

Wahpeton City Council

February 17, 2015

5:00 p.m.

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

Absent: None

Also Present: Huwe, Hatting, Miranowski, Thorsteinson, Broadland, Priebe, Guck, Amos, and Cain

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Appeal Hearing on Notice & Order on dilapidated Property at 804 2nd Ave. N. immediately following Council meeting ó Postponed to March 16th, 2015.

Hansey said a Committee of the Whole meeting needed to be scheduled to discuss Old City Hall, and asked for suggestions for a meeting date and time. It was decided the meeting would be held Wednesday, February 25th at 5:00p.m.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held February 2, 2015

Games of Chance Licenses, Site Authorizations & Special Permits

Gilles Girls Calendar Raffle Permit

Bois De Sioux Public Golf Course Raffle Permit

Other Games of Chance and/or special permits:

Relay For Life Raffle Permit

Cindy Hendrickson Benefit Raffle Permit

Presentation/Approval of Reports

January 2015 Bill Pay Report \$881,973.74 ó see below

January 2015 Financial Statements

Dilapidated Properties Report

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

Motion by DeVries, 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

2014 Financial Audit by ND State Auditor's Office week of February 17th

Legislative Update & Coffee with the Legislators Saturday, February 21st 10:00 AM at NDSCS

Student Center ó Huwe provided a Legislative update, saying it's approximately the 31st day of the session. So far, she said there have been 474 House Bills that have been drafted and introduced, 378 Senate Bills, and 59 Concurrent Resolutions. She then talked about some proposed legislation, one being the Surge Funding Bill which she reviewed and said would continue to watch. Huwe also talked about House Bill 1344 which she explained would significantly increase the State revenue sharing that comes back to cities. Huwe noted that cross-over will be February 27th. She said the Legislative Session is limited to 80 days so will need to be finished by April 29th.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said no recommendations were made at the February 11th EDC meeting but did receive an updated 4th Quarter Financial Report which she reviewed. She said the

balance as of December 31, 2014 was \$2,469,234.92, and after expenditures there were funds available of \$765,547.84. She noted it is desired to have a reserve amount of \$500,000 in that account, so the amount available for projects would be \$265,547.84.

Priebe requested referral of the transfer of ownership of property at 403 2nd Street South to the Finance Committee. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe then reviewed the EDC/CDC 2014 Annual Report which was provided. Information included a list of the committee members, development opportunities, economic development activity measured, Revolving Loan Fund activity, local sales tax fund report, a recap of the EDC meetings held in 2014, Renaissance Zone Program activity, a report on building permit valuation, an article on Manufacturing Day, and also included was the BR&E Survey which she noted was a big part of their activity last year.

Priebe also announced that the Tour of Manufacturing is underway and would be in an open house format. The dates being considered are April 23rd & 25th and are offering every company in the area an opportunity to choose days and hours they want to showcase their business and jobs available in the community.

Regarding the DREAMS Auction, Priebe said it is scheduled for April 10th at NDSCS. She also reported that she was a judge at the STEM exercise called "You're Hired" held at the Wahpeton Middle School today. She felt the 7th grade students were very creative and had lots of good ideas for the exercise assigned which required them to invent a device to put an end to texting while driving. Priebe also gave a reminder that the Wahpeton Breckenridge Chamber of Commerce Annual Meeting will be held Thursday, February 19th at noon with guest speaker Justin Neppel of the SBDC. She then said some big news this week was the announcement that ComDel would be manufacturing Unmanned Aerial Systems (UAS) and components in partnership with the Florida-based company, Altavian.

LIBRARIAN

Library Report & Guck gave an update on the Library Improvements Project saying the work has moved inside and the plaster work is now complete and painting is now taking place.

Guck said the Decoy Artist Program was held a few weeks ago with about 20 people in attendance. She felt it was a very informational session, with opportunity given to handle the decoys and speak with the artists.

Guck announced that starting in May the Library has been accepted, with two library employees, a community/library board member, and herself representing the Library, and will be participating in "The Rural Libraries in Literacy Leadership Institute" which is funded by the Otto Bremer Foundation and will be presented by Library Strategies, a consulting group of the Friends of the St. Paul Public Library. She explained it is a year-long program where the representatives will be attending three in-person training sessions in Bismarck, there will be webinars, and they will be given a mentor, and will be working through assessments of the library's capacity and how they serve the community, creating a project/plan on how to build the library's capacity to serve the community. All expenses will be paid for by the Bremer Foundation. [Mitskog exited the meeting]

POLICE CHIEF

2015 Patrol Vehicle Bids & Thorsteinson requested the 2015 Patrol Vehicle Bids be referred to Public Works. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

Request Approval of Swanston Equipment Rental Agreement – Miranowski asked the Council to consider a contract with Swanston Equipment Companies for the 2015 rental of a Cimline melter for a crack filling operation that will take place this spring. The contract is for the amount of \$3,400 per month for 2 months. He said another quote was received from Bargain Inc. for \$4,295 per month. He asked that the rental agreement be approved with Swanston Equipment Companies. **Motion by DeVries, seconded**

by Lambrecht, to approve the Swanston Equipment Companies Rental Agreement for a Cimline 230DH at the rate of \$3,400 per month for 2 months. Motion carried with a roll call vote of 7-0.

PW Report ó Miranowski gave an update on the activity at the Old Opera House where Comstock Construction is putting in a 6 inch water service to the building to allow them to install a fire sprinkler system throughout the entire building. It was noted the sprinkler system is being installed to accommodate the new second floor tenant. Miranowski said the street should be open to traffic next Tuesday. Some discussion held has to how the street will be patched.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Committee of the Whole Scheduling to Discuss Old City Hall ó This was discussed earlier in the meeting.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Dale said the Finance, Personnel & Economic Development Committee met at noon on February 9th. **2015 Capital Improvements Budget – motion** to recommend approval of the proposed budgets for City Hall and the Police Dept. **Motion** to recommend approval of up to \$35,000 to pursue acquisition of a Ray-go Roller at auction ó **Motion by Dale, seconded by Bertsch, to approve the proposed 2015 Capital Improvements Budget Items for City Hall and the Police Department. Motion carried with roll call vote of 7-0.**

Dale said due to the time sensitivity of the item, the Finance Committee also made a motion to authorize Street Dept. personnel to bid on a used blacktop roller at an auction last week for an up to amount of \$35,000, but it was reported the items were selling high so no purchase was made.

Old City Hall – discussion

400 Block Update – site tour

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on February 10th.

Dilapidated Properties Update

Dakota Ave. Concrete Road Resurface Repairs – discussion

Well House #3 Rise Replacement contract change order #2 \$3,704.33 with Comstock Construction – motion to recommend approval of contract change order ó **Motion by Bajumpaa, seconded by Lambrecht, to approve Well House #3 Rise Replacement Contract Change Order #2 for \$3,704.33 with Comstock Construction. Motion carried with a roll call vote 7-0.**

Proposed Vector Control Service Revisions – discussion

Old City Hall – discussion deferred to Committee of the Whole

2015 Seal Coat Project – discussion

January 2015 Bill Pay Report

| DISBURSEMENTS FUND | ACCOUNTS PAYABLE | PAYROLL & GL | TOTAL |
|-----------------------------------|-------------------------|-------------------------|--------------|
| 101 GENERAL FUND | \$343,228.86 | \$24,816.44 | \$368,045.30 |
| 201 WATER OPERATING FUND | \$46,465.72 | \$34,808.35 | \$81,274.07 |
| 202 SANITARY SEWER OPERATING FUND | \$13,003.03 | \$21,962.66 | \$34,965.69 |
| 203 WASTE REMOVAL OPERATING FUND | \$21,087.38 | \$769.64 | \$21,857.02 |
| 205 VECTOR CONTROL FUND | \$14.40 | \$1,513.35 | \$1,527.75 |
| 206 STREET LIGHTING | \$10,568.81 | | \$10,568.81 |
| 209 LIBRARY LEVY FUND | \$7,332.32 | \$15,285.52 | \$22,617.84 |
| 213 ADVERTISING LEVY FUND | \$620.08 | | \$620.08 |
| 216 AIRPORT 4-MILL LEVY FUND | | \$449.98 | \$449.98 |
| 217 PLANN COMMISSION LEVY FUND | \$300.00 | \$597.56 | \$897.56 |
| 219 BAND LEVY FUND | \$3,501.17 | | \$3,501.17 |

| | | | |
|------------------------------------|---------------------|---------------------|---------------------|
| 226 EMPLOYEE SAFETY COMMITTEE | \$125.00 | | \$125.00 |
| 227 ANNUAL RESERVE WH FUND | | -\$2,994.00 | -\$2,994.00 |
| 231 FD BLDG & EQUIP LEVY FUND | \$22,970.00 | | \$22,970.00 |
| 233 REAL ESTATE LEVY FUND | \$844.50 | | \$844.50 |
| 234 SPECIAL STREET MAINT FUND | \$618.45 | | \$618.45 |
| 236 LEVEE MAINTENANCE | \$10,625.80 | \$7,295.13 | \$17,920.93 |
| 253 METER DEPOSITS TRUST FUND | \$180.99 | | \$180.99 |
| 261 UNEMPLOYMENT COMP RESERVE FUND | \$83.86 | | \$83.86 |
| 271 ECONOMIC DEVEL DEPT FUND | \$2,228.17 | \$11,878.90 | \$14,107.07 |
| 303 MISCELLANEOUS FUND | \$113.27 | | \$113.27 |
| 318 WEED MAINT LEVY FUND | \$23.20 | | \$23.20 |
| 319 LODGING TAX FUND | \$3,229.77 | | \$3,229.77 |
| 320 SALES TAX OPERATING FUND | \$73,517.95 | | \$73,517.95 |
| 321 SALES TAX RESERVE FUND | \$10,000.00 | | \$10,000.00 |
| 324 SALES TAX MINI MATCH RSRV FUND | \$2,820.00 | | \$2,820.00 |
| 326 REVOLVING LOAN FUND | \$11,026.58 | | \$11,026.58 |
| 393 DOWNTOWN CARE & MTC FUND | \$700.24 | | \$700.24 |
| 459 R/I #11314 SERIES 2014 | \$253.00 | | \$253.00 |
| 574 5-2-97 (FLOOD PHASE II) | \$392.19 | | \$392.19 |
| 630 WESTSIDE NATURAL DRAIN PROJ. | \$175.00 | | \$175.00 |
| 640 WELL #3 RISER REPAIRS/WELLHSE | \$91,732.39 | | \$91,732.39 |
| 643 LIBRARY ROOF, WALLS & DOOR | \$61,083.08 | | \$61,083.08 |
| 644 LIFT STATION #1 MANHOLE REPAIR | \$26,725.00 | | \$26,725.00 |
| TOTAL | \$765,590.21 | \$116,383.53 | \$881,973.74 |

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. February 23rd, 12:00 Noon (No referral items)
- b. Public Works Cmt. February 24th, 5:00 P.M.
- c. Planning Commission February 26th, 4:00 P.M.
- d. Committee of the Whole . Date to be Determined

Motion by Bertsch, seconded by Wateland, to adjourn at 5:45 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant