

**Wahpeton City Council**

**January 5, 2015**

**5:00 p.m.**

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

**Absent:** Mitskog, DeVries, and Bajumpaa

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

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**Scott Nicholson – BW Insurance** – Scott Nicholson thanked the City of Wahpeton for their business with BW Insurance. He explained the Boiler Machinery Policy is set to renew as of Friday. Nicholson had received the renewal quote from Hartford Steam Boilers and forwarded the information to Huwe. There will be no changes in coverage this year and the premium remains unchanged. He reviewed some additional optional coverages that would be additional costs if interested in adding. The current policy is for equipment breakdown at four locations: the Community Center, Library, City Hall and the City Shop. He talked about covered forms of loss, with the limit equal to the building limits as set in 2013. Nicholson noted the last claim was in March 2010. He said he didn't need anything at this time but would wait for instruction as to how to proceed. Hansey asked if the north and south Fire Hall buildings were also included, which Nicholson felt they were but said he would look into it.

**CONSENT AGENDA ITEMS (presented by the Mayor) ó**

**Approval of minutes of regular meeting held December 15, 2014**

**Games of Chance Licenses, Site Authorizations & Special Permits: None**

**Presentation/Approval of Reports**

Application for Appeal of Notice & Order on Dilapidated Property at 804 2<sup>nd</sup> Ave. N.  
NDLC Legislative Session Resources

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Legislative Session** ó Huwe gave a reminder that the 64<sup>th</sup> Legislative Assembly will convene tomorrow, and will have representation with Council Member Alisa Mitskog serving in the House of Representatives. The NDLC will host a legislative conference call each Friday afternoon at 2:00p.m. Huwe said proposed legislation is currently being tracked in-house. She noted City Scan has included a lot of information regarding the 2015 legislative session in its January 2015 issue that can be referenced.

**Fiscal Year End Transfers – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**2014 Budget Amendments** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Bank of the West Custody Agreement** ó Huwe said the City has done some reinvesting of Certificates in Time Deposits and found the City needs to update their Bank of the West Custody Agreement, which is a

sort of signature card maintained with the bank. She requested Council approval of updating the agreement to have signers on the account of Mayor Meryl Hansey, Finance Director Darcie Huwe, and Finance Assistant Lynelle Amos. **Motion by Wateland, seconded by Bertsch, to approve updating the Bank of the West Custody Agreement to have signers on the account of Mayor Meryl Hansey, Finance Director Darcie Huwe, and Finance Assistant Lynelle Amos. Motion carried with all voting 'aye'.**

**Natural Gas Franchise Fee Renewal Resolution No. 3560** ó Huwe provided an update of the franchise fees the City of Wahpeton collects for electric power, natural gas, and cable television. She noted \$412,672.64 was collected in 2014 from franchise fees, which is about 13% of the General Fund Revenue. Discussion held.

Council member Lambrecht offered the following and moved its adoption:

**RESOLUTION NO. 3560**  
**RESOLUTION AMENDING RESOLUTION NO. 3489, 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 Bertsch. Motion carried with a roll call vote 5-0.

**Electric Franchise Fee Renewal Resolution No. 3561**

Council member Bertsch offered the following and moved its adoption:

**RESOLUTION NO. 3561**  
**RESOLUTION AMENDING RESOLUTION NO. 3490, 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 Wateland. Motion carried with a roll call vote 5-0.

**City Hall closed Jan. 19<sup>th</sup> in observation of Martin Luther King Jr. Day** ó Huwe noted that due to this holiday the next City Council meeting will be held Tuesday, January 20<sup>th</sup>.

**ATTORNEY**

**Appeal of Notice and Order on Garage at 804 2<sup>nd</sup> Ave. N. – request to set appeal hearing** ó Lies said there has been an appeal from a Building Official order on the demolition of a building, which is the garage on 2<sup>nd</sup> Avenue North just north of the parking lot east of the Sears building. He said the property shows as being owned by Robert and Stephanie Thompson who are disclaiming ownership. The Richland County Courthouse records show them as owners but they are disputing the last deed was accepted by them. The issue doesn't appear to be in regard to the need for the demolition but rather who owns the building. An appeal hearing regarding this matter was set for January 20<sup>th</sup> following the City Council meeting, at approximately 5:30p.m.

**ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report- Final Summary from Manufacturing Day 2014** ó Priebe provided copies of a Summary of Manufacturing Day Events 2014 which she reviewed. She talked about some of the events held in communities across the state, such as Fargo, Wahpeton, Jamestown, Grand Forks, and Dickinson. She also reviewed student survey results, pre-tour and post-tour. Of the 243 students who toured companies, 59% of the students said they would consider a career in manufacturing. 89% of the students recommended the teachers and career counselors take the tours and 62% recommended their parents take them. Priebe said what is being worked on now is a tour of manufacturing open house format for the cities of Fergus Falls and Wahpeton to take place around the

April 23<sup>rd</sup> timeframe. She said copies of the summary can be found on the Economic Development page of the Wahpeton.com website.

Priebe said the CDC Annual meeting will be held Monday, January 26<sup>th</sup>, 2015, and the guest speaker will be Heather Ranck who is the North Dakota/NW Minnesota Director of US Commercial Service and US Department of Commerce.

Priebe said the new Visitor Guides were delivered earlier today and copies were provided to those present.

### **LABRARIAN**

**Library Report** ó **New Logo & Website** ó In Guckø's absence, Huwe reported that the new logo and website for Leach Public Library are up and running. The website is [www.leachlibrarywahpeton.org](http://www.leachlibrarywahpeton.org).

**Decoy/Folk Art Display** ó Huwe also reported that the decoy/folk art will be on display at the Library through the end of the month.

### **PUBLIC WORKS DIRECTOR**

**PW Report** ó Miranowski requested referral to Public Works Committee **of Change Orders #2) Change Downspouts from Open Type to Closed, and #3) Remove and Replace Deteriorated ¾" Plywood Roof Sheathing for the Library Project.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Change Order #1 for 16<sup>th</sup> Avenue Lift Station Project to Add 4" drain for cleaning of trash basket and off sets were needed on the 18" and 16" lines.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski provided an update on the 16<sup>th</sup> Avenue Lift Station Manhole project saying it is complete with the exception of removing the temporary concrete pavement and replacing with permanent asphalt pavement next spring. Regarding the Well #3 project, Miranowski said the foundation walls are poured. All pipe replacement on the raw water line is complete, and the contractor will now be pouring the building slab.

### **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

**Finance, Personnel & Economic Development Committee Report** (no meeting held December 22<sup>nd</sup>)

**Public Works Public Safety Committee Report** (no meeting held December 23<sup>rd</sup>)

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee January 12<sup>th</sup>, 12:00 Noon
- b. Public Works Committee January 13<sup>th</sup>, 12:00 Noon
- c. Planning Commission January 15<sup>th</sup>, 4:00 P.M.

**Motion by Wateland, seconded by Lambrecht, to adjourn at 5:37 p.m.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant