

Wahpeton City Council
February 19, 2019
5:00 p.m.

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

Absent: None

Also Present: Huwe, Lies, Hatting, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, and Cain

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Dale congratulated Kelly McNary on his recent induction into the North Dakota Wrestling Hall of Fame.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held February 4, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Raffle Permit ó Valley Lake Boys Home

Raffle Permit ó Kiwanis of Wahpeton Breckenridge

Other Games of Chance and/or Special Permits:

Raffle Permit ó Lady Huskie Basketball

Presentation/Approval of Reports

January 2019 Financial Statements

January 2019 Bill Pay Report \$809,069.45 ó see below

2018 Restaurant Tax Report

ND Infrastructure Report Card 2019

FEMA Flood Mapping Information Open House February 20, 2019

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

Amendment of the Class C-1 Liquor License – request referral to Finance Cmt. ó Huwe said two Class C-1 Liquor License holders have made inquiries about expanding the retail alcohol sales available to Class C license holders. The first inquiry is requesting consideration of the Council to broaden the existing ordinance to allow the sale of growlers which is a sealable container allowing the sale of draft beer. Growlers are popular with craft and microbrews that may only be available via draft dispensaries. The second request is specific to the Wahpeton 150th Sesquicentennial. Dan Hurder with the Boiler Room has approached Fargo Brewing Company about producing a special edition Wahpeton Sesquicentennial beer, which could be sold in 6 packs as a commemorative souvenir for the 150th anniversary of our community. Huwe requested a review of the liquor license holder requests be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Capital Improvements Calendar ó Huwe said the target adoption date for the updated 5 year capital improvements plan is the second Council meeting in May of each year. The review process and time schedule need to be set. She requested a meeting of the Capital Improvements Committee be called as schedules allow.

Legislative Update ó Huwe said today is day 32 of the 80 day session and the deadline for bills and resolutions to be reported out of committee in their house of origin. Proposed legislation will start to become law typically after legislative crossover on day 35 which is Friday, February 22nd. One of the most significant pieces of legislation this session is HB 1066 referred to as the Prairie Dog Infrastructure Bill, which received a DO PASS recommendation yesterday from the House Appropriations Committee. The potential funding from this bill could provide over \$3.6 million dollars to the City each biennium specifically for essential infrastructure. We will continue to monitor the bills affecting cities, of which some have already been abandoned or converted to studies but some challenging proposals affecting property valuation, budgeting and the authority of cities are still in play. Huwe asked that any Council members let her know if they would like to listen in on the Friday afternoon ND League of Cities Legislative conference calls and she can provide them with the number and passcode to listen in. Further discussion held regarding HB 1066.

Audit Rescheduled to the Week of March 4th ó Huwe announced the ND State Auditor's Office rescheduled the City's 2018 field audit to the week of March 4th as weather related closings in the Fargo area affected their audit schedule.

ATTORNEY

Project Resolutions Eastside Sanitary Sewer Project Phase B SS18-243 ó City Attorney Lies explained he had two items, the first of which was a standard resolution as it relates to the issuance of bonds and this would be for Phase B of the Eastside Sanitary Sewer Improvement District. The second resolution will be to get the engineer's report for the second phase of the Eastside Sanitary Sewer Improvement Project.

Council member McCann offered the following and moved its adoption:

RESOLUTION NO. 3714
RESOLUTION OF THE CITY OF WAHPETON
RELATING TO THE ISSUANCE OF BONDS AND
THE REIMBURSEMENT OF CERTAIN EXPENDITURES
FOR
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
(PHASE B, PROJECT NUMBER SS18-243)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 8-0.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3715
RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
FOR PHASE B OF THE IMPROVEMENT IN
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
(EASTSIDE SANITARY SEWER IMPROVEMENT PROJECT, PHASE B, NO. SS18-243)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Wateland. Motion carried with a roll call vote 8-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó Marketing Campaign Recommendation ó DeVries said he has talked about implementing a marketing plan and reported RFPs were sent out some weeks ago and a diverse committee was created to promote day/weekend visitor trips to Wahpeton which included Kim Krause representing downtown businesses, Rory McCann representing the City Council, Wayne Beyer representing Parks & Rec., Dallas Fossum representing the CVB and NDSCS, along with DeVries and O'Meara. The Committee reviewed the RFPs and asked a couple of the agencies to present in person. The Committee met last week to make a recommendation to Council, which is KAT Marketing of Bismarck. DeVries explained the money has already been appropriated but requested Council approval. **Motion by Bohn, seconded by McCann, to approve entering into a contract with KAT Marketing to work on a marketing plan for the City of Wahpeton.** Discussion held regarding the cost which it was explained was \$50,000 of which the City put aside \$40,000 and the CVB \$10,000. Tracking was also discussed. **Motion carried with a roll call vote of 8-0.**

Youth Commission Update ó DeVries explained he has talked about putting together a Youth Commission for the City, and a Commission is now in place that consists of 8 students from Wahpeton High School that have been accepted and notified. McNary will be the leader/mentor of the group, with Dale, DeVries and High School Principal Clooten serving as ex-officio members. The first meeting is hoped to be scheduled in early March. The goal is for this to be beneficial for both sides, for the students to learn more about the City and government and getting more involved and learning some leadership skills and feeling like they are part of the community, and to gain some knowledge on what the kids think they would be looking for in a couple of years to bring them back to the community if they go away to attend college or enter the workforce, what could keep them here as young adults. Discussion held.

DeVries then talked about some youth-related organizations the school has going he has been taking part in. Project YES (Youth Empowered for Success) is a group that looks to curb and eliminate substance abuse in kids, and it meets once a month at the school. Also, Wahpeton Schools are going through strategic planning to help plan out the next few years with what will be best for the school district and the students, and they meet once a month on a Monday evening.

LIBRARY DIRECTOR

Library Report ó Bakken reported there were about two weeks remaining for the Mid-Winters Read Program with a lot of people participating. Five books need to be read to be eligible for prizes, with winners drawn on March 4th. The regularly scheduled events include a preschooler art program, Leach Reads Book Club meeting, Chess Club, Story Time, Pinterest Class on hoop embroidery, preschool movie, and Leach Library Board meeting.

POLICE CHIEF

Dakota Ave. Street Closure Request August 17th, 2019 ó Thorsteinson said the Fire House Pub has requested street closure of Dakota Avenue on August 17th from 11:00 a.m. to midnight to hold a motorcycle show with street vendors in the afternoon to be followed by a street dance in support of Operation Zero. This was done last year with no issues. **Motion by Bajumpaa, seconded by McCann, to approve the Dakota Avenue Street Closure on August 17th, 2019 from 11:00 a.m. to midnight as requested by Fire House Pub for the Operation Zero event. Motion carried with all voting 'aye'.**

Off Highway Vehicle Regulations Article XII, Ch. 42 – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Discussion held regarding restricting snowmobile use in city limits.

PUBLIC WORKS DIRECTOR

PW Report

Request for Improvement Project by Special Assessment at John Randall Field Parking Lot – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to the Public Works Committee **of the 2019 Seal Coat Project.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski gave a reminder of the Richland & Wilkin County FEMA (Federal Emergency Management Agency) Flood Map Information Open House on Wednesday, February 20th from 4-6 p.m. at the Senior Citizen Center in Breckenridge. He noted that from 1-3 p.m. a meeting will be held with FEMA at Breckenridge City Hall to discuss the process of where we go from here to get the maps done if any members of the Flood Committee are interested in attending.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

McCann said the Finance, Personnel & Economic Development Committee met at noon on February 11th.

Fire Dept. Truck Cmt. Request – motion to recommend approval of acquisition of a ladder truck up to \$600,000 ó **Motion by McCann, seconded by Lambrecht, to approve authorizing up to \$600,000 for the acquisition of a 2009 Ferrara Smeal 107' Aerial Ladder Truck.** Discussion held. **Motion carried with a roll call vote of 8-0.**

Motion to offer first reading of Ordinance No. 1002 to amend purchasing ordinances regarding used equipment ó

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

ORDINANCE NO. 1002

AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION ARTICLE V FINANCE, AUTHORIZING WAIVER OF BIDDING PROCEDURES FOR THE PURCHASE OF USED EQUIPMENT

Bull Riding Event Fall 2019 – motion to recommend approval of up to \$30,000 from Sales Tax for Econ. Development ó **Motion by McCann, seconded by Wateland, to approve up to \$30,000 for the 2019 Fall Festival Bull Riding Event from Sales Tax for Economic Development.** Motion carried with a roll call vote of 8-0.

Auditors Assistant Position Vacancy Review – motion to proceed with hiring process ó **Motion by McCann, seconded by Bertsch, to approve the Draft City Auditor's Assistant Job Description and to Proceed with Filling the Position contingent upon its approval.** Motion carried with all voting 'aye'.

400 Block Development Agreement

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on February 12th.
Red River Human Services Parking Lot Property Transfer Request – discussion

E. Side Sanitary Sewer Phase B Professional Services Contract with Interstate Engineering – motion to recommend approval of contract \$359,500 ó Motion by Bohn, seconded by McNary, to approve the East Side Sanitary Sewer Phase B Professional Services Contract with Interstate Engineering Inc. in the amount of \$359,500. Motion carried with a roll call vote of 8-0.

Right-of-Way Considerations South of Bank of the West

Building Official Updates

Draft Ordinance Regulating Off-Street/Front Yard Parking – Adoption of Ord. 1001 pending further discussion

January 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$287,973.79	\$40,925.35	\$328,899.14
201 WATER OPERATING FUND	\$57,470.45	\$47,154.25	\$104,624.70
202 SANITARY SEWER OPERATING FUND	\$36,019.04	\$27,376.97	\$63,396.01
203 WASTE REMOVAL OPERATING FUND	\$26,498.10	\$1,020.20	\$27,518.30
204 WASTE REDUCTION FUND	\$431.67		\$431.67
205 VECTOR CONTROL FUND	\$16.10	\$1,240.02	\$1,256.12
206 STREET LIGHTING	\$14,108.96		\$14,108.96
209 LIBRARY LEVY FUND	\$8,930.83	\$13,959.43	\$22,890.26
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$21,639.17		\$21,639.17
227 ANNUAL RESERVE WH FUND		-\$4,260.88	-\$4,260.88
229 CAPITAL IMPROVEMENTS FUND	\$40,838.67		\$40,838.67
236 LEVEE MAINTENANCE	\$12,756.48	\$8,745.74	\$21,502.22
271 ECONOMIC DEVEL DEPT FUND	\$1,237.25	\$14,828.48	\$16,065.73
303 MISCELLANEOUS FUND	\$20.59		\$20.59
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
319 LODGING TAX FUND	\$2,497.07		\$2,497.07
320 SALES TAX OPERATING FUND	\$105,894.65		\$105,894.65
324 SALES TAX MINI MATCH RSRV FUND	\$45.68		\$45.68
326 REVOLVING LOAN FUND	\$6,001.35		\$6,001.35
328 150TH ANNIVERSARYRESERVE	\$5,499.58		\$5,499.58
340 HANDICAPPED PARKING FINES	\$5.00		\$5.00
393 1% RESTAURANT TAX FUND	\$1,359.87		\$1,359.87
574 5-2-97 (FLOOD PHASE II)	\$437.00		\$437.00
622 3RD AVE N. RECON PROJ	\$17,524.85		\$17,524.85
655 WESTSIDE MASTER PLAN 2017	\$96.31		\$96.31
656 16TH AVE. N. MILL OVERLAY TIF	\$813.00		\$813.00
659 RIVER POINTE ACRES	\$89.47		\$89.47
663 LS. NO. 1/PLC SS18-240	\$7,720.00		\$7,720.00
664 ADV. WARNING SIG. 9TH AVE.	\$410.00		\$410.00
TOTAL	\$657,584.93	\$151,484.52	\$809,069.45

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. February 25th, 12:00 Noon
- b. Public Works Cmt. February 26th, 12:00 Noon

ADJOURNMENT

Motion by Wateland, seconded by Bertsch, to adjourn at 5:41 p.m. Motion carried with all voting ‘aye’.

Mayor Steve Dale

Lynelle Amos, Finance Assistant