

Wahpeton City Council
August 19, 2019
5:00 p.m.

Present: Miller, Bohn, Bajumpaa, McCann, Wateland, Lambrecht, Bertsch, and McNary

Absent: Dale

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, DeVries, and O'Meara

CALL TO ORDER

Meeting called to order by City Council President Wateland.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held August 5, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Raffle Permit ó Red River Area Sportsman's Club

Presentation/Approval of Reports

July 2019 Bill Pay Report \$1,056,065.07 ó see below

July 2019 Financial Statements

Q2 2019 Convention & Visitors Bureau Report

Census 2020 101

Wahpeton Fire Department Bull Bash September 14th

City Council President Wateland asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bohn, seconded by McCann, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

702 Communications Service Agreement at Water Treatment Plant ó Huwe said 702

Communications has provided internet and local telephone services at the Water Treatment Plant since January 1, 2017 at the cost of \$340.00 per month. 702 has offered a 2-year contract extension with hold level pricing extending the service agreement 24 months from the date of approval. The contract includes a 30-day notice opt out for either party. The water plant personnel are pleased with the services received. The estimated annual value of the contract is \$4,080 per year or \$8,160 total. Huwe requested a motion to approve the 24-month agreement for internet and local phone services extended by 702 Communications to the Water Treatment Plant. **Motion by Bajumpaa, seconded by McCann, to approve the 24-month agreement for internet and local phone services extended by 702 Communications to the Water Treatment Plant.** Discussion held. **Motion carried with a roll call vote of 8-0.**

Work in Progress Cash Flow Updates – request referral to Finance Cmt. ó Huwe explained the July Financial statements include approximately \$8 million dollars of open major capital improvement projects. We will be finalizing several large multi-year projects including 3rd Avenue North, East Side Sanitary Sewer Project Phase A, and the Water Treatment Plant Lime Handling Improvements this fall. Funding for these projects comes from multiple sources, and Huwe would like to have the Finance

Committee review the permanent sources of funding for these projects prior to capitalization. She requested the Work in Progress Cash Flow Updates be referred to the Finance Committee. City Council President Wateland will refer this item to the Finance, Economic Development & Personnel Committee.

Flex PACE Loan Default Refund – request referral to Finance Cmt. ó Huwe said the City received notice from Starion Bank of a default on a real estate loan in May 2018. The funds were borrowed by Phoenix Housing II and used to acquire and renovate a series of buildings referred to as the 400 Block Project. The borrower participated in the Bank of North Dakota FLEX Pace loan interest rate buy down program, and the City advance funded the community share of the interest rate buy down in 2016. The loan was written off as per the recommendation from the State Auditor's Office on July 1st, 2019. Huwe requested the Flex PACE Loan default refund be referred to the Finance Committee. City Council President Wateland will refer this item to the Finance, Economic Development & Personnel Committee.

2020 Preliminary Budget – request referral to both committees ó Huwe said the 2020 Budget Hearing is set for Monday, September 16th at 5:00 p.m. Consolidated statements of estimated property taxes including the schedule for budget hearings will be mailed to each property owner on or before August 31st by the Richland County Treasurer. The city's property tax levy was sent to the County Auditor July 23rd and is projected to be hold level dollars with a decrease in mills of 3.04 for a total of 95.78 mills estimated for city services. The City Budget has had 111 unique views on the City's website since it was posted on July 19th. Huwe said if there are any questions, proposed changes or suggestions to please let her know, and they can be addressed at the upcoming committee meetings. She requested the 2020 Preliminary Budget be referred to both committees. City Council President Wateland will refer this item to the Finance, Economic Development & Personnel Committee and also the Public Works & Public Safety Committee.

City Hall Closed Monday, Sept. 2nd for Labor Day ó Huwe announced City Hall will be closed on Monday, September 2nd for Labor Day, with the next Council meeting to be held Tuesday, September 3rd.

ASSESSOR/BUILDING CODES

Update on State Board of Equalization ó Broadland reported at the State Board of Equalization that was held last Tuesday at Bismarck there were no protests from either Richland County or the City of Wahpeton. The ratio for commercial for the City came in at 94% and residential at 93%.

Special Assessment Commission Hearings Sept. 3rd ó Broadland said the Special Assessment Commission Hearings have been set for September 3rd. There were three publications in Sunday's paper that will run again next Sunday. There are maps as the alternative method is being used which means each property owner will receive a letter with an estimated annual payment along with their total special assessment for the projects, of which there are three. If anyone within the district does not receive a letter they can contact the City Assessor's office or Public Works Department. The three hearings held September 3rd will begin at 5:15 p.m. for Westgate Commons 1st Addition for Street and Utilities, 5:30 p.m. for East Side Sanitary Sewer District Phase A, then 6:30 p.m. for the 3rd Avenue North Reconstruction Project District.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report

Street Closure Request Sept. 14th – 150th Sesquicentennial Fall Event ó DeVries requested the closure of the 500 and 600 Blocks of Dakota Avenue, both the north and south lanes, for the car show and downtown barbeque that are being held as part of the 150th Sesquicentennial Celebration on September 14th, 2019. The car show runs from 1:00-5:00 p.m. with the meal from 4:00 p.m. until gone, so the request is for those two blocks to be closed from 12:00 noon to 6:00 p.m. that day. Thorsteinson did not foresee any problems. **Motion by McCann, seconded by Bajumpaa, to approve the street closure request for the 500 and 600 Blocks of Dakota Avenue on September 14, 2019 from 12:00 noon to 6:00 p.m. for the 150th Sesquicentennial Fall Event. Motion carried with all voting ‘aye’.**

Youth Commission Wrap Up ó DeVries provided an update on the inaugural Youth Commission saying it had a good year, although short as it was half way through the school year before things were set up and going. Council member McNary was the Director. A lot of good information was received from the students in a short amount of time, and a lot was learned on what future groups will want and the way to structure the meetings and information to provide to them. Some of the topics covered were reviewed. One member of the Youth Commission has offered to stay on to keep some continuity for the new year. McNary will be the director again this year and Principal Clooten will again be a resource. After school begins applications will be available for those interested in joining for 2019-2020.

Retail Programming Request – request referral to Finance Cmt. ó City Council President Wateland will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then reported Wahpeton Public Schools will be back in session this Wednesday, August 21st, and move-in day at NDSCS is Saturday with classes starting Monday, August 26th.

POLICE CHIEF

Wireless Internet Agreements for Patrol Vehicles – request approval ó Thorsteinson reported currently there are four vehicles in the Police Department that are equipped with Mobile Data Terminal (MDT). To use those requires a wireless internet in the cars currently provided through jetpacks, one for each car, through Verizon at the cost of \$39.99 per month each. It has been identified that they could access the internet for the Chevy Tahoe through OnStar and through UConnect for the Dodge Durango. If they enter into a 4-year contract they can get internet through OnStar for about \$16.00 per month and UConnect for about \$20.00-\$22.00 per month, and Thorsteinson requested permission to enter into those contracts for a savings of almost \$42.00 per month. **Motion by Bohn, seconded by Lambrecht, to approve the Wahpeton Police Department entering into 4-year Contracts for Wireless Internet with OnStar and Uconnect. Discussion held. Motion carried with a roll call vote of 8-0.**

Officer Retirement Sept. 30th / Position Vacancy – request referral to PW Cm. ó Thorsteinson said he has received verbal notice from Officer Bill Straus of his intent to retire at the end of September. City Council President Wateland will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report

Wahpeton Community Center Activity Report – request referral to PW Cmt. ó City Council President Wateland will refer this item to the Public Works & Public Safety Committee.

Water Treatment Plant Roof Repairs Rebid – request referral to PW Cmt. ó City Council President Wateland will refer this item to the Public Works & Public Safety Committee.

Miranowski reported there will be a ground spraying for mosquitoes tonight. He also gave an update on Lift Station #3 on 1st Street and 5th Avenue pump replacements.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Organizational Chart Review – Council Member Lambrecht ó Wateland said the Mayor has requested this item be tabled until he returns. Lambrecht then expressed his feelings regarding the proposed Organizational Chart and performance concerns. **Motion by Lambrecht, seconded by Miller, to approve maintaining the current Organizational Chart and to remove the February 21, 2019 evaluation from the Public Works Director’s Personnel File.** Discussion regarding tabling this item, and also regarding how action should be taken sooner rather than later for those affected. **Lambrecht withdrew his motion on the table, seconded by Miller. Motion by Lambrecht, seconded by Miller, to approve Maintaining the Current Organizational Chart. Motion carried 7-1, with Lambrecht, Bertsch, McNary, Miller, Bohn, Bajumpaa, and Wateland voting ‘aye’; and McCann voting ‘nay’.** **Motion by Lambrecht, seconded by Bertsch, to approve removing the February 21, 2019 evaluation from the Public Works Director’s Personnel File.** Discussion held regarding the reason for this request, and also regarding how the evaluation numbers were reached in the review and how they can affect the employee in the future. **Motion carried with a roll call vote of 6-2, with Lambrecht, Bertsch, McNary, Miller, Bajumpaa, and Wateland voting ‘aye’; and Bohn and McCann voting ‘nay’.** It was suggested that the current system continue to be reviewed and evaluated and the Council as a whole agree to the process to be implemented moving forward to establish consistency.

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 August 12th.

Sportsmen’s Club Trail Grant Match Request – discussion

Mini-Match Fund Recapitalization – motion to approve recapitalization of \$75,000 from the Sales Tax for Economic Development ó **Motion by McCann, seconded by Miller, to approve Recapitalization of the Mini-Match Plus Fund with \$75,000 from Sales Tax for Economic Development. Motion carried with a roll call vote of 8-0.**

Library Lawn Holiday Display – motion to approve purchasing light displays up to \$35,000 from Restaurant Tax Fund ó **Motion by McCann, seconded by Bertsch, to approve up to \$35,000 from the 1% Restaurant Tax Fund to purchase Holiday Light Displays. Motion carried with a roll call vote of 8-0.**

2020 Preliminary Budget

Development Project Inquiry ó motion to authorize the Mayor to engage in negotiations ó **Motion by McCann, seconded by Bohn, to approve authorizing the Mayor to engage in negotiations to acquire a lot based on guidelines as discussed. Motion carried with a roll call vote of 8-0.**

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on August 13th.

Storm Drainage Improvements at City Tree Disposal Site – motion to approve bid from Comstock Construction, Inc. not to exceed \$7,958 ó **Motion by Bohn, seconded by Bajumpaa, to approve the**

bid from Comstock Construction, Inc. for City Tree Disposal Site Storm Drainage Improvements, not to exceed \$7,958. Motion carried with a roll call vote of 8-0.

Storm Pipe Removal Kidder Rd. and Gate Valve Red River Ct.

Wheatland Rd. Water & Sewer Improvement Project – motion to approve bid from Agassiz Underground for \$41,750.60 ó Motion by Bohn, seconded by Miller, to approve the bid from Agassiz Underground for the Wheatland Road Water and Sewer Improvement Project at a cost of \$41,570.60. Motion carried with a roll call vote of 8-0.

Wheatland Rd. Shared Use Path – motion to proceed to advertise for bids with options ó Motion by Bohn, seconded by Bajumpaa, to approve Authorizing to Proceed to Advertise for Bids with options for the Wheatland Road Shared Use Path. Motion carried with all voting ‘aye’.

8th Ave. N. Assessment District – motion to offer Resolution 3728 creating the district ó

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3728
RESOLUTION CREATING 8th AVENUE NORTH
RECONSTRUCTION IMPROVEMENT DISTRICT ST19-248
(STREETS AND UTILITIES)

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

Loy Ave. Assessment District – motion to offer Resolution 3729 creating the district ó

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3729
RESOLUTION CREATING LOY AVENUE AND 12TH ST. NORTH
RECONSTRUCTION IMPROVEMENT DISTRICT ST19-249
(STREETS AND UTILITIES)

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

County Rd. 10 Culvert Crossing into Drain #1 – motion to approve up to \$9,000 cost share with Richland County on replacement ó Motion by Bohn, seconded by Miller, to approve up to \$9,000 cost share with Richland County on Replacement of County Rd. 10 Culvert Crossing into Drain #1. Motion carried with a roll call vote of 8-0.

Driveway Policy – discussion

Parking in Front Yards Ordinance 1005 & 1006 - discussion

Dumpster Regulation Ordinance 1011 – discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates - discussion

Hwy. 210 & 9th St. Intersection Signal Beacons – motion to approve bid from Scott's Electric not to exceed \$39,765 ó Motion by Bohn, seconded by Bajumpaa, to approve the bid from Scott's Electric for installation of Signal Beacons at Highway 210 and 9th Street North Intersection of up to \$39,765. Motion carried with a roll call vote of 8-0.

July 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$314,897.09	\$34,625.46	\$349,522.55
201 WATER OPERATING FUND	\$60,081.90	\$42,201.79	\$102,283.69
202 SANITARY SEWER OPERATING FUND	\$54,063.73	\$27,477.84	\$81,541.57
203 WASTE REMOVAL OPERATING FUND	\$26,823.91	\$1,041.34	\$27,865.25
204 WASTE REDUCTION FUND	\$1,486.71		\$1,486.71
205 VECTOR CONTROL FUND	\$7,714.59	\$4,333.46	\$12,048.05
206 STREET LIGHTING	\$22,880.09		\$22,880.09
209 LIBRARY LEVY FUND	\$9,498.76	\$13,761.71	\$23,260.47
216 AIRPORT 4-MILL LEVY FUND	\$751.80	\$494.96	\$1,246.76
226 EMPLOYEE SAFETY COMMITTEE	\$355.49		\$355.49
227 ANNUAL RESERVE WH FUND		-\$3,015.88	-\$3,015.88
229 CAPITAL IMPROVEMENTS FUND	\$7,476.40		\$7,476.40
234 SPECIAL STREET MAINT FUND	\$113,266.24		\$113,266.24
236 LEVEE MAINTENANCE	\$11,547.98	\$10,168.02	\$21,716.00
271 ECONOMIC DEVEL DEPT FUND	\$1,880.08	\$10,626.10	\$12,506.18
303 MISCELLANEOUS FUND	\$154.00	\$8.47	\$162.47
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$9,875.06		\$9,875.06
318 WEED MAINT LEVY FUND	\$960.00		\$960.00
319 LODGING TAX FUND	\$881.99		\$881.99
320 SALES TAX OPERATING FUND	\$22,265.08		\$22,265.08
321 SALES TAX RESERVE FUND	\$11,377.30		\$11,377.30
324 SALES TAX MINI MATCH RSRV FUND	\$4,154.00		\$4,154.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$410.00		\$410.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARY RESERVE	\$2,135.16		\$2,135.16
329 BULL RIDING EVENT	\$144.00		\$144.00
365 PD SPEC EQUIP SINKING FUND	\$8,207.64		\$8,207.64
393 1% RESTAURANT TAX FUND	\$4,515.44		\$4,515.44
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
574 5-2-97 (FLOOD PHASE II)	\$6,855.13		\$6,855.13
622 3RD AVE N. RECON PROJ	\$38,419.20		\$38,419.20
639 E. SANITARY SEWER 13-02-02	\$2,280.00		\$2,280.00
649 WTP LIME SILO & SLAKER	\$2,616.50		\$2,616.50
659 RIVER POINTE ACRES	\$23.00		\$23.00
662 GATEWAY SIGNAGE/IMP.	\$35,323.09		\$35,323.09
663 LS. NO. 1/PLC SS18-240	\$124,875.57		\$124,875.57
670 EDGEWOOD PARK ST18-239	\$979.20		\$979.20
TOTAL	\$914,341.80	\$141,723.27	\$1,056,065.07

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Finance Cmt. August 26th, 12:00 Noon
- Public Works Cmt. August 27th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by McNary, to adjourn at 6:05 p.m. Motion carried.

City Council President Lane Wateland

Lynelle Amos, Finance Assistant