Jay Schnell. Discussion held. **Motion carried with a roll call vote of 7-0.**

Otter Tail Power Easement Agreement – motion to recommend approval ó Motion by Bajumpaa, seconded by Miller, to approve the Electric Line Easement and Easement Payment Agreement with Otter Tail Power Company. Motion carried with a roll call vote of 7-0.

Flood Project Building Sale – discussion

Public Works Operations Review – discussion

Building Official Updates – discussion

Capital Improvements Plan – discussion

Minn-Dak Farmers Cooperative Water Issues - discussion

Policy Discussion for Consultant Selection

Referral Process

UNFINISHED BUSINESS

Lambrecht wanted to recognize all the hard work and effort Melissa Bakken and her husband put in for the library reconstruction project. He also acknowledged Bakken receiving the Zonta Yellow Rose Award.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee April 10th, 12:00 Noon
- b. Public Works Committee April 11th, 12:00 Noon
- c. Board of Equalization (Council) April 11th, 5:00 P.M.

Motion by Bertsch, seconded by Miller, to adjourn at 5:54 p.m. Motion carried.

Mayor Hansey

Lynelle Amos, Finance Assistant