

**Wahpeton City Council**  
**February 16, 2016**  
**5:00 p.m.**

**Present:** Schmidt (via skype), Lambrecht, Bertsch, Mitskog, Hansey, DeVries, Dale, Bajumpaa, and Wateland

**Absent:** None

**Also Present:** Huwe, Lies, Miranowski, Broadland, Priebe, Guck, Amos, and Johannessen

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**Emily Sjoquist** – Not present at the meeting.

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

**Approval of minutes of regular meeting held February 1, 2016**

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

Carter Casey Benefit ó Raffle Permit

Other Games of Chance and/or special permits:

St Catherine's Living Center ó Raffle Permit

Walmart Relay for Life Team ó Raffle Permit

BCTGM 167 Good and Welfare Social Fund/Minn-Dak Employee Union ó Raffle Permit

Valley Lake Boy's Home Inc. ó Raffle Permit

Kiwanis of Wahpeton-Breckenridge ó Raffle Permit

**Presentation/Approval of Reports**

January 2016 Bill Pay Report \$598,147.47 ó see below

January 2016 Financial Statements

2015 Annual Report from Wahpeton Mayor's Cmt. on Employment of People with Disabilities

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none.

**Motion by DeVries, seconded by Wateland, to approve the Consent Agenda items as presented.**

**Motion carried with all voting 'aye'.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR** ó Huwe made reference to cards/correspondence received from St. John's School students acknowledging their appreciation towards local government, and Huwe formally thanked those responsible.

**400 Block Development Agreement Inquiry – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Review of Utility Rates & Policies – request referral to PW & Finance Cmts.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

**Verizon/American Tower Cell Phone Tower Lease Agreement Renegotiation – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**State Auditor's Office Field Audit week of March 7<sup>th</sup>** ó Huwe gave a reminder the ND State Auditor's Office will be on site the week of March 7<sup>th</sup> to conduct their annual field audit of the City's financial statements.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report & Recommendation from EDC** ó Priebe said at the February 10<sup>th</sup> Economic Development Commission meeting Steve Craig and Mike Rittenour appeared before the EDC to review their project details request for assistance. After having replaced an outdated compressor system costing \$235,000 their next big ticket item was replacing the 19-year old boards. A quote for \$127,340 from Becker Arena Products, Inc. was submitted as the total cost of the project. Proposed project budget: \$14,640 ó Applicants' contribution; \$10,000 ó Breckenridge hockey donation; \$30,000 ó Income from Wahpeton Parks and Rec to purchase existing boards for use in park; and \$72,700 ó Sales Tax for Recreation, for a total of \$127,340. Craig and Rittenour explained there was hardly a buyer for old boards so they were pleased with the Park's purchase. They are also pleased with the quote as board systems and installation are a specialized service for a very specific customer. Priebe said the EDC appreciated the Economic Impact report provided by Head of the Red. Discussion was held regarding account balances. While the Sales Tax for Recreation has an ending 2015 balance of just over \$100,000 this project would draw down the funds by 72%. It is EDC practice and policy to reserve \$50,000 in this account. The recommendation was to award the project from the Sales Tax for Economic Development account (Fund 271). The Commissioners felt while this project could be viewed as economic development, to them it was a recreation project. Also, splitting the request between the two accounts was considered but would set a precedence. The basis for the recommendation is more collections will be received into the Recreation Account before funds are fully dispersed. Priebe said the EDC voted unanimously to recommend the City Council approve the \$72,700 request as a grant from Sales Tax for Recreation Fund. **Motion by Mitskog, seconded by DeVries, to approve a \$72,700 grant from the Sales Tax for Recreation Fund for the Head of the Red Hockey Boards Replacement Project. Motion carried with a roll call vote of 8-0.**

Priebe noted the Economic Development Department Activity Report had been provided for review.

### **LIBRARY DIRECTOR**

**Library Report** ó Guck made a request to replace the current Lanier LD320D copier at Leach Library that was purchased used in 2013 for \$1,995 with a Lanier MP C2003 digital color copier/printer/scanner/fax from Liberty Business Systems. This new model will give patrons the option of color copying and printing, advanced scanning options, and mobile printing. The Library Board has reviewed the quotes and recommends proceeding with the purchase. The cost is \$2,695 to purchase with an annual maintenance fee of \$456. Both items are currently appropriated in the 2016 library operating budget. Guck requested a motion to approve the purchase and ongoing maintenance agreement with Liberty Business Systems. **Motion by DeVries, seconded by Bajumpaa, to approve the Leach Public Library purchase of a Lanier MP C2003 Color Multi-Function Copier for \$2,695 and an on-going maintenance agreement of \$456 annually with Liberty Business Systems. Motion carried with a roll call vote of 8-0.**

Guck announced an event next Thursday, February 25<sup>th</sup> at 6:30 p.m. at the library featuring local author Sybil Priebe who will be making a book appearance, do a reading from her works and hold a book signing. There will be a questions and answers segment, and she will have books available for sale. All are invited to attend.

Guck reported there is a new resource at the library, lynda.com, which is an online learning resource that has over 4,000 video courses and is accessible with your library card wherever you have internet connection. She reviewed some of the course options available. Guck noted lynda.com is available from the library's website by logging in with your library card. Classes will be held next Monday at 7 p.m., Tuesday at 2 p.m. and Wednesday at 10 a.m. to introduce this resource to the public and help people get started with using it.

## **PUBLIC WORKS DIRECTOR**

**PW Report** ó Miranowski requested referral to Public Works Committee of **Discussion on Replacement of the Influent Raw Water Line at the Water Treatment Plant**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported that a Public Service Announcement was sent today regarding the burning of the wood pile at the City tree dump site that will take place tomorrow morning, weather permitting. He said a CEO Committee meeting will be held Friday, February 19<sup>th</sup> at 8:00 a.m., and a Committee of the Whole meeting will be held Monday, February 22<sup>nd</sup> at 4:00 p.m. to discuss the Proposed Assessment Policy.

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

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

DeVries said the Finance, Personnel & Economic Development Committee met at noon on February 8<sup>th</sup>.  
**Waste Management Contract for Fire Stations – discussion**

**MOU with ServeYes! For CERT – motion to recommend approval ó Motion by DeVries, seconded by Bertsch, to approve the Memorandum Of Understanding between the City of Wahpeton and ServeYes! Motion carried with all voting ‘aye’.**

**River Pointe Cooperative – discussion**

**Long Term Financing Current Projects – discussion**

**2015 Taxable Valuation Survey – discussion**

[Lambrecht exited meeting at 5:25 p.m.]

### **Public Works & Public Safety Committee Report**

Bajumpaa said the Public Works & Public Safety Committee met at noon on February 9<sup>th</sup>.  
**Tri-State Aviation Street Light Inquiry – discussion**

**WCCO Storm Water Issues – discussion**

**SEMCA Agreements – discussion**

**2016 Seal Coat Proj. – motion to recommend proceeding to advertise for bids ó Motion by Bajumpaa, seconded by Bertsch, to approve proceeding to advertise for bids for the 2016 Seal Coat Project. Motion carried with all voting ‘aye’.**

**16<sup>th</sup> Ave. N. Reconstruction Project Bid Review – discussion**

**RPQ 16<sup>th</sup> Ave. N. Reconstruction Proj. – motion to recommend proceeding to advertise for bids for professional construction mgmt. services ó Motion by Bajumpaa, seconded by DeVries, to approve proceeding to advertise for bids for Professional Construction Management Services for the 16<sup>th</sup> Avenue North Reconstruction Project. Motion carried with all voting ‘aye’.**

**Yard Waste Collection Program Updates – discussion**

**Capital Improvements Plan – discussion**

**Custodian Position – discussion**

**NDSCS Adjacent Infrastructure Upgrades – discussion**

**NDDOT Invitation to Participate in Urban Transportation Needs Study – motion to recommend City participation ó Motion by Bajumpaa, seconded by Mitskog, to approve moving forward with the City of Wahpeton Participating in the Urban Transportation Needs Study. Motion carried with a roll call vote of 7-0.**

**Odor at Waste Water Ponds - discussion**

**Dilapidated Properties - discussion**

January 2016 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$302,591.77	\$29,011.30	\$331,603.07
201 WATER OPERATING FUND	\$27,962.42	\$38,617.20	\$66,579.62
202 SANITARY SEWER OPERATING FUND	\$20,923.71	\$24,452.68	\$45,376.39
203 WASTE REMOVAL OPERATING FUND	\$21,281.04	\$845.04	\$22,126.08
204 WASTE REDUCTION FUND	\$4,286.54		\$4,286.54
205 VECTOR CONTROL FUND	\$15.17	\$942.18	\$957.35
206 STREET LIGHTING	\$12,083.03		\$12,083.03
209 LIBRARY LEVY FUND	\$11,682.27	\$15,348.13	\$27,030.40
213 ADVERTISING LEVY FUND	\$695.79		\$695.79
216 AIRPORT 4-MILL LEVY FUND		\$494.98	\$494.98
217 PLANN COMMISSION LEVY FUND	\$346.00		\$346.00
219 BAND LEVY FUND	\$7,246.61		\$7,246.61
226 EMPLOYEE SAFETY COMMITTEE	\$29.90		\$29.90
227 ANNUAL RESERVE WH FUND		-\$3,309.00	-\$3,309.00
229 CAPITAL IMPROVEMENTS FUND	\$659.39		\$659.39
231 FD BLDG & EQUIP LEVY FUND	\$20,045.00		\$20,045.00
233 REAL ESTATE LEVY FUND	\$140.70		\$140.70
236 LEVEE MAINTENANCE	\$1,297.27	\$7,869.76	\$9,167.03
253 METER DEPOSITS TRUST FUND	\$196.03		\$196.03
261 UNEMPLOYMENT COMP RESERVE FUND	\$307.32		\$307.32
271 ECONOMIC DEVEL DEPT FUND	\$970.11	\$14,088.42	\$15,058.53
303 MISCELLANEOUS FUND	\$2,163.90		\$2,163.90
318 WEED MAINT LEVY FUND	\$87.46		\$87.46
319 LODGING TAX FUND	\$2,360.25		\$2,360.25
320 SALES TAX OPERATING FUND	\$16,516.59		\$16,516.59
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
323 SALES TAX DEVELOPERS AGMNT RES	\$2,308.74		\$2,308.74
326 REVOLVING LOAN FUND	\$2,400.00		\$2,400.00
365 PD SPEC EQUIP SINKING FUND	\$855.93		\$855.93
393 DOWNTOWN CARE & MTC FUND	\$69.34		\$69.34
574 5-2-97 (FLOOD PHASE II)	\$57.50		\$57.50
647 WESTDALE PROJECT	\$207.00		\$207.00
<b>TOTAL</b>	<b>\$469,786.78</b>	<b>\$128,360.69</b>	<b>\$598,147.47</b>

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Planning Commission February 18<sup>th</sup>, 4:00 P.M.
- b. Finance Cmt. February 22<sup>nd</sup>, 12:00 Noon
- c. Public Works Cmt. February 23<sup>rd</sup>, 12:00 Noon

It was noted a Committee of the Whole meeting will be held February 22<sup>nd</sup> at 4:00 P.M.

**Motion by Mitskog, seconded by Wateland, to adjourn at 5:35 p.m. Motion carried with all voting ‘aye’.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant