

**Wahpeton City Council**  
**December 4, 2017**  
**5:00 p.m.**

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

**Absent:** None

**Also Present:** Huwe, Lies, DeVries, Bakken, Amos and Cain

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Employee Years of Service Awards** ó City Employees were recognized for their continuous years of outstanding public service as follows: Melissa Bakken ó 25 years and Rachel Kercher ó 5 years. Dale congratulated the employees and thanked them for their years of dedication to the City of Wahpeton.

**BIDS/OFFERS/QUOTES**

**Fire Dept. Self-Contained Breathing Apparatus (SCUBA) Equipment Replacement Request for Bid Award** ó Wateland reported the Fire Department has been awarded a Federal Assistance to Firefighters Grant in the amount of \$205,213 for the replacement of self-contained breathing apparatus equipment. The Fire Department opened bids on Nov. 21, 2017, with results as follows: Alex Air Apparatus Draeger Packs: \$191,720; Clareyø Safety Equipment Scott Packs: \$200,808; and Grand Forks Fire Equipment LLC G1 Packs: \$190,665. The bid submitted by Grand Forks Fire Equipment did not include all specified components/options requested, and the actual base bid for Alex Air Apparatus excluding the additional specified components was \$160,160. The recommendation from the Wahpeton Volunteer Fire Department Officers and Purchasing Committee is to award the bid to the lowest bidder of all requested components: Alex Air Apparatus at \$191,720. Wateland offered a motion for Resolution 3669 to Award the Bid to Alex Air Apparatus.

Council member Wateland offered the following and moved its adoption:

**RESOLUTION NO. 3669**  
**RESOLUTION AWARDING CONTRACT**  
**FOR PURCHASE OF EQUIPMENT**  
**Wahpeton Volunteer Fire Dept. FY 2016 Assistance to Firefighter Grant**  
**Award No. EMW-2016-FO-03391**

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

**CONSENT AGENDA ITEMS** (presented by the Mayor) ó

**Approval of minutes of regular meeting held November 20, 2017**

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

**Other Games of Chance and/or special permits:**

Wahpeton High School ó Games of Chance Raffle Permit

NDSCS Diesel Club ó Games of Chance Raffle Permit

## **Presentation/Approval of Reports**

Council Calendar 2018

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

**2018 City Licenses** ó Huwe said enclosed in the Council Agenda information is a listing of each of the 2018 liquor/cabaret licenses, along with licenses for waste removal, tobacco, amusement devices, house movers, waste haulers, 2<sup>nd</sup> hand goods dealer and taxi cab licenses. Auditorø Assistant Cain has collected the information for each of the applicants that have been submitted for renewal. Additional verification of eligibility is still outstanding for several of the applicants. Huwe requested a motion from the Council approving the 2018 licenses as presented contingent upon satisfaction of all licensing requirements by all applicants. **Motion by Schmidt, seconded by Bohn, to approve the 2018 City Licenses as presented contingent upon satisfaction of all licensing requirements by all applicants. Motion carried with all voting 'aye'.**

**Summary of Tax Levies 2017** ó Huwe said the Richland County Auditor provides an abstract of all taxes that are levied upon residents in the City of Wahpeton, and typically these numbers are summarized and presented to the Council at the first meeting in December. In the City of Wahpeton, the property taxing jurisdictions include the State of North Dakota, Richland County, the Wahpeton School District, Wahpeton Park Board and the City of Wahpeton. We also have a Vector Control District that overlays our City boundaries, but they have not levied taxes for several years. The total amount of dollars levied by the State/County, School district, City and Park Board is \$16,139,791 down slightly from this yearø \$16,333,121. Wahpeton property owners will pay \$6,490,255 or just over 40% of all the taxes levied. The City of Wahpeton levied \$1,794,728 of the \$6,490,255 or 28% of the property taxes billed. The City of Wahpetonø projected tax rate is 378.77, a decrease from the current levy of 395.31 mills, or 16.54 mills. The City of Wahpeton decreased itsøtotal mills levied for City services from 109.26 to 104.74, or 4.52 mills. The percentage allocations for how much each taxing jurisdiction is responsible for your property tax bill, 28% is to provide municipal services, 27% is to provide State and County services, 9% provides public recreation/park services, and 36% is funding for public education. The summary includes trends from 2013-2017 reflecting a decrease in mills for City services from 123.60 mills in 2013 to 104.74 in 2017 a decrease of 16%. Richland County decreased mills 10.47 reflecting the elimination of the levy for Human Services in exchange for State funding. Discussion held regarding the information being provided to residents. Huwe requested a motion to acknowledge receipt of the 2017 Tax Levy Summary. **Motion by Wateland, seconded by Bertsch, to acknowledge receipt of the 2017 Tax Levy Summary. Motion carried with all voting 'aye'.**  
[Lambrecht enter at 5:13p.m.]

**Employee Policy Manual Update – request referral to Finance Cmt.** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

In Public Works Director Miranowskiø absence, Huwe requested referral to the Public Works Committee of 2018 Aerial Mosquito Spraying Contract with Airborne Custom Spraying. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

#### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported after learning that socks tend to be the least donated item to crisis centers and homeless shelters they have designated their Christmas tree at Leach Library as a sock tree where new socks of any gender and size can be dropped off at the library until December 31<sup>st</sup> and they will be hung on the tree for donation. Also this week, a class for Christmas letters will be held to help individuals create a Christmas letter on the computer. Bakken said all of the other library programs are listed on their website and Facebook page. The Library Board will meet at 4:00 p.m. on December 28<sup>th</sup>.

## **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

### **Finance, Personnel & Economic Development Committee Report**

Wateland said the Finance, Personnel & Economic Development Committee met at noon on November 27<sup>th</sup>.

#### **City Budget Benchmarking & Year End Projections – 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 November 28<sup>th</sup>.

#### **Dilapidated Properties Policies – discussion**

**Professional Services Contract with Interstate Engineering for ST17-236 Elm Court Addition Mill/Overlay – motion to recommend approval of up to \$54,002 contract ó Motion by Bajumpaa, seconded by Lambrecht, to approve a Professional Services Contract with Interstate Engineering for ST17-236 Elm Court Addition Mill/Overlay of \$44,742. Motion carried with a roll call vote of 8-0.**

**Motion by Bajumpaa, seconded by Bohn, to approve a Professional Services Contract with Interstate Engineering for ST17-236 Elm Court Addition Mill/Overlay for storm sewer of \$9,260 contingent upon approval of residents within that neighborhood. Motion carried with a roll call vote of 8-0.**

**Professional Services Contract with Interstate Engineering for 16<sup>th</sup> Ave. N. West of ND Hwy. 210 Mill/Overlay – motion to recommend approval of \$90,462 contract ó Motion by Bajumpaa, seconded by Bertsch, to approve a Professional Services Contract with Interstate Engineering for 16<sup>th</sup> Avenue North, 17<sup>th</sup> Avenue North, and Commerce Street West of ND Highway 210 Mill/Overlay and Storm Sewer Improvement Project of \$90,462. Motion carried with a roll call vote of 8-0.**

#### **Building Official Updates**

**Wahpeton Community Center Joint Powers Agreement Update ó Motion by Bajumpaa, seconded by Schmidt, to approve the Revised Joint Powers Agreement between the City of Wahpeton and the Wahpeton Park Board for the Wahpeton Community Center. Motion carried with all voting ‘aye’.**

#### **Update on Marsy’s Law Compliance – discussion**

### **UNFINISHED BUSINESS**

Dale said it had been overlooked earlier in the meeting so recognized City Employees Gary Hasbargen for five continuous years of outstanding public service.

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee December 11<sup>th</sup>, 12:00 Noon
- b. Public Works Committee December 12<sup>th</sup>, 12:00 Noon

### **Adjournment**

**Motion by Wateland, seconded by Bertsch, to adjourn at 5:29 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant