

Wahpeton City Council
December 16, 2019
5:00 p.m.

Present: Bohn, McCann, Dale, Lambrecht, Wateland, and McNary

Absent: Miller and Bajumpaa

Also Present: Huwe, Hatting, Miranowski, Thorsteinson, Bakken, Amos, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Dale.

Dale asked for suspension of the rules to discuss an item not on the agenda. **Motion by McCann, seconded by Bohn, to approve suspending the rules to discuss an item not on the agenda. Motion carried with all voting 'aye'.** Jane Priebe who chairs the 150th Steering Committee proposed the formal adoption, in conjunction with the City Sesquicentennial, of the following City Symbols: City Seal ó as designed in 1979; Tree ó American Elm; Flowers: Purple Lilacs & Sunflowers; Animal ó Bison; Fish ó Catfish; Bird ó Blue Goose; Historic Building ó Old Main/NDSCS; City Flag ó City logo designed in 2001; Crops ó Sugar Beets & Corn; Cultural Asset ó Red Door Art Gallery; and Tourist Attraction ó Chahinkapa Zoo. The City Motto is still under consideration so will not be adopted at this time. **Motion by Lambrecht, seconded by McNary, to approve the Wahpeton City Symbols as proposed by the 150th/Sesquicentennial Steering Committee. Motion carried with all voting 'aye'.**

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held December 2, 2019

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

November 2019 Bill Pay Report \$914,305.60 ó see below

November 2019 Financial Statements

Census 2020 ó Quickfacts

Mayor Dale 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

2020 License Applications ó Huwe said several existing business license holders did not return their renewal information prior to the December 2nd Council meeting, and they are included in tonight's request for approval: 2020 Waste Hauling/Recycling License for Waste Management and Fraedrich Transport; 2020 Taxi Cab License for Twin Town Taxi; and Amusement Device Licenses for Head of the Red Youth Activities Association and Three Rivers Gymnastics. She requested a motion from the Council approving the 2020 business licenses contingent upon satisfaction of all licensing requirements by all applicants. **Motion by McCann, seconded by Lambrecht, to approve the 2020 Business Licenses contingent upon satisfaction of all licensing requirements by all applicants.** Discussion held. **Motion carried with all voting 'aye'.**

[Wateland entered at 5:05pm]

2019 Grants & Donations Received Report ó Huwe said the 2019 Grants & Donation Report was updated today, and the current draft was included in the Council packets. The City has received \$1,373,270.25 in grants and donations in 2019. This amount is \$1,102,657 greater than 2018 but largely impacted by funding from the ND State Water Commission Cost Share reimbursement agreements for the Flood Project breakout area flowage easements and levee certification costs previously paid to the Army Corps of Engineers totaling \$512,750. Additionally, the Garrison Diversion Authority Grant for improvements at the Water Treatment Plant totaled \$764,612. The Police Department special enforcement grants were more limited this year and reflect a decline in grant dollars received. City departments continue to seek out grant opportunities to leverage local monies to benefit city services. Huwe requested a motion acknowledging the receipt of the 2019 Grants and Donations Report. **Motion by Lambrecht, seconded by McNary, to approve acknowledging the receipt of the 2019 Grants and Donations Report. Motion carried with all voting ‘aye’.**

2019 Municipal Indebtedness Report ó Huwe reported the Statement of Municipal Indebtedness reflects the issuance of \$2,640,153 of new debt in 2019 including the permanent financing of the 3rd Avenue North Reconstruction Project and the East Side Sanitary Sewer Project Phase A, resulting in four new state revolving fund loans. The availability of 2% money fulfilled all of the borrowing needs of the City in 2019 and no private placement or public bonds sales were necessary. The City paid down \$1,643,747 in 2019 which was 13% of debt outstanding on 12/31/18. Total municipal indebtedness is projected to increase \$996,406 to \$13,371,695 for fiscal year end 12/31/19 but is an extremely positive note for our financial statements as we will capitalize over \$9.6 million dollars in assets for the same time period. Rapid repayment of debt is a strong attribute in the overall credit rating of the city. Huwe requested a motion acknowledging the receipt of the 2019 Statement of Municipal Indebtedness. **Motion by Bohn, seconded by McCann, to approve acknowledging the receipt of the 2019 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

2019 Proposed Capital Asset Additions/Disposals ó Huwe explained 2019 was a significant year for the completion of 8 large capital improvement projects. The total amount proposed to be added to fixed assets is \$9,674,448. \$5.48 million dollars in general government assets and \$4.2 million dollars in assets attributed to the water and sewer enterprise funds. A new asset category was added for the intangible nature of the flowage easements. The largest category of assets is infrastructure with \$6.8 million dollars added to the City’s infrastructure inventory. Huwe requested a motion to acknowledge receipt of the 2019 Proposed Capital Asset Additions/Disposals. **Motion by Wateland, seconded by McNary, to approve acknowledging receipt of the 2019 Proposed Capital Asset Additions/Disposals. Motion carried with all voting ‘aye’.**

Election 2020 ó Huwe said City elections are held in the even numbered years opposite of the legislative sessions. The City of Wahpeton contests on the June 9th 2020 ballot include Ward 2, Ward 4, (2) At-Large Positions, the continuation of publication of minutes in the official newspaper and (2) At-Large Park Board Commissioners. Information and the required filing forms are available on the City’s website and at City Hall. Candidates may not circulate the petition of nomination until January 1st, 2020 and are due to City Hall by 4:00 p.m. on April 6th.

Convention & Visitors Bureau Vacancy Appointments ó In the absence of Community Development Director Chris DeVries, Huwe brought forward a request from the Convention & Visitors Bureau to appoint two new board members representing the retail sector: Tom Curtis, Walmart Manager with term ending 2021, and Brett Pietron with term ending 2023. She requested a motion to approve the appointments as presented. **Motion by McCann, seconded by Bohn, to approve the appointment of two new Board Members to the Wahpeton Convention & Visitors Bureau representing the retail sector: Tom Curtis, Walmart Manager with term ending 2021, and Brett Pietron with term ending 2023. Motion carried with all voting ‘aye’.**

City Hall Closed at Noon December 24th, All Day December 25th and January 1st ó Huwe announced City Hall will be closed at Noon Christmas Eve, and all day December 25th and January 1st in observation of the Christmas and New Year's Holidays.

LIBRARY DIRECTOR

Library Report ó Bakken reported the library started using the new circulation system last Wednesday. She reviewed some of the new options patron can expect with the new system. The programming schedule can be found on the library's website. Bakken thanked the Friends of the Library for hosting the holiday and patron appreciation open house. She gave a reminder donations will be accepted for the Sock Tree through December 31st. The library's schedule includes Storytime for preschoolers on Tuesday at 10 am. The monthly Book Club meeting will be Wednesday at 1:30 pm. On Monday December 23rd the library will be showing a movie for children at 1 pm. The library will be closed at noon on Christmas Eve and all day Christmas Day and New Year's Day.

PUBLIC WORKS DIRECTOR

Public Works Report

Miranowski requested referral to Public Works Committee **of Snow Removal Operations Policy Review**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Traffic Operations Study for Westside Development**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Minn-Dak Farmers Cooperative Domestic Waste Water**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported that on Thursday if the winds are favorable the wood pile will be burned. A Public Service Announcement will be sent out Wednesday to notify the public.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Flood Committee Recommendation – Designation of Attorney for Eminent Domain Proceedings ó Dale brought forward the recommendation from the Flood Protection Committee at their meeting held Tuesday, December 10th. **Motion by Bohn, seconded by McNary, to approve hiring Howard D. Swanson as a special city attorney for the eminent domain proceedings required to acquire the remaining flowage easement from landowner Jolene Miller. Motion carried with a roll call vote of 5-0.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (no meeting scheduled)

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on December 10th.

Dietz Property Ground Water Concerns – discussion

Contract with Northern Improvement Co. for Wheatland Rd. Shared Use Path \$529,647.05 – motion to approve ó Motion by Bohn, seconded by Lambrecht, to approve the contract with Northern Improvement Company for \$529,647.05 for the construction of the Wheatland Road Shared Use Path Project with the amendments as presented. Motion carried with a roll call vote of 5-0.

Volunteer Park Slide Correction – discussion

Waste Water Ponds Best Management Practices – discussion

Off Highway Vehicle Regulations Article XII, Ch. 4 - discussion

Storm Water Utility - discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates - discussion

Cargill Domestic Waste Water Treatment Agreement – motion to approve as amended ó Motion by Bohn, seconded by McNary, to approve the Cargill Domestic Waste Water Treatment Agreement Amendment including discontinuation of waste water truck hauling to city pond #1 and extension of the contract term to December 31, 2020. Motion carried with a roll call vote of 5-0.

Referrals (5) ó 1) Snow Plowing Policy ó cutting and widening clarification. 2) Snow Emergency Routes ó ticketing. 3) Traffic Operations Study for Westside Development (S. of 16th Ave.). 4) Regulation of Drones in City Limits. 5) Minn-Dak Farmers Cooperative Waste Water Contract.

November 2019 Bill Pay Report

| DISBURSEMENTS FUND | ACCOUNTS PAYABLE | PAYROLL & GL | TOTAL |
|-------------------------------------|-------------------------|-------------------------|---------------------|
| 101 GENERAL FUND | \$234,036.78 | \$30,054.22 | \$264,091.00 |
| 201 WATER OPERATING FUND | \$50,480.02 | \$44,593.02 | \$95,073.04 |
| 202 SANITARY SEWER OPERATING FUND | \$38,809.81 | \$29,383.96 | \$68,193.77 |
| 203 WASTE REMOVAL OPERATING FUND | \$27,442.73 | \$1,041.34 | \$28,484.07 |
| 204 WASTE REDUCTION FUND | \$5,071.97 | | \$5,071.97 |
| 205 VECTOR CONTROL FUND | \$740.80 | \$1,259.22 | \$2,000.02 |
| 206 STREET LIGHTING | \$15,473.01 | | \$15,473.01 |
| 209 LIBRARY LEVY FUND | \$9,296.22 | \$14,244.39 | \$23,540.61 |
| 216 AIRPORT 4-MILL LEVY FUND | | \$494.96 | \$494.96 |
| 227 ANNUAL RESERVE WH FUND | \$28,426.43 | | \$28,426.43 |
| 229 CAPITAL IMPROVEMENTS FUND | \$445.25 | | \$445.25 |
| 233 REAL ESTATE LEVY FUND | \$41,175.00 | | \$41,175.00 |
| 234 SPECIAL STREET MAINT FUND | \$3,344.00 | | \$3,344.00 |
| 236 LEVEE MAINTENANCE | \$11,472.28 | \$8,896.17 | \$20,368.45 |
| 253 METER DEPOSITS TRUST FUND | \$521.20 | | \$521.20 |
| 271 ECONOMIC DEVEL DEPT FUND | \$880.93 | \$10,626.58 | \$11,507.51 |
| 303 MISCELLANEOUS FUND | -\$233.39 | | -\$233.39 |
| 315 TAX INCREMENT FUND | \$1,250.00 | | \$1,250.00 |
| 316 1% LODGING TAX (ADDTL 1/1/08) | \$150.00 | | \$150.00 |
| 318 WEED MAINT LEVY FUND | \$449.17 | | \$449.17 |
| 319 LODGING TAX FUND | \$631.99 | | \$631.99 |
| 320 SALES TAX OPERATING FUND | \$91,051.48 | | \$91,051.48 |
| 321 SALES TAX RESERVE FUND | \$30,594.62 | | \$30,594.62 |
| 325 SALES TAX H.E.L.P. HOUSING FUND | \$165.00 | | \$165.00 |
| 326 REVOLVING LOAN FUND | \$416.67 | | \$416.67 |
| 328 150TH ANNIVERSARYRESERVE | \$6,580.89 | | \$6,580.89 |
| 365 PD SPEC EQUIP SINKING FUND | \$305.90 | | \$305.90 |
| 390 CLUBHOUSE MAINTENANCE | \$5,717.00 | | \$5,717.00 |
| 393 1% RESTAURANT TAX FUND | \$26,869.25 | | \$26,869.25 |
| 457 R/I #11111 SERIES B 2011 | \$166.65 | | \$166.65 |
| 458 R/I #11212 SERIES A 2012 | \$166.67 | | \$166.67 |
| 459 R/I #11314 SERIES 2014 | \$166.67 | | \$166.67 |
| 460 R/I #11415 SERIES 2015 | \$4,270.42 | | \$4,270.42 |
| 461 R/I #11516 SERIES 2016 | \$166.67 | | \$166.67 |
| 462 R/I #11617 SERIES 2017 | \$166.67 | | \$166.67 |
| 466 R/I #12018 SERIES 2018B CWSRF | \$4,960.24 | | \$4,960.24 |
| 574 5-2-97 (FLOOD PHASE II) | \$21,674.50 | | \$21,674.50 |
| 622 3RD AVE N. RECON PROJ | \$44,799.08 | | \$44,799.08 |
| 656 16TH AVE. N. MILL OVERLAY TIF | -\$1,950.50 | | -\$1,950.50 |
| 662 GATEWAY SIGNAGE/IMP. | \$7,000.00 | | \$7,000.00 |
| 663 LS. NO. 1/PLC SS18-240 | \$13,775.95 | | \$13,775.95 |
| 671 WHEATLAND RD EXT 19-247 | \$46,783.71 | | \$46,783.71 |
| TOTAL | \$773,711.74 | \$140,593.86 | \$914,305.60 |

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. . To Be Determined
- b. Public Works Cmt. . To Be Determined

ADJOURNMENT

Motion by McCann, seconded by Bohn, to adjourn at 5:22 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant