

Wahpeton City Council
February 18, 2020
5:00 p.m.

Present: Miller, Bajumpaa, Dale, Bohn, Wateland, and McNary

Absent: McCann

Also Present: Huwe, Hatting, Miranowski, Thorsteinson, Broadland, DeVries, Amos, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

2019 Municipal Court Report – Judge Don Krassin ó Judge Don Krassin provided and reviewed the Wahpeton Municipal Court Annual Report for 2019, which contained graphs depicting the types of cases they handle and their frequency. He expressed appreciation for being allowed to serve as the Municipal Judge. He also expressed gratitude for being provided an excellent Clerk of Court. Discussion held. **Motion by Bajumpaa, seconded by McNary, to acknowledge receipt of the 2019 Wahpeton Municipal Court Annual Report as presented. Motion carried with all voting ‘aye’.**

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held February 3, 2020

Games of Chance Licenses, Site Authorizations & Special Permits:

Vietnam Vets Legacy Motorcycle Club ó Raffle Permit

Other Games of Chance and/or Special Permits:

NDSCS Machinist Club ó Raffle Permit

Bois de Sioux Golf Club ó Raffle Permit

Presentation/Approval of Reports

January 2020 Financial Statements

January 2020 Bill Pay Report (\$941,858.23) ó see below

2019 Renaissance Zone Annual Report

Census 2020

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

Former Central School Site Proposals – request referral to the Finance Cmt. ó Huwe said proposals for the redevelopment of the former central school site are due this Friday at 4:00 p.m. The requests for proposals were e-mailed to parties that had inquired or expressed interest in the site and advertised in the Daily News on February 7th. She requested this be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Bois de Sioux Golf Club House Mtc. Issues – request referral to PW Cmt. ó Huwe said the Bois de Sioux Golf Board is researching several building maintenance issues at the golf clubhouse including planned replacements of carpet, kitchen equipment and an irrigation pump. Expenses in excess of \$1,000 are to be reviewed by the Public Works Committee. She requested this be referred to the Public Works Committee. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Additional Item: Council Chambers Technology Update ó Huwe reported AVI Systems has prepared two alternatives for technology updates to improve the recording and broadcast quality for the public access channel. She requested this be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Capital Improvements Plan Calendar ó Huwe explained the Capital Improvements Plan synchronizes capital and operating budgets, systematically evaluates competing demands for resources, identifies and prioritizes project financing commitments, links strategic and comprehensive plans with fiscal capacity and informs the public about the City's ongoing investment in infrastructure and service delivery. The classification of projects between capital infrastructure and operating budget items has been reformatted, and the number of years in the planning window has been extended to include 6 year, 10 year and longer range projections. The current calendar calls for a meeting of the CIP sub-committee on March 26th, review of the draft plan by both Council Committees the week of April 13th, a public hearing on the proposed plan on May 4th and tentative adoption of the final plan on May 18th. The draft plan includes 55 infrastructure projects with an estimated cost of \$53.6 million dollars. Any questions or suggestions on the CIP process can be directed to Huwe.

Election 2020 ó Huwe said the City of Wahpeton contests on the June 9th, 2020 ballot include Ward 2, Ward 3 (unexpired term ending 2022), Ward 4 and (2) At-Large Positions, the continuation of publication of minutes in the official newspaper, and 2 At-Large Park Board Commissioners. Information and the required filing forms are available on the City's website and at City Hall. Candidates' petition and certificates of interest are due to City Hall by 4:00 p.m. on April 6th.

Audit Rescheduled to the Week of April 6th ó Huwe announced the State Auditor's Office has rescheduled the City's field audit to the week of April 6th.

ATTORNEY

Emergency Declaration Resolution 3740 ó Hatting explained the first resolution for consideration is number 3739 which is the Emergency Declaration of February 18, 2020 which is a preparedness measure moving forward.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3739
EMERGENCY DECLARATION
OF
FEBRUARY 18, 2020

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bohn. Discussion held. Motion carried with a roll call vote 5-0.

Motion by McNary, seconded by Wateland, to suspend the rules to consider Resolution No. 3740 which was not on the agenda. Motion carried with all voting 'aye'.

Hatting explained Resolution No. 3740 is the means by which the City can request emergency flood assistance.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3740
REQUEST FOR FLOOD EMERGENCY ASSISTANCE
CITY OF WAHPETON, NORTH DAKOTA

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bohn. Motion carried with a roll call vote 5-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó ND Tourism Main Street Grant Award and Agreement ó DeVries announced the City of Wahpeton is a 2020 Tourism Main Street Expansion Grant recipient for a multipurpose venue to house a 50,000 pencil collection, research center (Pages Ago) and Wahpeton historical artifacts. It is a matching grant of \$3,250 and the CVB will be approached about matching the grant for this attraction. Because there was a possible change in the venue location being considered there was no request made tonight.

Census 2020 ó DeVries said the Complete Count Committee of Richland County is working on holding a Census Week promotion to raise awareness of the census and increase census numbers. The Committee's tagline is "You Count in 2020" with the goal to motivate and educate the public to increase Richland County census response rate by at least 5% in 2020. The date is tentatively set for March 23-27 and will be targeting some hard to count populations, such as the elderly. They will try to get people into the senior centers to assist them in filling out the census.

DeVries then reported about a possible future request by Dave Engstrom for a summer music festival. It was felt music is a big part of the community with a lot of talented artists in the area. It will be spread around the Twin Towns in multiple locations with multiple bands and genres. Breckenridge is on board and is trying to apply for grants for the event. It is tentatively being set for the first week in August on possibly Thursday and Friday. More information will be provided as it is available.

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee of **East Side Sanitary Sewer Phase B to approve Plans & Specs and authorize receipt of Bids**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **consideration of Adding a Kubota UTV and Mist Sprayer to the Vector Control Operation**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Statewide Interoperable Radio Network (SIRN) 2020**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2020 Seasonal Tractor Rental Quote – request motion to approve ó Miranowski reviewed a summary of three quotes received for the summer tractor rental, of which Titan Machinery was the low bid. Discussion held. **Motion by Bohn, seconded by McNary, to approve the 2020 Seasonal Tractor Rental Quote from Titan Machinery in the amount of \$4,998.00 for 6 months. Motion carried with a roll call vote of 5-0.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Wateland said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on February 10th.

19th St. N. Development Request for Proposals – motion to proceed ó Motion by Wateland, seconded by Miller, to acknowledge the contingencies of the Council motion to approve the Request for Proposals for the Residential Lot Development of 19th Street North have been resolved and to approve the revisions as presented and proceed to disseminate. Motion carried with a roll call vote of 5-0.

Sales Tax Revenue Collections 2019 Update

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on February 11th.

2020 Sealcoat Project – motion to advertise for bids ó Motion by Bohn, seconded by Bajumpaa, to approve advertising for bids for the 2020 Sealcoat Project. Motion carried with all voting ‘aye’.

3rd Ave. N. Reconstruction Proj. Final Pay Application – motion to approve \$15,337.72 ó Motion by Bohn, seconded by McNary, to approve the balancing Change Order and Final Pay Application for the 3rd Avenue North Project in the amount of \$15,337.72 to Duinink, Inc. Discussion held. Motion carried with a roll call vote of 5-0.

East Side Sanitary Sewer Proj. Ph. B. – motion to schedule preliminary assessment meeting ó Motion by Bohn, seconded by Bajumpaa, to approve proceeding with Preliminary Assessment Meetings for the Eastside Sanitary Sewer Phase B Project. Discussion held regarding the date. Motion carried with all voting ‘aye’.

2020 NWS Spring High Water Event Probabilistic Outlook - discussion

Snow Emergency Declaration Ordinance Changes – motion to offer 1st reading Ord. 1015

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

ORDINANCE NO. 1015
AN ORDINANCE PROVIDING THE AMENDMENT AND ENACTMENT
OF SNOW REMOVAL PARKING ORDINANCES
AND SNOW EMERGENCY DECLARATION

Snow Removal Policy Revisions to Cutting and Widening – motion to approve changes ó Motion by Bohn, seconded by McNary, to approve the Snow Removal Policy Revisions to Cutting and Widening as presented. Motion carried with all voting ‘aye’.

Dakota Avenue Sidewalk Snow Removal – discussion

Traffic Operations Study for Westside Development

Waste Water Ponds Best Management Practices/Pond Operations and Mtc. – discussion

Off Highway Vehicle Regulations Article XII, Ch. 4 – discussion

Parking Violation Fees

Storm Water Utility - discussion

Yard Junk/Clutter Updates

Building Official Updates - motion to approve agmnt. with Interstate Engineering to prepare bid specifications and provide project management for demolition of 120 6th St. N. **ó Motion by Bohn, seconded by Wateland, to approve accepting a Proposal from Interstate Engineering to prepare bid specifications and provide project management for demolition of 120 North 6th Street in an amount of up to \$24,863. Motion carried with a roll call vote of 5-0.**

Referrals

January 2020 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$308,188.59	\$45,635.07	\$353,823.66
201 WATER OPERATING FUND	\$58,951.30	\$44,360.62	\$103,311.92
202 SANITARY SEWER OPERATING FUND	\$39,621.11	\$28,398.96	\$68,020.07
203 WASTE REMOVAL OPERATING FUND	\$27,197.84	\$1,073.56	\$28,271.40
204 WASTE REDUCTION FUND	\$3,506.67		\$3,506.67
205 VECTOR CONTROL FUND	\$26.75	\$1,300.84	\$1,327.59
206 STREET LIGHTING	\$15,001.76		\$15,001.76
209 LIBRARY LEVY FUND	\$3,324.03	\$14,690.99	\$18,015.02
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
26 EMPLOYEE SAFETY COMMITTEE	\$134.99		\$134.99
227 ANNUAL RESERVE WH FUND		-\$3,790.74	-\$3,790.74
229 CAPITAL IMPROVEMENTS FUND	\$43,717.54		\$43,717.54
235 SNOW/FLOOD EMERG LEVY FUND	\$9,031.76		\$9,031.76
236 LEVEE MAINTENANCE	\$20,695.86	\$8,946.32	\$29,642.18
261 UNEMPLOYMENT COMP RESERVE FUND	\$43.50		\$43.50
271 ECONOMIC DEVEL DEPT FUND	\$1,084.40	\$11,120.74	\$12,205.14
303 MISCELLANEOUS FUND	\$29.79		\$29.79
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$250.00		\$250.00
317 JOB DEVELOPMENT LEVY FUND	\$5,486.66		\$5,486.66
318 WEED MAINT LEVY FUND	\$109.50		\$109.50
319 LODGING TAX FUND	\$515.37		\$515.37
320 SALES TAX OPERATING FUND	\$50,750.37		\$50,750.37
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
323 SALES TAX DEVELOPERS AGMNT RES	\$119,960.00		\$119,960.00
324 SALES TAX MINI MATCH RSRV FUND	\$6,100.00		\$6,100.00
326 REVOLVING LOAN FUND	\$2,816.67		\$2,816.67
328 150TH ANNIVERSARY RESERVE	\$374.63		\$374.63
393 1% RESTAURANT TAX FUND	\$2,064.05		\$2,064.05
574 5-2-97 (FLOOD PHASE II)	\$135.95		\$135.95
665 E. SAN. SEWER PH B SS18-243	\$3,000.00		\$3,000.00
668 JR FIELD PARKING LIT & HUGHES DR	\$5,134.00		\$5,134.00
672 8TH AVE. N PROJ. ST19-248	\$29,789.97		\$29,789.97
673 LOY AVE & 12TH ST PROJ ST19-249	\$15,997.29		\$15,997.29
674 SRTS 11TH ST N PROJ ST19-252	\$3,736.56		\$3,736.56
675 WELL FIELD RECLO PROJ W19-251	\$1,600.00		\$1,600.00
TOTAL	\$789,626.91	\$152,231.32	\$941,858.23

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Admin. Hearing . Dilapidated Property Proceedings Briarwood . immediately following Council
- Finance Cmt. February 24th, 5:00 PM
- Public Works Cmt. February 25th, 12:00 Noon

ADJOURNMENT

Motion by McNary, seconded by Wateland, to adjourn at 5:30 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant