

Wahpeton City Council

January 20, 2015

5:00 p.m.

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

Absent: Bajumpaa

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Reminder – Appeal Hearing on Notice & Order on dilapidated Property at 804 2nd Ave. N. immediately following Council meeting ó Mayor Hansey said this hearing is postponed until February 17th, 2015.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held January 5, 2015

Games of Chance Licenses, Site Authorizations & Special Permits

- Wahpeton Harmony Senior Citizens Center Bingo Permit
- Benedictine Living Community of Wahpeton Raffle Permit
- Breckenridge/Wahpeton Zonta Club Raffle Permit
- Other Games of Chance and/or special permits:
- Wahpeton Wrestling Club Raffle Permit

Presentation/Approval of Reports

- December 2014 Bill Pay Report \$2,245,808.95 ó see below
- Fiscal Year End 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 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 12/31/13 were \$9,733,682, and on 12/31/14 the funds on deposit were \$9,750,859.95, reflecting a difference of only \$17,178. Huwe requested a motion approving the designation of depositories and pledges of assets as presented. **Motion by Bertsch, second by Lambrecht, to approve the designation of depositories and the pledges of assets as presented (see below). Motion Carried with all voting ‘aye’.**

<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	4,103,244.69	250,000.00	5,163,234.00	5,413,234.00
Banc West Investment Services	469,000.00	469,000.00	n/a	469,000.00
Bremer Bank	362,812.60	250,000.00	211,655.00	461,655.00
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	24,309.00	274,309.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	3,764,300.50	250,000.00	4,182,911.89	4,432,911.89
	9,750,859.95	2,269,000.00	9,582,109.89	11,851,109.89

Huwe requested Suspension of the Rules to address a contract extension for the City Hall Mailing System. **Motion by DeVries, seconded by Dale, to Suspend the Rules. Motion carried with all voting ‘aye’.** Huwe said the postage meter and mailing system in City Hall is currently leased through Dakota Mailing and Great America Financial Services. The lease agreement began 2/8/2011 and terminates on 2/8/2015. Dakota Mailing has offered an extension of the contract for 63 months reducing the monthly fee from the current \$161 per month to \$139 per month with upgraded equipment upon commencement of the contract extension. She requested a motion to approve the mailing system contract proposal from Dakota Mailing Systems for a DM 400 Mailing System at \$139 per month. **Motion by Dale, seconded by DeVries, to approve the mailing system contract proposal from Dakota Mailing Systems for a DM 400 Mailing System at \$139 per month. Motion carried with a roll call vote 6-0.**

ND Dept. of Health Laboratory Services Contract Renewal ó Huwe said the ND Department of Health Laboratory Services Division provides chemical and radiological analyses required for compliance with the Safe Drinking Water Act and Clean Water Act. The contract value will vary with the number of sample analyses requested. It was noted the City also uses the City of Fargo’s testing facilities to provide water analyses. Huwe requested a motion to approve the contract from the ND Dept. of Health Laboratory Services Division for Laboratory Services 1/1/2015 ó 12/31/2015. **Motion by Bertsch, seconded by Lambrecht, to approve the contract from the ND Department of Health Laboratory Services Division for Laboratory Services 1/1/2015 – 12/31/2015. Motion carried with a roll call vote 6-0.**

Request Permission to Proceed to Advertise the 1990 Ford LS8000 Pump Fire Truck ó Huwe said the Fire Dept. is requesting permission to advertise for the disposition of the 1990 pumper truck in anticipation of delivery of a new pumper truck in July. The value of the truck is estimated to be greater than \$5,000 which will require publication in an appropriate trade journal, online website or the City’s Official newspaper per ordinance No. 2-505. She requested a motion to approve advertising the sale of the 1990 Ford LS 8000 Pumper Truck. **Motion by DeVries, seconded by Dale, to approve advertising the sale of the 1990 Ford LS 8000 Pumper Truck. Discussion held. Motion carried with all voting ‘aye’.**

Pay Study Status Update ó Huwe said the Hay Group has begun the research portion of the Compensation Study, and interviews with 9 supervisors/department heads are scheduled to be conducted via teleconference on January 28th and February 3rd. The agreement with Hay anticipates preliminary recommendations by mid-April.

Update on Fiscal Year End 2014 ó Huwe said the 2014 fiscal year end financials are positive with the City’s total fund equity growing from \$10,341,389 on January 1, 2014 to \$11,960,467 on December 31st, 2014. The 2013 fund balances experienced a slight 4% decline of \$359,830 compared to the 16% increase in 2014 of \$1,619,078 on a cash basis. The modified accrual basis will show an increase in fixed assets with the capitalization of 6 infrastructure projects being added to the city’s balance sheet. The Finance Committee’s report will further explain the proposed year end transfers and budget amendments.

2015 Capital Improvements Budget – request referral to both committees – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee, and also to Public Works & Public Safety Committee.

2015 Council Goals – request referrals to both committees ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee, and also to Public Works & Public Safety Committee.

2014 Financial Audit by ND State Auditor’s Office week of Feb. 17th

ATTORNEY

Resolution Giving Consent to County Park Board Levy ó City Attorney Lies explained that there was a request from the State Attorney’s Office relating to the Park Board Levy. The County annually levies

for Park Board and Recreation and then disburses it out to cities with park boards. A resolution is needed giving consent to the Park Board having that levy.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3562
RESOLUTION GIVING CONSENT TO COUNTY PARK BOARD LEVY
PURSUANT TO NDCC §11-28-06

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 6-0.

[Mitskog joined meeting]

LIBRARIAN

Library Report ó Guck requested referral to the Public Works Committee of the lift at the Library. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Guck announced that there is currently a display of fish decoys at the Library, and next Wednesday at 2:00 p.m. two of the artists will be at the library to talk about them.

Guck reported that next week she will be attending the American Library Association Mid-Winter Conference on behalf of NDLA as their current President, starting next Thursday through the following Tuesday in Chicago.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe distributed and reviewed the 2014 draft of the summary report for Economic Development activity throughout the year. Information in the report included EDC meeting months and topics covered, listing of expenses/projects funded by sales tax for economic development (Fund 320), listing of expenses funded by sales tax for recreation (Fund 321), JDA activity (Fund 317), department payroll, a graph of income and expenses for Fund 320, and draft numbers of funds available for projects at the end of 2014.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Regulations regarding portable storage containers and dumpsters – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Mayor Hansey also referred Old City Hall to the Public Works & Public Safety Committee.

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 January 12th.

Agricultural Land Lease – discussion

Fund Amendments – motion to recommend approval of amendments as presented ó **Motion by Dale**, seconded by Lambrecht, to approve the amendments and transfer of assets of the Bulk Fuel Fund 361, CDC Fund 327, Water Rescue Team Fund 364, and Community Policing Fund 367, and to repurpose the PD Radio Sinking Fund 365 to Police Special Equipment, for a total of \$29,907.40 as presented. Motion carried with a roll call vote 7-0.

Fiscal Year End Transfers – motion to recommend approval of transfers as presented ó **Motion by Dale**, seconded by Bertsch, to approve the 2014 Fiscal Year End Transfers from the General Fund to the Capital Improvements Fund, Police Special Equipment Fund, and Employee Safety Committee Fund as presented, for a total of \$262,000.00. Motion carried with a roll call vote 7-0.

2014 Budget Amendments – motion to approve amendments as presented ó Motion by Dale, seconded by Bertsch, to approve the 2014 Expense Budget Amendments totaling \$3,163,930.07 as presented. Motion carried with a roll call vote 7-0.

Public Works & Public Safety Committee Report

DeVries said the Public Works & Public Safety Committee met at noon on January 13th.

Dilapidated Properties Update

Library Roof/Plaster/Door Project contract change orders #2 \$396.00 & #3 \$1,361.00 with Comstock Construction – motion to recommend approval of contract change orders ó Motion by DeVries, seconded by Wateland, to approve Library Roof/Plaster/Door Project Contract Change Orders # 2 for \$396.00 and #3 for \$1,361.00 with Comstock Construction. Motion carried with a roll call vote 7-0.

Sanitary Sewer Lift Station #1 Manhole Replacement contract change order #1 \$10,380.11 with RL Larson – motion to recommend approval of contract change order ó Motion by DeVries, seconded by Lambrecht, to approve Sanitary Sewer Lift Station #1 Manhole Replacement Contract Change Order #1 for \$10,380.11 with RL Larson. Motion carried with a roll call vote 7-0.

Well House #3 Rise Replacement contract change order #1 \$3,602.71 with Comstock Construction – motion to recommend approval of contract change order ó Motion by DeVries, seconded by Bertsch, to approve Well House #3 Rise Replacement Contract Change Order #1 for \$3,602.71 with Comstock Construction, and to move the completion date to June 26, 2015. Motion carried with a roll call vote 7-0.

Traffic Signal timing on Dakota Ave. – motion to recommend timing changes as presented ó Motion by DeVries, seconded by Dale, to approve the change to the Traffic Signal Timing on Dakota Avenue to the ND DOT recommendation as presented. Motion carried with all voting ‘aye’.

Request Vacation of Right of Way – Flex TM – motion to recommend drafting of an easement and setting a hearing date ó Motion by DeVries, seconded by Schmidt, to approve Drafting an Easement for the Vacation of Right-of-Way requested by FLEX TM and to set a hearing date of March 16th, 2015. Motion carried with all voting ‘aye’.

December 2014 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$321,683.39	\$54,545.34	\$376,228.73
201 WATER OPERATING FUND	\$65,997.35	\$33,768.67	\$99,766.02
202 SANITARY SEWER OPERATING FUND	\$32,658.87	\$21,874.85	\$54,533.72
203 WASTE REMOVAL OPERATING FUND	\$21,641.08	\$750.30	\$22,391.38
204 WASTE REDUCTION FUND	\$7,595.41	\$602.83	\$8,198.24
205 VECTOR CONTROL FUND	\$14.40	\$1,473.67	\$1,488.07
206 STREET LIGHTING	\$10,366.38		\$10,366.38
209 LIBRARY LEVY FUND	\$6,347.25	\$13,951.65	\$20,298.90
213 ADVERTISING LEVY FUND	\$3,430.26		\$3,430.26
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$415.00	\$581.54	\$996.54
222 SOCIAL SECURITY LEVY FUND	\$25,579.45		\$25,579.45
224 RETIREMENT FUND	\$31,030.01		\$31,030.01
226 EMPLOYEE SAFETY COMMITTEE	\$133.05		\$133.05
227 ANNUAL RESERVE WH FUND		-\$2,739.00	-\$2,739.00
229 CAPITAL IMPROVEMENTS FUND	\$26,298.53		\$26,298.53
231 FD BLDG & EQUIP LEVY FUND	\$10,628.25		\$10,628.25
233 REAL ESTATE LEVY FUND	\$15,690.99		\$15,690.99
234 SPECIAL STREET MAINT FUND	\$12,648.00		\$12,648.00
235 SNOW/FLOOD EMERG LEVY FUND	\$451.25		\$451.25
236 LEEVE MAINTENANCE	\$1,501.14	\$7,111.46	\$8,612.60
240 SPECIAL TRANSPORTATION FUNDING	\$12,095.43		\$12,095.43
253 METER DEPOSITS TRUST FUND	\$41.52		\$41.52
271 ECONOMIC DEVEL DEPT FUND	\$1,982.24	\$11,288.97	\$13,271.21
313 SPL ASSESSMENT DEFICIENCY FUND		\$1,030.74	\$1,030.74
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
317 JOB DEVELOPMENT LEVY FUND	\$12,098.13		\$12,098.13
318 WEED MAINT LEVY FUND	\$4,818.50	-\$1,030.74	\$3,787.76
319 LODGING TAX FUND	\$1,223.40		\$1,223.40

320 SALES TAX OPERATING FUND	\$417,350.76		\$417,350.76
321 SALES TAX RESERVE FUND	\$60,038.54		\$60,038.54
323 SALES TAX DEVELOPERS AGMNT RES	\$5,114.00		\$5,114.00
324 SALES TAX MINI MATCH RSRV FUND	\$455.50		\$455.50
326 REVOLVING LOAN FUND	\$1,497.04		\$1,497.04
350 EMPLOYEE BONUS MISC. PAYROLL	\$12,450.00		\$12,450.00
363 SAFE COMMUNITIES COALITION	\$5,452.97		\$5,452.97
391 SIDEWALK MAINT FUND		-\$3,417.61	-\$3,417.61
393 DOWNTOWN CARE & MTC FUND	\$81,014.60		\$81,014.60
395 CERT	\$441.66		\$441.66
459 R/I #11314 SERIES 2014	\$29,582.21	-\$51,467.45	-\$21,885.24
570 SALES TAX FOR INFRASTRUCTURE	\$271,468.81		\$271,468.81
572 SALES TAX FOR FLOOD FUND	\$41,470.99		\$41,470.99
574 5-2-97 (FLOOD PHASE II)	\$186.00		\$186.00
608 08-02-03 SSIDE STORM SEWER	\$728.30	\$20,015.95	\$20,744.25
610 SAFE ROUTES TO SCHOOL			\$0.00
611 S SIDE DRAINAGE IMP DR09-150	\$14,467.42	\$8,361.30	\$22,828.72
615 CUL DE SAC IMPROVEMENTS	\$89,084.94	\$11,633.10	\$100,718.04
617 ALLEY IMP VARIOUS LOC.	\$3,799.92	\$3,998.88	\$7,798.80
622 3RD AVE N. RECON PROJ	\$32,514.77		\$32,514.77
629 66TH ST S SHARED USE PATH		\$3,417.61	\$3,417.61
630 WESTSIDE NATURAL DRAIN PROJ.	\$4,457.08	\$914.60	\$5,371.68
631 11TH ST. N. AVE B TO 16TH AVE	\$18,375.15		\$18,375.15
634 COMMERCIAL STREET REHAB	\$49,420.72	\$6,543.62	\$55,964.34
640 WELL #3 RISER REPAIRS/WELLHSE	\$175.00	\$36.41	\$211.41
643 LIBRARY ROOF, WALLS & DOOR	\$21,722.36		\$21,722.36
644 LIFT STATION #1 MANHOLE REPAIR	\$310,687.83	\$36.43	\$310,724.26
TOTAL	\$2,102,075.85	\$143,733.10	\$2,245,808.95

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. January 26th, 5:00 P.M. (rescheduled due to CDC Annual Mtg.)
- b. Public Works Cmt. January 27th, 5:00 P.M.
- c. Planning Commission February 2nd, 4:00 P.M.

Motion by Bertsch, seconded by Mitskog, to adjourn at 5:43 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant