

Wahpeton City Council
January 22, 2019
5:00 p.m.

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

Absent: Bertsch

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Retirement of Street Crew Worker Robin Dahlgren 1978-2019 ó Wateland presented Dahlgren with a plaque congratulating him on his retirement and thanking him for his 40+ years of dedicated service to this community. Gratitude was shown through a round of applause.

Municipal Court Report 2018 – Judge Don Krassin ó Judge Don Krassin provided and reviewed the Wahpeton Municipal Court Annual Report for 2018, 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 a great Clerk of Court. **Motion by Bajumpaa, seconded by McCann, to acknowledge receipt of the 2018 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 January 7, 2019

Approval of minutes of special council meeting held January 14, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Raffle Permit ó Mallie Ann Breuer Foundation

Presentation/Approval of Reports

December 2018 Financial Statements

December 2018 Bill Pay Report \$1,610,870.39 ó see below

150th Anniversary Activities Jan. 31st ó Feb. 2nd

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, seconded by McNary, 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 – request motion to approve ó Huwe said North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds. The total funds on deposit as of 12/31/18 were \$11,139,184 reflecting a decrease in cash on hand of \$2,247,820 over the same time last year primarily attributed to open capital improvement projects pending permanent financing. The pledges of assets from each of the depositories adequately covers the cash deposits on hand. Huwe requested a motion approving the designation of depositories and pledges of assets. **Motion by McCann, second by Bohn, to approve the designation of depositories and the pledges of assets as presented (see below). Motion carried with all voting ‘aye’.**

The Total Pledges and Requested Designated Depositories as of December 31, 2018 are

<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	1,389	250,000	n/a	250,000
Banc West Investment Services	523,528	523,528	n/a	523,528
Bremer Bank	5,218,654	250,000	7,750,000	8,000,000
Bremer Investment Trust	450,000	450,000	n/a	450,000
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	none	n/a	n/a	n/a
U.S. Bank	none	n/a	n/a	n/a
Wells Fargo Bank	4,945,613	250,000	5,567,522	5,817,522
	11,139,184	1,723,528	13,317,522	15,041,050

Request Council Confirmation of Appointment of Michael Ferrel to the Bois de Sioux Golf

Board term ending 2019 ó Huwe said the Bois de Sioux Golf Board of Directors requests Council confirmation of the appointment of Michael Ferrel to complete the unexpired term of Eric Carlson ending in 2019. She requested a motion confirming the appointment of Michael Ferrel to the Bois de Sioux Golf Club Board of Directors. **Motion by Wateland, seconded by Lambrecht, to approve Confirming the Appointment of Michael Ferrel to the Bois de Sioux Golf Board of Directors with term ending 2019. Motion carried with all voting ‘aye’.**

Request approval of the Fireworks Display License for Sat. Feb. 2nd ó Huwe explained the Wahpeton Sesquicentennial Committee has planned an event filled weekend beginning January 31st culminating in a fireworks display on Saturday, February 2nd at John Randall Field. She requested a motion to approve the Fireworks Display License application submitted by Cory Unruh for February 2nd, 2019. **Motion by McCann, seconded by Bohn, to approve the Fireworks Display License application submitted by Cory Unruh for February 2nd, 2019. Motion carried with all voting ‘aye’.**

Alternate Indigent Defense Contract – request referral to Finance Cmt. ó Huwe said Attorney Mark Meyer has served as the alternate indigent defense attorney for Wahpeton Municipal Court since July of 2004. She requested the Finance Committee review a draft contract for alternate indigent defense services. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Legislative Update ó Huwe said today is day 12 of the 66th Legislative Session. Yesterday was the final day new bills could be introduced. Both the House and the Senate committees are in the process of conducting hearings on the 907 proposed bills and 28 concurrent resolutions. The North Dakota League of Cities is currently tracking the activity on 177 bills that affect cities ranging from the Prairie Dog Infrastructure bill to proposals to increase traffic fines. The potential for bills to become laws happens after crossover on February 22nd. The Chamber of Commerce will host the first Coffee with the Legislators on Saturday, February 2nd at 10:30 a.m. in the Red River Valley Room at NDSCS.

2018 Audit – February 4th ó Huwe announced the North Dakota State Auditor’s Office will conduct a field audit of 2018 on February 4th & 5th. The final audit report is expected to be published in May.

ATTORNEY

Resolutions 3711 & 3712 extending Electric and Natural Gas Franchise Fees ó City Attorney Lies explained the City renews their franchise fees for natural gas and for electricity biennially. He is proposing tonight that it not only be renewed to continue with the same rates but that it be done for an

indefinite period instead of every two years. The wording would be effective until further amended.

Council member McCann offered the following and moved its adoption:

RESOLUTION NO. 3711
**RESOLUTION AMENDING RESOLUTION NO. 3624, EXTENDING
ACTIVATION OF OTTER TAIL POWER COMPANY FRANCHISE FEE
PURSUANT TO ORDINANCE NO. 923**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McNary. Motion carried with a roll call vote 7-0.

Council member McCann offered the following and moved its adoption:

RESOLUTION NO. 3712
**RESOLUTION AMENDING RESOLUTION NO. 3623, EXTENDING
ACTIVATION OF GREAT PLAINS NATURAL GAS CO. FRANCHISE FEE
PURSUANT TO ORDINANCE NO. 905**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McNary. Motion carried with a roll call vote 7-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report/Renaissance Zone Project Recommendations ó DeVries said there were 3 Renaissance Zone recommendations he would be presenting. He explained when the City's Renaissance Zone was renewed and approved for an additional 5 years letters were sent out to inform the property owners in the zone of the program which generated some interest.

The first Renaissance Zone project was a Purchase and Rehabilitation by JB LLC at 506 Dakota Avenue, the former Olson Jewelers building. The rehab will include electrical, flooring, plumbing, HVAC, insulation, new doors, and sign. Discussion held regarding the estimated value of the project. **Motion by McCann, seconded by Lambrecht, to approve the JB LLC Purchase with Rehabilitation Renaissance Zone Project at 506 Dakota Avenue and the 5 year property tax exemption on improvements only. Motion carried with a roll call vote of 7-0.**

The second Renaissance Zone Project was a Lease Project for Nadine Julson LLC at 506 Dakota Avenue, which would offer an income tax exemption from the State for 5 years. Julson would be renting the space from JB LLC for her business. **Motion by Lambrecht, seconded by Bohn, to approve the Nadine Julson LLC Renaissance Zone Lease Project and forward to the State Renaissance Zone office for approval of a 100% state income tax exemption for 5 years. Motion carried with a roll call vote of 7-0.**

DeVries then requested to set a Joint Public Hearing with the Planning Commission be scheduled for February 4th to add another block, Block 37, to the Renaissance Zone District. The area is west of Tractor Supply. **Motion by McCann, seconded by Bohn, to approve scheduling a Joint Public Hearing with the Planning Commission for February 4th, 2019 at 5:00 p.m. for the proposed addition of Block 37 to the Renaissance Zone District. Motion carried with all voting 'aye'.**

DeVries announced he was creating a fun video to be put on Facebook, etc., for the upcoming sesquicentennial celebration and told Council members he may be approaching some of them to be on camera.

LIBRARY DIRECTOR

Library Report ó Bakken reported there will be a Pinterest class on painted reusable bags held at the library tonight. A preschool program will be held tomorrow with a movie at 10:00 a.m. The library's Mid-winter's Read Program begins today and goes through March 1st. Reading five books during that time will make you eligible for prizes. The Library Board meets Thursday, January 24th at 4:00 p.m. in the lower level of the library. Regarding the 150th celebration, the library is partnering with the 150th Committee and KBMW and once a month on the fourth Wednesday, or Wahpeton Wednesday, Wahpeton trivia will be heard at about 9:05 a.m. starting tomorrow. The prizes will include a Leach Library bag and the Wahpeton 150th swag (coin, water bottle, pin, pen, silicone wallet, and coffee mug). On February 2nd, in conjunction with the 150th celebration, the library will be showing the movie Small Foot, making a craft, playing indoor mini-golf, and will have ice cream sandwiches for families to enjoy.

POLICE CHIEF

2019 Patrol Vehicle Bids – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report

Vector Control Sprayer Purchase – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

McCann said the Finance, Personnel & Economic Development Committee met at 12:45 p.m. on January 14th.

Fiscal Year End Transfers – motion to recommend approval ó **Motion by McCann, seconded by Lambrecht, to approve the 2018 Fiscal Year End Transfers as proposed. Motion carried with a roll call vote of 7-0.**

2018 Budget Amendments – motion to recommend approval ó **Motion by McCann, seconded by Wateland, to approve the 2018 Expense Budget Amendments as presented. Motion carried with a roll call vote of 7-0.**

City Hall Copier Lease – no action necessary

Draft Employee Policy Manual – discussion

400 Block Development Agreement

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on January 15th.

Crosswalk Safety Concerns at 11th St. N. & Westmore Ave. Solar Flashing Beacons – motion to purchase \$1,675 from Special Transportation Fund ó **Motion by Lambrecht, seconded by McNary, to approve accepting the bid from Traffic Control for a 24-hour Flashing Amber Solar Beacon in the amount of \$1,675.00 from the Special Transportation Fund at 11th Street North and Westmore Avenue Crosswalk. Motion carried with a roll call vote of 7-0.**

2019 Melter Rental – motion to recommend approval of Swanston Eq. Agreement ó **Motion by Lambrecht, seconded by McCann, to approve entering into a Lease Agreement with Swanston Equipment Companies for the Lease of a Marathon Melter in the amount of \$5,500.00. Motion carried with a roll call vote of 7-0.**

2019 Maintenance Agreement for Generators – motion to recommend approval of Interstate Power Systems 3 yr. Agreement ó **Motion by Lambrecht, seconded by McNary, to approve authorizing the Generator Maintenance Agreement with Interstate Power Systems in the amount of \$10,380.12. Motion carried with a roll call vote of 7-0.**

Cul-de-Sac Snow Plowing – motion to recommend amendment of snow plow policy ó Bajumpaa presented a map of a cul-de-sac on Woodland Drive that he proposed should be included with those that the City will be implementing the new policy on. **Motion by Lambrecht, seconded by Bajumpaa, to approve the Amendment of the Snow Plow Policy regarding the additional cul-de-sacs determined for snow removal. Motion carried with all voting ‘aye’.**

Dakota Ave. Signal Timing – motion to recommend alternative timing sequence ó **Motion by Lambrecht, seconded by Bohn, to approve obtaining an alternative Signal Parameter Timing Sequence Plan for an estimated cost of \$2,000.00 from the Special Transportation Funds. Motion carried with all voting ‘aye’.**

Draft Ordinance Regulating Chickens within City Limits – pending second reading of Ord. 998

Building Official Updates

December 2018 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$281,519.00	\$89,669.82	\$371,188.82
201 WATER OPERATING FUND	\$58,962.59	\$45,673.31	\$104,635.90
202 SANITARY SEWER OPERATING FUND	\$41,728.72	\$26,060.72	\$67,789.44
203 WASTE REMOVAL OPERATING FUND	-\$6,680.75	\$989.44	-\$5,691.31
204 WASTE REDUCTION FUND	\$6,856.41		\$6,856.41
205 VECTOR CONTROL FUND	\$8,349.10	\$23,087.39	\$31,436.49
206 STREET LIGHTING	\$11,875.06		\$11,875.06
209 LIBRARY LEVY FUND	\$5,836.65	\$13,023.17	\$18,859.82
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$406.86	-\$5,000.00	-\$4,593.14
227 ANNUAL RESERVE WH FUND		-\$3,975.88	-\$3,975.88
229 CAPITAL IMPROVEMENTS FUND		-\$25,000.00	-\$25,000.00
231 FD BLDG & EQUIP LEVY FUND	\$45,000.00		\$45,000.00
234 SPECIAL STREET MAINT FUND		\$8,678.16	\$8,678.16
235 SNOW/FLOOD EMERG LEVY FUND	\$157.50		\$157.50
236 LEVEE MAINTENANCE	\$3,349.32	-\$2,710.31	\$639.01
271 ECONOMIC DEVEL DEPT FUND	\$3,398.20	-\$4,856.90	-\$1,458.70
305 VECTOR CONTROL DIST LEVY FUND	\$2.40		\$2.40
315 TAX INCREMENT FUND	\$376,609.05	\$813.00	\$377,422.05
316 1% LODGING TAX (ADDTL 1/1/08)	\$5,000.00		\$5,000.00
317 JOB DEVELOPMENT LEVY FUND	\$4,762.74		\$4,762.74
319 LODGING TAX FUND	\$1,244.24		\$1,244.24
320 SALES TAX OPERATING FUND	\$18,840.63	\$18,777.78	\$37,618.41
324 SALES TAX MINI MATCH RSRV FUND	\$15,396.74		\$15,396.74
326 REVOLVING LOAN FUND	\$40,440.10		\$40,440.10
328 150TH ANNIVERSARYRESERVE	\$1,708.00		\$1,708.00
393 1% RESTAURANT TAX FUND	\$18,041.98		\$18,041.98
456 R/I #11011 SERIES 2011	\$2,751.22		\$2,751.22
457 R/I #11111 SERIES B 2011	\$166.67		\$166.67
458 R/I #11212 SERIES A 2012	\$166.67		\$166.67
459 R/I #11314 SERIES 2014	\$166.67		\$166.67
460 R/I #11415 SERIES 2015	\$166.67		\$166.67
461 R/I #11516 SERIES 2016	\$166.67		\$166.67
462 R/I #11617 SERIES 2017	\$166.65		\$166.65
467 R/I# 12118 SSERIES 2018E	\$310.50		\$310.50
572 SALES TAX FOR FLOOD FUND	\$110,649.53	\$11,136.00	\$121,785.53
574 5-2-97 (FLOOD PHASE II)	\$885.50		\$885.50
622 3RD AVE N. RECON PROJ	\$234,045.39		\$234,045.39
637 E. CENTRAL STREETS 12-01-04		-\$393.00	-\$393.00
638 N. CENTRAL STRTS 2013 13-01-04		-\$253.00	-\$253.00
639 E. SANITARY SEWER 13-02-02	\$53,195.00		\$53,195.00
646 VECTOR CTRL CAP EQUIP		-\$21,888.39	-\$21,888.39
649 WTP LIME SILO & SLAKER	\$16,063.91		\$16,063.91
656 16TH AVE. N. MILL OVERLAY TIF	\$53,864.87	-\$813.00	\$53,051.87

658 ELM CT MILL & OVERLAY		- \$8,032.16	- \$8,032.16
659 RIVER POINTE ACRES	\$215.00		\$215.00
661 ROSEWOOD TRAIL SW18-241	\$161.82		\$161.82
662 GATEWAY SIGNAGE/IMP.	\$29,442.00		\$29,442.00
TOTAL	\$1,445,389.28	\$165,481.11	\$1,610,870.39

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. January 28th, 12:00 Noon
- b. Public Works Cmt. January 29th, 12:00 Noon

Dale gave a reminder of the SVEDA Summit to be held Thursday, January 24th at 5:00 p.m.

ADJOURNMENT

Motion by McCann, seconded by McNary, to adjourn at 5:33 p.m. Motion carried with all voting ‘aye’.

Mayor Dale

Lynelle Amos, Finance Assistant