

**Wahpeton City Council**  
**December 18, 2017**  
**5:00 p.m.**

**Present:** Schmidt, Lambrecht, Bertsch, Bajumpaa, Dale, Bohn, McCann, and Miller

**Absent:** Wateland

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, Amos, 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 4, 2017**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Jamie Hendrickson Benefit Raffle Permit

**Presentation/Approval of Reports**

November 2017 Financials

November 2017 Bill Pay Report \$1,177,732.51 ó see below

ND Dept. of Health Water Fluoridation Quality Award

Wahpeton Fire Dept. Christmas Party tonight ó 6:30 p.m.

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

**Running for City Office or Park Board 2018** ó Huwe said City elections are held on the second Tuesday in June of even numbered years, which will be June 12<sup>th</sup> in 2018. The City of Wahpeton typically has Wards 1 and 3, 2 At-Large positions and the Mayor on the ballot in the upcoming election cycle. Due to the mid-term resignation in an At-Large position there will 6 offices on the ballot in June to include an At-Large position term ending in 2020 currently occupied by council member Bohn. Candidates may begin circulating petitions on January 1<sup>st</sup> with the signature requirements are as follows: Mayor - 92 Signatures; City Council Member Ward 1 - 19 Signatures; City Council Member Ward 3 - 18 Signatures; City Council Member At-Large - 70 Signatures; City Council Member At-Large - 70 Signatures; City Council Member At-Large - 70 Signatures (term ending 2020); and Park Board Member At-Large - 50 Signatures. Petitions may be circulated beginning January 1, 2018 and are due to the City Auditor by 4:00 p.m. April 9, 2018. Petitions may NOT be circulated prior to January 1st. All signatures will be verified using the city’s public utilities database. Wahpeton City Ordinance 2-216 (c) allows candidates an alternative in lieu of circulating Petitions/ Certificates of Nomination to file for elective City Offices, where a candidate may file a Statement of Candidacy and a \$50.00 filing fee by the April 9<sup>th</sup> deadline to have their name included on the ballot. Filing for City Office will require the following forms: Petition/Certificate of Nomination; Statement of Interest (SFN 10172); and Campaign Contribution Statement County or City Candidates (SFN 53970). Complete instructions and on-line fillable forms may be found at the North Dakota Secretary of State website and the City’s website at [www.wahpeton.com](http://www.wahpeton.com).

**Designation of Polling Locations** ó Huwe said the City of Wahpeton contracts with Richland County for the administration of regular elections. The County Auditor will notify the city of any necessary changes in polling locations ó there are no changes noted for the June 2018 election. Ward 1 voters will vote at the Community Center, Ward 2 voters will vote at the Law Enforcement Center, Ward 3 will vote at City Hall, and Ward 4 will vote at Faith Church at the corner of 16<sup>th</sup> Avenue and 11<sup>th</sup> Street North. Huwe requested a motion to approve the polling locations for the June 2018 election as presented. **Motion by Schmidt, seconded by Lambrecht, to approve the Polling Locations for the June 2018 Election as presented. Motion carried with all voting ‘aye’.**

**2017 Grants & Donations Report** ó Huwe said the City of Wahpeton has received \$75,073.52 in grants and donations in 2017, which is 402,952.84 less than 2016. The most notable change from last year to this year is the \$370,000 Community Development Block Grant for the new Tiny Tykes Child Care facility last year. Additional funding commitments secured in 2017 but not yet received include the Assistance to Firefighters Grant of \$205,213 that will be disbursed in early 2018 and the additional funding commitments from the ND State Water Commission for the final phase of our flood mitigation project totaling approximately \$1,638,232 which will most likely be disbursed throughout 2018. Huwe commended the departments that have pursued outside funding to enhance City services. She requested a motion acknowledging the receipt of the 2017 Grants and Donations Report. **Motion by McCann, seconded by Bohn, to acknowledge the receipt of the 2017 Grants and Donations Report. Motion carried with all voting ‘aye’.** [Miller enter at 5:10pm]

**2017 Municipal Indebtedness Report** ó Huwe said the Statement of Municipal Indebtedness reflects the issuance of \$3,883,945 of new debt in 2017 including the permanent financing of the Westdale Phase II Development, the 16<sup>th</sup> Avenue North Reconstruction Project and the final phase of levy construction in the Park & Zoo areas. Additionally, the City utilized \$500,000 of capital lease proceeds for the Police Department Relocation Project and \$153,945 in capital lease commitments on behalf of the Bois de Sioux Golf Club for the golf cart fleet lease. The City paid down \$1,859,950 in principal on long term debt and an additional \$229,642 in interest and administrative fees in 2017. The balance of bonds and leases payable increased \$2,023,995 from \$11,062,838 to \$13,086,833. Huwe said rapid repayment of debt is a strong attribute in the overall credit rating of the city. She requested a motion acknowledging the receipt of the 2017 Statement of Municipal Indebtedness. **Motion by Schmidt, seconded by Lambrecht, to acknowledge the receipt of the 2017 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

**Utility Rate Resolution No. 3670** ó Huwe said the 2018 Adopted Budget includes a revision in the utility rates for water, sanitary sewer, and waste reduction services. The current contract with Waste Management for residential waste removal revises rates each July 1<sup>st</sup>. The rates for 2018 have not been determined yet although usual increases have been 3% annually. The changes in the water and sewer rates include anticipated debt service for large capital improvement projects including the lime handling system at the Water Treatment Plant and the improvements in the Eastside Sanitary Sewer Project. Huwe request a motion to offer Resolution No. 3670 establishing Utility Rates effective January 1, 2018.

Council member Bertsch offered the following and moved its adoption:

**RESOLUTION NO. 3670**  
**RESOLUTION ESTABLISHING UTILITY RATES**

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

**City Hall Closed Dec. 25<sup>th</sup> and Jan. 1<sup>st</sup>** ó Huwe gave a reminder that City Hall will be closed on December 25<sup>th</sup> and all of the 1<sup>st</sup> of January in observation of the Christmas and New Year holidays.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Request Approval for Professional Services – Sesquicentennial History Book** ó DeVries said he had two items for consideration. The first was a request for approval for professional services. He said one of the things the Sesquicentennial Committee has discussed and approved is the writing of a history book for our 150<sup>th</sup> Anniversary. In cooperation with Roger Jensen who is putting together some of the information, the writing of the history book is going to be done by Frank Stanko who is a professional writer. The total cost will be \$2,500 and DeVries requested an advance payment for professional services in the amount of \$625 for the Sesquicentennial book. **Motion by Bajumpaa, seconded by Bertsch, to approve an Advance Payment of \$625 for Professional Services with Frank Stanko for the writing of the Sesquicentennial History Book with the total cost being \$2,500. Motion carried with a roll call vote of 7-0.**

DeVries asked for suspension of the rules to discuss an item not on the agenda regarding the Red River Corridor Fund. **Motion by Lambrecht, seconded by Schmidt, to approve suspending the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’.** DeVries read a summary explaining the initiative. The City of Wahpeton needs to pass a resolution by January 1<sup>st</sup> to enter into an agreement to continue to be part of the Red River Corridor Fund Program. It was noted there would be no cost.

Council member Schmidt offered the following and moved its adoption:

**RESOLUTION NO. 3673**  
**RESOLUTION AUTHORIZING**  
**CONTINUED PARTICIPATION IN THE**  
**RED RIVER CORRIDOR FUND PROGRAM**

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

### **LIBRARY REPORT**

**Library Report** ó Bakken gave a huge shout out to the community as the “Sock Tree” that they designated as the library’s Christmas tree has had tremendous support for the Three Rivers Crisis Center with over 210 pairs of socks donated to date of all sizes, genders, and styles. Sock donations will continue to be accepted through December 30<sup>th</sup>. Bakken announced the Friends of the Library received a donation from former Wahpeton Attorney Duane Kragness in memory of his mother, Agnes Kragness, in the amount of \$50,000. She read a note received from Duane explaining how the donated funds of the Agnes Kragness Library Trust were to be used in areas that primarily benefit children under age 18. She also reviewed the programs scheduled to be held at the library this week. Bakken announced the library will be closed Saturday, December 23<sup>rd</sup>, Monday, December 25<sup>th</sup>, and Monday, January 1<sup>st</sup>.

### **PUBLIC WORKS DIRECTOR**

**3<sup>rd</sup> Ave. N. Reconstruction Improvement Project 11-01-06 request approval of Resolutions No. 3671 & 3672 approving the submittal of Applications for Funding from the State CWSRF & DWSRF** ó Miranowski explained as part of the application for the State revolving loan funds two resolutions are required.

Council member Bajumpaa offered the following and moved its adoption:

**RESOLUTION NO. 3671**  
**RESOLUTION AUTHORIZING FILING OF APPLICATION WITH  
THE NORTH DAKOTA DEPARTMENT OF HEALTH  
FOR A LOAN UNDER THE CLEAN WATER ACT  
3<sup>RD</sup> AVE. NORTH RECONSTRUCTION  
IMPROVEMENT DISTRICT 11-01-06**

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

Council member Lambrecht offered the following and moved its adoption:

**RESOLUTION NO. 3672**  
**RESOLUTION AUTHORIZING FILING OF APPLICATION WITH  
THE NORTH DAKOTA DEPARTMENT OF HEALTH  
FOR A LOAN UNDER THE CLEAN WATER ACT  
3<sup>RD</sup> AVE. NORTH RECONSTRUCTION  
IMPROVEMENT DISTRICT 11-01-06**

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

Miranowski reported the wood pile at the City's tree dump site was burned on Friday. He noted the tree dump site will be closed temporarily and any residents wanting to use the site should contact City Hall for assistance.

**COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Appointments to Convention & Visitors Bureau: Dan Hurder (term ending 2019); Madison Yaggie Schuler (term ending 2020); Dallas Fossum (term ending 2021); Tara Klostereich (term ending 2021)** ó Dale read the proposed appointments. **Motion by Bertsch, seconded by Bohn, to approve the Appointments to the Convention & Visitors Bureau of Dan Hurder (term ending 2019), Madison Yaggie Schuler (term ending 2020), Dallas Fossum (term ending 2021), and Tara Klostereich (term ending 2021). Motion carried with all voting 'aye'.**

**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 December 11<sup>th</sup>.

**Cabaret I License Inquiry – motion to recommend the City Attorney prepare a draft ordinance revision - Motion by Bertsch, seconded by Miller, to approve the City Attorney, in conjunction with the Police Chief and Matt Pausch, to draft an acceptable amendment to the Cabaret License Ordinance to permit lap dancing on a Cabaret I License and present to Council members as soon as possible.** Discussion held regarding the protocol to table this agenda item to allow the Public Works Committee a chance to review the information. **Motion by Bajumpaa, seconded by McCann, to approve tabling this agenda item until it can reviewed by the Public Works Committee then for it to come back to the City Council for continuation at their next meeting following that Public Works meeting. Motion carried with Bajumpaa, Bohn, McCann, Miller, Schmidt, and Lambrecht voting 'aye'; and Bertsch voting 'nay'.**

**Employee Policy Manual Update – discussion**

## 1% Restaurant Tax Policy Review – discussion

### Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on December 12<sup>th</sup>.

**Memorandum of Understanding with Richland County for Cost Participation on 16<sup>th</sup> Ave.**

**Mill & Overlay Project – motion** to recommend approval of County contribution of \$46,097.40 ó

**Motion by Bajumpaa, seconded by Schmidt, to approve a Memorandum of Understanding with Richland County for Cost Participation on the 16<sup>th</sup> Avenue North Mill & Overlay Project in the amount of \$46,097.40.** Lies noted this project was from the Bypass west. **Motion carried with a roll call vote of 7-0.**

**Airbourne Custom Spraying Vector Control Aerial Spraying Contract 2018-2020 – motion** to

recommend expending approval of contract including annual \$3,000 retainer ó **Motion by**

**Bajumpaa, seconded by Bohn, to approve a Contract for 2018 with Airborne Custom Spraying Inc. for Vector Control Aerial Spraying to include an annual \$3,000 retainer.**

**Motion carried with a roll call vote of 7-0.**

## Dilapidated Property Policies – discussion

## Building Official Updates – discussion

## Wahpeton Community Center Joint Powers Agreement – discussion

November 2017 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$257,722.04	\$29,705.86	\$287,427.90
201 WATER OPERATING FUND	\$47,160.57	\$41,684.17	\$88,844.74
202 SANITARY SEWER OPERATING FUND	\$48,333.18	\$25,677.58	\$74,010.76
203 WASTE REMOVAL OPERATING FUND	\$23,315.46	\$924.90	\$24,240.36
204 WASTE REDUCTION FUND	\$1,909.68		\$1,909.68
205 VECTOR CONTROL FUND	\$3,856.96	\$1,079.86	\$4,936.82
206 STREET LIGHTING	\$10,538.69		\$10,538.69
209 LIBRARY LEVY FUND	\$6,316.26	\$12,525.52	\$18,841.78
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$179.99		\$179.99
227 ANNUAL RESERVE WH FUND	\$29,855.83	-\$105.00	\$29,750.83
231 FD BLDG & EQUIP LEVY FUND	\$45,000.00		\$45,000.00
236 LEVEE MAINTENANCE	\$4,408.97	\$8,115.08	\$12,524.05
253 METER DEPOSITS TRUST FUND	\$322.12		\$322.12
271 ECONOMIC DEVEL DEPT FUND	\$2,631.59	\$13,197.06	\$15,828.65
303 MISCELLANEOUS FUND	\$160.06		\$160.06
318 WEED MAINT LEVY FUND	\$483.34		\$483.34
319 LODGING TAX FUND	\$1,938.47		\$1,938.47
320 SALES TAX OPERATING FUND	\$20,121.25		\$20,121.25
325 SALES TAX H.E.L.P. HOUSING FUND	\$60.00		\$60.00
326 REVOLVING LOAN FUND	\$40,000.00		\$40,000.00
328 150TH ANNIVERSARYRESERVE	\$156.94		\$156.94
365 PD SPEC EQUIP SINKING FUND	\$548.05		\$548.05
393 1% RESTAURANT TAX FUND	\$6,070.83		\$6,070.83
460 R/I #11415 SERIES 2015	\$5,093.75		\$5,093.75
574 5-2-97 (FLOOD PHASE II)	\$28,281.29		\$28,281.29
622 3RD AVE N. RECON PROJ	\$2,851.00		\$2,851.00
636 16TH AVE. 11TH ST TO HWY 210	\$4,564.50		\$4,564.50
639 E. SANITARY SEWER 13-02-02	\$377,010.98		\$377,010.98
643 LIBRARY ROOF, WALLS & DOOR	\$30,000.00		\$30,000.00
649 WTP LIME SILO & SLAKER	\$4,047.53		\$4,047.53
650 PD RELOCATION	\$5,754.70		\$5,754.70
651 WESTDALE 2ND ADDITION	\$4,080.00		\$4,080.00
652 DANGEROUS BLDG 120 6TH ST N	\$103.50		\$103.50
655 WESTSIDE MASTER PLAN 2017	\$7,679.28		\$7,679.28
657 CULVERT REPLACEMENT 16TH AVE N	\$23,875.71		\$23,875.71
<b>TOTAL</b>	<b>\$1,044,432.52</b>	<b>\$133,299.99</b>	<b>\$1,177,732.51</b>

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. December 27<sup>th</sup>, 12:00 Noon \*NO REFERRALS . CANCELLED\*
- b. Public Works Cmt. December 26<sup>th</sup>, 12:00 Noon \*NO REFERRALS . CANCELLED\*
- c. Planning Commission January 2<sup>nd</sup>, 4:00 PM

## **ADJOURNMENT**

**Motion by Bertsch, seconded by Lambrecht, to adjourn at 5:35 p.m. Motion carried with all voting 'aye'.**

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Mayor Dale

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Lynelle Amos, Finance Assistant