

Wahpeton City Council
December 17, 2018
5:00 p.m.

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

Absent: Bajumpaa

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, and Cain

CALL TO ORDER

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held December 3, 2018

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Buffalo Club Raffle Permit

Presentation/Approval of Reports

November 2018 Financials

November 2018 Bill Pay Report \$1,384,867.21 ó see below

ND Dept. of Commerce Renaissance Zone Extension Approval

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

2018 Grants & Donations Report ó Huwe said the City of Wahpeton has received \$270,613 in grants and donations in 2018, which is \$931,451 less than 2017. The most notable change from last year to this year is the \$1,108,663 cost share grant received from the State Water Commission for the construction of the toe drain on the levee in Chahinkapa Park. The City does have a grant award pending from the Garrison Diversion Authority for the water treatment plant lime handling process for 60% of eligible costs, approximately \$960,000 expected to be disbursed in early 2019. The Fire Department was awarded an Assistance to Firefighters Grant of \$205,213 that was used to purchase Self Contained Breathing Apparatus replacing 15 year old outdated equipment no longer capable of certification. 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 2018 Grants and Donations Report. **Motion by Bohn, seconded by McCann, to acknowledge the receipt of the 2018 Grants and Donations Report. Motion carried with all voting ‘aye’.**

2018 Municipal Indebtedness Report ó Huwe explained the Statement of Municipal Indebtedness reflects the issuance of \$1,242,990 of new debt in 2018 including the permanent financing of the 2017 Northside Alley Project and the Evergreen West Project. Incremental draws have been made from the State clean water and drinking water funds on the east side sanitary sewer project totaling \$1,127,990. Pending draws for the 3rd Avenue North Project are anticipated in mid-2019 resulting in additional financing of \$2,771,000. The City paid down \$1,914,505 in principal on long term debt and an additional \$311,117.33 in interest and administrative fees in 2018 an increase of \$81,475 over last year illustrating the turnover of debt with newer debt carrying higher interest payments. The balance of bonds and leases payable decreased \$954,590 (7.3%) from \$13,086,833 to \$12,132,241. 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 2018 Statement of Municipal Indebtedness. **Motion by Wateland, seconded by Lambrecht, to acknowledge the receipt of the 2018 Statement of Municipal Indebtedness.** Discussion held. **Motion carried with all voting ‘aye’.**

City Hall Closed at Noon December 24th, All Day December 25th and January 1st

ATTORNEY

Ord. No. 999 Water Line Removal – request second reading ó Lies requested second reading of Ordinance No. 999 which he explained governs water line removals. Any time a building needs to be taken down or demolished the water line would be required to be taken out, also up to the main unless it's been approved by the Public Works Department under the new ordinance, which would generally be dealing with lead lines. The owner would be responsible for the cost. It was added that if the Public Works Department determines the line up to the shutoff is good it does not have to be removed up to the main.

Council member Bohn offered the second reading of the following Ordinance:

ORDINANCE NO. 999
AN ORDINANCE AMENDING SECTION 44-4
REGULATION (WATER LINE REMOVAL)

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

COMMUNITY DEVELOPMENT DIRECTOR

Regarding the Renaissance Zone Extension Approval mentioned earlier, DeVries explained the 5 year extension was approved by the State as was the island the City requested for S & S Hospitality to do their hotel and event center project and things are moving forward.

DeVries talked about the February 150th event which can be found on the Wahpeton 150 website or Facebook page. There are a number of events, including happenings at the Zoo and the Chamber is holding a Community Mixer. The event will conclude with fireworks at dusk at John Randall Field.

LIBRARY DIRECTOR

Library Report ó Bakken reported the library will be open 9:00am to noon on December 24th, then closed December 25th and January 1st. She noted the Open House was very successful that the Friends of the Library hosted last Wednesday. Donations will be accepted for the Sock Tree through December 31st. The Library Board will meet December 20th at 4:00pm in the lower level of the library. Storytime will be held tomorrow, with Get Creative at Your Library to be held at 3:30pm. On December 28th a year end event will be held from 12:00-3:00pm.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to Public Works Committee **of Final Pay Request and Final Project Close Out for the East Side Sanitary Sewer Phase A.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Establishing an Assessment District for the East Side Sanitary Sewer Phase B.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **2019 Melter Rental**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2019 Planned Mtc. Agreement for Generators – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

ND DOT Cost Participation Agreement – Rosewood/Wheatland Shared Use Path Proj. ó Miranowski explained in June the Council approved the transportation enhancement grant the City received and the City committed up to \$230,000 to pay for the City's portion that would be funded out of the Sales Tax for Recreation. This cost participation agreement is similar to what has been done with the DOT for projects in the past. **Motion by Bohn, seconded by Lambrecht, to approve the NDDOT Cost Participation Agreement for the Rosewood/Wheatland Shared Use Path Project. Motion carried with a roll call vote of 7-0.**

ND DOT ROW Use Agreement – Signage ó Miranowski said this agreement with the NDDOT is a right-of-way use agreement for both the north and south monument signs. **Motion by McNary, seconded by Bertsch, to approve the NDDOT Right-Of-Way Use Agreement for Signage (North and South Monument Signs). Motion carried with all voting 'aye'.**

Change Order #2 Grotberg Electric – WTP Lime Project SCADA Update \$9,130.80 ó Rogahn explained Change Order #2 with Grotberg Electric for the Water Treatment Plant project is for updates for the SCADA system to allow the operators to have more control over the lime equipment remotely. He said Garrison Diversion has said this would be an eligible project cost. The total change order amount would be \$9,130.80, with \$5,478.48 for the MRI Program and City funds of \$3,652.32. Discussion held. **Motion by Lambrecht, seconded by McNary, to approve Change Order #2 with Grotberg Electric for the Water Treatment Plant Lime Project SCADA Update in the amount of \$9,130.80. Motion carried with a roll call vote of 7-0.**

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Employee Work Anniversaries ó City of Wahpeton employees were recognized for anniversaries in 2018 as follows: Robin Dahlgren ó 40 years; Rick Berndt ó 40 years; Carla Broadland ó 30 years; Bill Straus ó 20 years; Shawn Hendrickson ó 15 years; Darcie Huwe ó 15 years; Dennis Miranowski ó 5 years; Kyle Rogahn ó 5 years; Diane Poppen ó 5 years; and Zachary Schadler ó 5 years. They were thanked for their service to the community.

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 December 10th.

Liquor License for Long Haul Saloon, LLP – motion to recommend approval of the transfer of the Class A Liquor License from Pausch Stores. **Motion** to recommend to offer first reading of Ord. 1000 to amend Sec. 22-112 1(b) to accommodate construction and or renovation of licensed premises ó **Motion by McCann, seconded by Bertsch, to approve the Class A Liquor License transfer from Pausch Stores, Inc./dba The Oasis to Long Haul Saloon LLP/Simonson's Station Stores.** Discussion held. **Motion carried with all voting 'aye'.**

Council member McCann offered the first reading of the following Ordinance:

ORDINANCE NO. 1000
AN ORDINANCE AMENDING SEC. 22-112 1(b)
ALCOHOLIC BEVERAGE LICENSES AND PERMITS

2019 Project Planning Mural Kiosk & Volunteer Park – discussion

Legislative Session Planning - discussion

Draft Employee Policy Manual – discussion

400 Block Development Agreement Update

Public Works & Public Safety Committee Report ó No meeting held.

ND TAP Grant Application for the 2nd St. S. Shared Use Path

Change Order #2 Grothberg Electric – WTP Lime Handling Project SCADA Update

Crosswalk Safety Concerns at 11th St. N. & Westmore Ave.

Draft Ordinance Regulating Chickens within City Limits – discussion to defer second reading Ord. 998

Revisions to Ordinance Regarding Off-Street Parking/Front Yard Parking

Revision to Ordinance Regarding Parking/Licensing of Recreational Vehicles

Yard/Clutter Updates

Building Official Updates

November 2018 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$315,288.33	\$37,817.37	\$353,105.70
201 WATER OPERATING FUND	\$47,900.83	\$50,799.41	\$98,700.24
202 SANITARY SEWER OPERATING FUND	\$49,699.76	\$31,070.66	\$80,770.42
203 WASTE REMOVAL OPERATING FUND	\$54,626.29	\$989.44	\$55,615.73
204 WASTE REDUCTION FUND	\$2,012.48		\$2,012.48
205 VECTOR CONTROL FUND	\$182.90	\$1,199.00	\$1,381.90
206 STREET LIGHTING	\$11,955.02		\$11,955.02
209 LIBRARY LEVY FUND	\$5,112.70	\$12,827.51	\$17,940.21
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$176.26		\$176.26
227 ANNUAL RESERVE WH FUND	\$41,543.89	-\$4,075.88	\$37,468.01
229 CAPITAL IMPROVEMENTS FUND	\$13,334.35		\$13,334.35
231 FD BLDG & EQUIP LEVY FUND	\$38,390.00		\$38,390.00
233 REAL ESTATE LEVY FUND	\$5,487.50		\$5,487.50
234 SPECIAL STREET MAINT FUND	\$11,073.94		\$11,073.94
236 LEEVE MAINTENANCE	\$3,293.15	\$8,426.62	\$11,719.77
240 SPECIAL TRANSPORTATION FUNDING	\$452.00		\$452.00
253 METER DEPOSITS TRUST FUND	\$474.96		\$474.96
271 ECONOMIC DEVEL DEPT FUND	\$1,466.87	\$13,920.88	\$15,387.75
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
317 JOB DEVELOPMENT LEVY FUND	\$12,920.00		\$12,920.00
318 WEED MAINT LEVY FUND	\$540.00		\$540.00
319 LODGING TAX FUND	\$2,601.56		\$2,601.56
320 SALES TAX OPERATING FUND	\$21,140.67		\$21,140.67
321 SALES TAX RESERVE FUND	\$37,413.55		\$37,413.55
324 SALES TAX MINI MATCH RSRV FUND	\$15,000.00		\$15,000.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$650.00		\$650.00
326 REVOLVING LOAN FUND	\$3,361.19		\$3,361.19
365 PD SPEC EQUIP SINKING FUND	\$1,807.75		\$1,807.75
366 PD CANINE UNIT FUND	\$2,859.90		\$2,859.90
393 1% RESTAURANT TAX FUND	\$9,731.99		\$9,731.99
460 R/I #11415 SERIES 2015	\$4,621.25		\$4,621.25
622 3RD AVE N. RECON PROJ	\$358,248.66		\$358,248.66
639 E. SANITARY SEWER 13-02-02	\$456.00		\$456.00
649 WTP LIME SILO & SLAKER	\$87,073.50		\$87,073.50
655 WESTSIDE MASTER PLAN 2017	\$7,469.00		\$7,469.00
656 16TH AVE. N. MILL OVERLAY TIF	\$1,143.95		\$1,143.95

659 RIVER POINTE ACRES	\$11,970.00		\$11,970.00
660 WESTGATE COMMONS ST18-238	\$26,865.90		\$26,865.90
661 ROSEWOOD TRAIL SW18-241	\$13,017.60		\$13,017.60
662 GATEWAY SIGNAGE/IMP.	\$35.28		\$35.28
663 LS. NO. 1/PLC SS18-240	\$2,846.26		\$2,846.26
664 ADV. WARNING SIG. 9TH AVE.	\$5,902.00		\$5,902.00
TOTAL	\$1,231,397.24	\$153,469.97	\$1,384,867.21

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. December 26th, 12:00 Noon *NO REFERRALS . TBD*
- b. Public Works Cmt. December 27th, 12:00 Noon *NO REFERRALS . TBD*

ADJOURNMENT

Motion by McCann, seconded by Bertsch, to adjourn at 5:24 p.m. Motion carried with all voting ‘aye’.

Mayor Dale

Lynelle Amos, Finance Assistant