

Wahpeton City Council
January 19, 2016
5:00 p.m.

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

Absent: Mitskog

Also Present: Huwe, Lies, Miranowski, Priebe, Guck, Amos, and Cain

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Municipal Court Update – Judge Don Krassin – Judge Don Krassin provided and reviewed the Wahpeton Municipal Court Annual Report for 2015. He said the report was a statistical breakdown of the cases they have had over a period of time showing increases and decreases, along with a listing of the income. He felt they are running reasonably efficiently, and said a new clerk was provided a few years ago who has been doing an excellent job. Krassin said the clerk has been going through some old files with fines unpaid for long periods of time which doesn't necessarily mean they will be collected but will get bench warrants out and if the people show up may have a chance of collecting those unpaid amounts. As far as their number of cases, he said it depends on what the Police Department sends to them and the PD's work load goes up and down. Regarding the statistics on Illegal Consumption he said several citations can be made from one party so did not feel the decrease should be considered a trend. He said DUI's show a decreasing trend and the Police Chief felt it was because people are getting the message to not drink and drive while under the influence. Krassin said they understand the Police Department will be moving to its new location in the next year or so but their assumption is Municipal Court will continue using the same court room they are currently using which is shared with District Court. A question was asked about the increase in Theft/Shoplifting which Krassin explained was attributed to 2 individuals who were repeat shoplifting offenders at Walmart and had many offenses. Krassin was thanked for his report, and he expressed thanks for letting him serve as judge. **Motion by Bajumpaa, seconded by DeVries, to approve the Wahpeton Municipal Court Annual Report for 2015 as presented. Motion carried with all voting 'aye'.**

Mayor Hansey read a Proclamation Recognizing The Great Kindness Challenge Week January 25th to 29th, 2016 Wahpeton Central Elementary School, which he presented to Julie Carlson who is a school counselor at Central Elementary. Carlson thanked the City and Council for the recognition and explained how the challenge would work, activities that will take place, and how students will participate. Appreciation was shown through a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held January 4, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

- Wahpeton High School Trap Team ó Raffle Permit
- My Sister's Keeper Relay for Life ó Raffle Permit
- Rocky Mtn. Elk Foundation ó Site Authorization
- Richland-Wilkin Relay for Life ó Bingo & Raffle Permit
- Carter Casey Benefit Dart Tournament ó Raffle Permit
- Other Games of Chance and/or special permits:
 - Make-A-Wish ó Raffle Permit
 - Wahpeton Wrestling Club ó Raffle Permit
 - Relay for Life ó Team DOC ó Raffle Permit

Presentation/Approval of Reports

December 2015 Bill Pay Report \$1,331,380.22 ó see below
Fiscal Year End Financial Statements
ND State Auditor 2016 Letter of Engagement
Midco Correspondence
Dilapidated Properties Report

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bertsch, seconded by Lambrecht, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Pledge of Assets/Designation of Depositories ó Huwe explained that North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds be presented to the City Council. The total funds on deposit as of 12/31/15 were \$12,097,811.34 reflecting a gain in cash on hand of \$2,346,951 over the same time last year. The pledges of assets from each of the depositories adequately cover the cash deposits on hand. Huwe requested a motion approving the designation of depositories and pledges of assets as presented.

Motion by Bertsch, second by DeVries, to approve the designation of depositories and the pledges of assets as presented (see below). Motion carried with a roll call vote of 7-0.

<u>Designated Depository</u>	<u>Funds on Deposit</u>	<u>FDIC/NCUA</u>	<u>Additional</u>	<u>Total Pledged</u>
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	3,092.15	250,000.00	137,803.00	387,803.00
Banc West Investment Services	482,586.01	482,586.01	n/a	482,586.01
Bremer Bank	4,474,240.29	250,000.00	5,387,750.00	5,637,750.00
Bremer Investment Trust	700,000.00	700,000.00	n/a	700,000.00
First Community Credit Union	none	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a
State Bank & Trust	251,502.16	250,000.00	24,940.00	274,940.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	6,086,390.73	250,000.00	6,863,506.72	7,113,506.72
	12,097,811.34	2,282,586.01	12,413,999.72	14,696,585.73

Update on Fiscal Year End 2015 - Huwe said the 2015 fiscal year end financials are positive with the City's total fund equity growing from \$11,960,467 on Jan. 1, 2015 to \$14,402,327 on December 31st, 2015 a growth in fund equity of \$2,441,118 or 21%. Growth is attributed in part to an accounting change for PACE loan interest buy downs, sales tax collections in excess of projections, and permanent financing of the 11th Street North Reconstruction project with private placement bonds. The General Fund collected \$37,154 more in revenue than projected and incurred expenses \$127,423 less than budgeted, with fuel expenses being a significant source of savings. Huwe said the Finance Committee report will further explain the proposed year end transfers and budget amendments.

Long Term Financing Current Projects – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Council Retreat Thursday, January 21st 12:30 ó Huwe said the Council Retreat is scheduled for Thursday, January 21st from 12:30 to 5:00 pm. She asked Council members to please make notes on the 3 services the City provides well, 3 services that have not gone well, and 3 services that are the most important for 2016.

In Police Chief Thorsteinson's absence Huwe requested referral of an Agreement for the Joint Exercise of Peace Officer Duties ó SEMCA ó to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe requested referral of River Pointe Co-op to the Finance Committee. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe reported that a City Enhancement Organization (CEO) Committee meeting was held and are going to get into the practice of approving line items and projects as they go along. The second floor portion of the mural was discussed for completion this summer, with an estimated project cost of \$7,050. She said a motion was made, seconded, and passed to approve \$7,050 for the second floor mural completion. **Motion by Bajumpaa, seconded by Wateland, to approve \$7,050 from the CEO Funds for the second floor mural completion. Motion carried with a roll call vote of 7-0.**

Priebe announced the Community Development Corporation annual meeting will be held Monday, January 25th at 11:30 in the Red River Valley Room at NDSCS.

Priebe said an Entrepreneurial Ecosystem meeting will be held January 28th from 1:00-3:00 p.m. at NDSCS Plains Room #142 in the Student Center to explain what it is and how it can affect economic development in SE North Dakota. Presenters will be Brittany Sickler, SBA Economic Development Specialist, and Justin Neppel, ND Small Business Development Center Business Consultant, who will discuss this very important regional topic.

LIBRARY DIRECTOR

Library Report ó Guck reported the Community Coloring Club launch was successful with 13 attending the first night at Leach Public Library and 14 last week at the Breckenridge Library. It will continue through the spring/May with it being held tonight at the Mildred Johnson Library on NDSCS Campus, the following week at the Red Door Art Gallery, and the first Tuesday of February will be back at Leach Public Library. She said so far it has gone well and have gotten a lot of good feedback. She said they hope to grow this as a good community get-together activity.

Guck announced that Saturday will be the first of the Family Saturdays which Children's Librarian Rachel Kercher is putting on once a month. This Saturday from 10:00 a.m. to 1:00 p.m. family activities will take place at the Library with the first theme being "Frozen", with a movie, crafts, snacks, etc.

Schmidt commented that he has heard a lot of good comments on all the good things happening at the Leach Public Library and the excellent help that has been received when visiting the library. Hansey echoed the sentiment.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of **Tri-State Aviation Street Light Utility Fee**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Vacated Wahpeton School Right-Of-Way/Husky Drive Snow Removal and Long Term Maintenance**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Consideration of Quotes to Replace the 1996 and 1999 Toro 325 Mowers**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

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 January 11th.

Pierce Homes – West Briarwood – discussion

2015 Fiscal Year End Transfers – motion to recommend approval ó Motion by DeVries, seconded by Lambrecht, to approve the 2015 Fiscal Year End Transfers from the General Fund to the Band Fund of \$3,600.00, the CERT Fund of \$2,500.00, and the Planning Fund of \$7,081.83, and, also, transfers from the Economic Development Fund to the Sales Tax Fund of \$3,518.70, from the Water Fund to the Well House #3 Repair Fund of \$74,030.44, and from the Sanitary Sewer Fund to the Lift Station #1 Manhole Repair Fund of \$150,000 as presented. Motion carried with a roll call vote of 7-0.

2015 Budget Amendments – motion to recommend approval ó Motion by DeVries, seconded by Schmidt, to approve the 2015 Expense Budget Amendments totaling \$1,708,040.00 as presented. Motion carried with a roll call vote of 7-0.

Council Retreat Agenda – discussion

Revised Development Agreement Documents Brew Ales & Eats – motion to recommend approval ó Motion by DeVries, seconded by Dale, to approve the Revised Final Development Agreement Documents with Brew Ales & Eats as presented by Attorney Lies. Discussion held. Motion carried with a roll call vote of 7-0.

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on January 12th.

Yard Waste Collection Program Updates – discussion

WCCO/Armed Forces Reserve Ctr. Storm Water Discharge – discussion

Council Retreat Agenda – discussion

Sanitary Sewer SCADA System Upgrades - discussion

Dilapidated Properties Report

Infrastructure Replacement Project at NDSCS – discussion <time sensitive>

December 2015 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$242,686.01	\$66,499.32	\$309,185.33
201 WATER OPERATING FUND	\$53,086.98	\$110,183.11	\$163,270.09
202 SANITARY SEWER OPERATING FUND	\$40,787.08	\$172,691.52	\$213,478.60
203 WASTE REMOVAL OPERATING FUND	\$21,640.16	\$781.38	\$22,421.54
204 WASTE REDUCTION FUND	\$6,900.35		\$6,900.35
205 VECTOR CONTROL FUND	\$8,673.88	\$1,536.34	\$10,210.22
206 STREET LIGHTING	\$10,495.31		\$10,495.31
209 LIBRARY LEVY FUND	\$49,099.26	\$14,314.17	\$63,413.43
213 ADVERTISING LEVY FUND	\$3,739.53		\$3,739.53
216 AIRPORT 4-MILL LEVY FUND		-\$3,599.66	-\$3,599.66
217 PLANN COMMISSION LEVY FUND	\$1,593.13	-\$2,426.97	-\$833.84
219 BAND LEVY FUND		-\$3,600.00	-\$3,600.00
222 SOCIAL SECURITY LEVY FUND	\$26,224.86		\$26,224.86
224 RETIREMENT FUND	\$31,764.46		\$31,764.46
226 EMPLOYEE SAFETY COMMITTEE	\$99.99		\$99.99
227 ANNUAL RESERVE WH FUND		-\$2,864.00	-\$2,864.00
229 CAPITAL IMPROVEMENTS FUND	\$130,080.95		\$130,080.95
231 FD BLDG & EQUIP LEVY FUND	\$309,441.00		\$309,441.00

233 REAL ESTATE LEVY FUND	\$109.00		\$109.00
234 SPECIAL STREET MAINT FUND			\$0.00
236 LEVEE MAINTENANCE	\$3,028.92	\$7,511.41	\$10,540.33
237 CITY SHARE OF SPECIALS FUND			\$0.00
240 SPECIAL TRANSPORTATION FUNDING	\$25,266.54		\$25,266.54
253 METER DEPOSITS TRUST FUND	\$98.04		\$98.04
261 UNEMPLOYMENT COMP RESERVE FUND			\$0.00
271 ECONOMIC DEVEL DEPT FUND	\$7,716.34	\$8,554.58	\$16,270.92
272 ABSOLUTE MKTG CAMPAIGN			\$0.00
273 EDND SUMMER CONF.			\$0.00
303 MISCELLANEOUS FUND	\$463.73		\$463.73
305 VECTOR CONTROL DIST LEVY FUND			\$0.00
313 SPL ASSESSMENT DEFICIENCY FUND			\$0.00
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$6,000.00		\$6,000.00
317 JOB DEVELOPMENT LEVY FUND			\$0.00
318 WEED MAINT LEVY FUND	\$4,246.68		\$4,246.68
319 LODGING TAX FUND	\$4,191.53		\$4,191.53
320 SALES TAX OPERATING FUND	\$37,137.50	\$3,455.06	\$40,592.56
321 SALES TAX RESERVE FUND	\$10,086.08		\$10,086.08
322 SALES TAX DEFAULTS RES FUND	\$0.00		\$0.00
323 SALES TAX DEVELOPERS AGMNT RES	\$7,910.98		\$7,910.98
324 SALES TAX MINI MATCH RSRV FUND	\$1,799.03		\$1,799.03
326 REVOLVING LOAN FUND	\$1,250.00		\$1,250.00
340 HANDICAPPED PARKING FINES	\$425.00		\$425.00
389 GOLF COURSE DONATIONS	\$2,889.55		\$2,889.55
393 DOWNTOWN CARE & MTC FUND	\$57,775.29		\$57,775.29
395 CERT	\$183.01	-\$2,500.00	-\$2,316.99
453 R/I #10708 WESTSIDE TIF	\$166.67		\$166.67
454 R/I #10809 REFI 5 ISSUES	\$166.67		\$166.67
455 R/I #10910 SERIES 2010	\$166.67		\$166.67
456 R/I #11011 SERIES 2011	\$166.67		\$166.67
458 R/I #11212 SERIES A 2012	\$166.67		\$166.67
459 R/I #11314 SERIES 2014	\$34,908.36		\$34,908.36
460 R/I #11415 SERIES 2015	\$161.00	\$172.50	\$333.50
570 SALES TAX FOR INFRASTRUCTURE			\$0.00
572 SALES TAX FOR FLOOD FUND	\$34,486.83		\$34,486.83
631 11TH ST. N. AVE B TO 16TH AVE		-\$172.50	-\$172.50
636 16TH AVE. 11TH ST TO HWY 210	\$3,844.69		\$3,844.69
640 WELL #3 RISER REPAIRS/WELLHSE		-\$74,030.44	-\$74,030.44
644 LIFT STATION #1 MANHOLE REPAIR		-\$150,000.00	-\$150,000.00
TOTAL	\$1,184,874.40	\$146,505.82	\$1,331,380.22

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. CDC Annual Meeting January 25th, 11:30 A.M. NDSCS
- b. Public Works Cmt. January 26th, 12:00 Noon
- c. Finance Cmt. January 27th, 12:00 Noon (rescheduled due to CDC Annual Mtg.)
- d. Planning Commission February 1st, 4:00 P.M.

Motion by Wateland, seconded by Bertsch, to adjourn at 5:50 p.m. Motion carried with all voting ‘aye’.

Mayor Hansey

Lynelle Amos, Finance Assistant