

Wahpeton City Council
July 15, 2019
5:00 p.m.

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

Absent: None

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, Amos, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Oath of Office Wahpeton Police Officer Jamie Lindboe ó Police Chief Thorsteinson administered Oath of Office to recently hired Wahpeton Police Officer Jamie Lindboe who was congratulated and welcomed by a round of applause.

Public Hearing on Tax Increment District Development Plan Amendment – cancelled amendment is minor and does not require a public hearing, See Finance Director Report

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held July 1, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Raffle Permit ó Wahpeton 14U Baseball

Other Games of Chance and/or Special Permits: None

Presentation/Approval of Reports

June 2019 Bill Pay Report \$1,082,254.27 ó see below

June 2019 Financial Statements

Chalkfest July 20th-21st

Twin Town Gardeners Market

Wahpeton Airport Authority Minutes July 10, 2019

Census 2020 ó Counting for Dollars in North Dakota

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Designation of Depositories and Pledging of Public Deposits – 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 6/30/19 were \$13,990,186 reflecting a decrease in cash on hand of \$1,427,837 over the same time last year. The decrease in cash on hand is attributed primarily to completion of the 3rd Avenue North and East Side Sanitary Sewer projects. The pledges of assets report has been modified to reflect the deposits in federal government securities that are exempted from pledging requirements.

The combination of investments in federal government securities, deposits covered by the Federal Deposit Insurance Corporation and or additional pledged collateral meet the requirements of the North Dakota Century Code. Huwe requested a motion approving the designation of depositories and pledges of assets as presented. **Motion by McNary, seconded by Bertsch, to approve the designation of depositories and pledges of assets as presented in the memorandum provided (see below). Motion carried with a roll call vote of 8-0.**

The Total Pledges and Requested Designated Depositories as of June 30, 2019 are:

<u>Designated Depository</u>	General Ledger			Federal Government	Additional	Collateralized
	<u>Funds on Deposit</u>	<u>FDIC/NCUA</u>	<u>Letter of Credit</u>	Securities or <u>Qualified Sweep</u>	<u>Pledged Collateral</u>	<u>Total</u>
American Federal Bank	none	n/a	n/a	n/a	n/a	n/a
Bank of the West	500	500	n/a	n/a	n/a	500
Banc West Investment Services	525,319	n/a	n/a	525,319	n/a	525,319
Bremer Bank	5,402,124	n/a	6,000,000	n/a	n/a	6,000,000
Bremer Investment Trust	321,000	n/a	n/a	321,000	n/a	321,000
First Community Credit Union	none	n/a	n/a	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a	n/a	n/a
State Bank & Trust	none	n/a	n/a	n/a	n/a	n/a
U.S. Bank	none	n/a	n/a	n/a	n/a	n/a
Wells Fargo Bank	7,741,243	250,000	n/a	2,753,777	4,987,466	7,991,243
	13,990,186	250,500	6,000,000	3,600,096	4,987,466	14,838,062

* Bremer Bank pledged a Letter of Credit not to exceed \$6,000,000 5/14/2019

Tax Increment Financing Plan Amendment Resolution No. 3725 – request motion to approve

ó Huwe explained the Finance Committee reviewed the Tax Increment District 2006-1 Development Plan at their June 24th meeting. A request was received from Vision Ford asking the Council to consider using tax increment funds to extend sanitary sewer and water mains in the Wheatland Road right-of-way from their current termination point north of Caseyø General Store towards 17th Avenue North. The proposed extension would allow immediate development and expansion of Vision Fordø operations. The Development Plan includes 16 qualified infrastructure elements eligible for TIF funding. Resolution No. 3725 adds a 17th eligible element described as Wheatland Road Extension Collector Status up to 17th Avenue North, TID Element Q. This proposed amendment is the fifth amendment of the 13 year old development plan. It is considered minor and does not require a public hearing as previously discussed. Huwe requested a motion to adopt Resolution No. 3725 adding the Wheatland Road Extension Collector Status Element Q to the Tax Increment District 2006-1 Development Plan.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3725
RESOLUTION AMENDING
TAX INCREMENT FINANCING DISTRICT 2006-1

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

Wahpeton/Richland County Complete Count Committee Resolution No. 3726 – request motion to approve

ó Huwe said the Richland County Auditor Leslie Hage suggested a partnership between Richland County and the City of Wahpeton to create a joint Census 2020 Complete Count Committee. Mayor Dale arranged a meeting on July 8th with Erin F. Musland, J.D., a Partnership Specialist with the U.S. Census Bureau. Erin visited Wahpeton from her Jamestown Office and provided information about the limited success in census responses in our region and how important local grass roots efforts are to achieving a complete count. A significant fact that she shared with us

was that each person counted in the census is worth approximately \$19,100 in Federal Funding over 10 years. A 75% response rate can literally cost our community millions of dollars in lost state and federal funding. Huwe requested a motion to adopt Resolution No. 3726 establishing the Wahpeton/Richland Complete Count Committee for 2020 Census. Discussion held.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3726
RESOLUTION ESTABLISHING WAHPETON/RICHLAND COUNTY
COMPLETE COUNT COMMITTEE FOR 2020 CENSUS

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

2020 Preliminary Budget/Certification of Mill Levy – request to schedule Special City Council meeting 12:00 noon July 22nd ó Huwe said yhe 2020 Preliminary Budget will be ready for review by the Council by July 22nd. The original budget calendar suggested a special Council meeting the week of July 29th for the purpose of preliminary budget review and approval of the certification of the tax levy. She felt we will be able to have the meeting on July 22nd instead of the regularly scheduled Finance Committee meeting. Once the intent of levy is sent to the County, the tax rate may go down but cannot be increased. Huwe requested a motion to schedule a special City Council Meeting for July 22nd at Noon for the purpose of preliminary budget review and approval of the proposed certification of tax levy. **Motion by Bohn, seconded by McCann, to approve scheduling a Special City Council meeting for July 22nd at Noon for the purpose of Preliminary Budget Review and Approval of the Proposed Certification of Tax Levy. Motion carried with all voting ‘aye’.**

COMMUNITY DEVELOPMENT DIRECTOR

Reminder of Joint Hearing with Planning Commission Recommendation – August 5th at 5:00 PM on Ord. 1007 RE: Accessory Structures in the ETZ

Community Development Report ó DeVries provided an update on Roundtable Hops. He said they are still working with Justin Neppel of SVEDA, and are working on a draft purchase agreement for some land so are still interested in this community. It is hoped something will come to fruition by this fall.

DeVries then announced the 5 Wahpeton Girls Basketball players who traveled to Australia arrived today and will be representing Wahpeton in a basketball tournament there.

Happenings in Wahpeton this week include the North Dakota State 14 year old Babe Ruth Baseball Tournament which starts on Wednesday bringing 13 teams to the community, and the Wahpeton Event Center and Travelodge Grand Opening which is July 16th from 5pm-9pm. Future events include Chalkfest July 20-21.

LIBRARY DIRECTOR

Library Report ó Bakken reported there are 2 weeks left of the Summer Reading Program. She gave a reminder to all participants to complete their book logs and turn them in by end of day July 26th for prize registration and also registration of the Bank of North Dakota's College Save Drawing for \$529 to be placed in a college save account for some lucky reader in our region. She encouraged those interested to check the library's website for a calendar of upcoming events. Bakken said a webcast of the Apollo 11 moon landing was viewed at 3pm with a few viewers who

enjoyed NASA taking them back in time. The kids also made homemade ice cream today which they enjoyed very much with the warm weather. The Library Board will meet on July 25th at 4pm on the main level of the library.

2018 Annual Report ó Bakken presented the Leach Public Library 2018 Annual Report, a copy of which was provided to City Council and staff, covering January 1 ó December 31, 2018. A monthly report is provided to Council throughout the year, however this Annual Report will be presented in July and comprised of the statistics of the previous year. Overall, Bakken felt the Library is doing quite well. They continue to see tremendous foot traffic at the library in addition to the online access to today's library technology. Their predecessors laid some great ground work and they will continue to build on that in the coming years. They will also strive to bring new programs to the Library and the community. They encourage all new residents and county residents to stop in and take advantage of our wonderful library.

Library Value of Service Report ó Bakken also provided and reviewed a report of the value of services Leach Public Library provides to our citizens. When Leach Public Library opened in 1924, Mr. and Mrs. Leach and City government at that time had engraved in stone on the banner above the Library's main door "Free to All". It was free to obtain a library card for all Wahpeton residents then and that motto remains the same today, with the exception of late fees and lost items, and printing service fees. With that in mind, a Library Value Service Calculator located on the American Library Association website was found that can determine the value of service delivered by a library to its community. The last 12 months of library statistics from July 1, 2018 to June 30, 2018 were placed into the calculator and determined our local library users saved over \$726,000 of their own money by utilizing the Library's services, items, and programs. The amount per capita for library funding is \$34.04. If each citizen checked out 2-4 items they would have that return on their investment in short order. Bakken said blank forms are available at the Library desk for people to find their own savings if they are interested. Each library visit can be calculated to determine how much a person can save by utilizing their library. She encouraged all present and the citizens of Wahpeton to utilize our library and its services to get the best return of investment for their tax dollars. Discussion held.

POLICE CHIEF

2019 NDSCS Homecoming Parade Saturday Oct. 12th ó Thorsteinson presented a street closure request from the NDSCS Alumni to hold the annual NDSCS 2019 Homecoming Parade on October 12th with the route the same as recent years, starting in Breckenridge and proceeding down Dakota Avenue to 9th Street. This has been done several times with no difficulties. **Motion by McCann, seconded by Bohn, to approve the NDSCS Alumni's request for Street Closure of Dakota Avenue on October 12th for the annual NDSCS 2019 Homecoming Parade. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

PW Report

Extension of Water and Sanitary Sewer Mains adjacent to Vision Ford – request permission to proceed with pay-as-you-go TIF Project ó Miranowski provide maps of the area. He explained this would be the extension of the water and sewer mains in Wheatland Road to supply utilities for the Vision Ford project at the estimated cost of \$50,609. **Motion by Lambrecht, seconded by McNary, to approve Proceeding with Pay-as-you-go Financing for the TIF Project for the Extension of Water and Sanitary Sewer Mains adjacent to Vision Ford. Motion carried with a roll call vote of 8-0.**

Miranowski requested referral to Public Works Committee **of Removal of 48” Storm Sewer on South Side of Kidder Road**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Gate Valve Installed at the end of Red River Court**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Storm Drainage Improvements at City Tree Dump Site**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided an update saying Hydro Clean is in town this week to conduct manhole repairs. Repairs to diffusers at Pond #1 will be conducted on Thursday, weather permitting. Vector control numbers have increased. Barrier spraying will be conducted in the park along with ground spraying throughout the city. Graveling alleys continues. Heritage Square parking lot will be striped this week also.

Dale also referred discussion of Storm Water Utility to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Chalkfest Update – Arts & Culture Report by Councilmember Renelle Bertsch ó Bertsch announced Borderline Chalkfest will be held July 20 & 21 between Dakota Avenue and 2nd Avenue, led by Wahpeton native Shawn McCann. Wahpeton Breckenridge Area Chamber of Commerce Executive Vice-President Wanda Seliski said the event will run from 10am to 5pm on Saturday and Sunday, with a Meet & Greet held Friday at the Red Door Art Gallery where sponsors for this event are invited to meet the various artists. 18 artists representing 10 states are expected to include 3D, 2D and amateur artists. This event is free to the public.

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 July 8th.
2020 Budget Preparation Update – discussion

Edgewood Park Developers Agreement – completed

Marketing Housing Developments – motion to approve signage with contingencies ó Motion by McCann, seconded by Bertsch, to approve up to \$2,750 for Signage to Market Housing Developments in Wahpeton contingent upon approval by landowners. Motion carried with a roll call vote of 8-0.

Black Dirt Sales – completed

Proposed Organizational Chart & Review of PW Operations Manager Position ó discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on July 9th.
Sanitary Sewer Lift Station No. 3 Needed Repairs – discussion

RJ Hughes Drive Improvements – Wahpeton Park Board supports grant submittal for funding

Dumpster Ordinance – discussion

Yard Junk/Clutter Updates – no report

Building Official Updates - discussion

Traffic Fines – motion to offer second reading of Ord. No. 1008 to double the existing fines ó Council member Bohn offered the second reading of the following Ordinance:

ORDINANCE NO. 1008 AN ORDINANCE INCREASING FINES

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

Proposed Organizational Chart & Review of PW Operations Manager Position – discussion

June 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$231,043.93	\$53,210.19	\$284,254.12
201 WATER OPERATING FUND	\$58,622.26	\$42,971.29	\$101,593.55
202 SANITARY SEWER OPERATING FUND	\$123,081.94	\$29,931.38	\$153,013.32
203 WASTE REMOVAL OPERATING FUND	\$26,749.66	\$1,022.14	\$27,771.80
204 WASTE REDUCTION FUND	\$871.27		\$871.27
205 VECTOR CONTROL FUND	\$12,154.23	\$3,971.47	\$16,125.70
206 STREET LIGHTING	\$12,912.30		\$12,912.30
209 LIBRARY LEVY FUND	\$ 4,316.59	\$13,705.36	\$18,021.95
216 AIRPORT 4-MILL LEVY FUND	\$73,259.65	\$494.96	\$73,754.61
226 EMPLOYEE SAFETY COMMITTEE	\$75.00		\$75.00
227 ANNUAL RESERVE WH FUND		\$249.12	\$249.12
229 CAPITAL IMPROVEMENTS FUND	\$6,935.12		\$6,935.12
236 LEVEE MAINTENANCE	\$3,081.78	\$11,292.19	\$14,373.97
253 METER DEPOSITS TRUST FUND	\$184.53		\$184.53
271 ECONOMIC DEVEL DEPT FUND	\$32,759.47	\$10,387.18	\$43,146.65
315 TAX INCREMENT FUND	\$7,606.31		\$7,606.31
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,000.00		\$1,000.00
317 JOB DEVELOPMENT LEVY FUND	\$6,222.81		\$6,222.81
318 WEED MAINT LEVY FUND	\$545.00		\$545.00
319 LODGING TAX FUND	\$284.99		\$284.99
320 SALES TAX OPERATING FUND	\$27,715.08	\$221,040.04	\$248,755.12
324 SALES TAX MINI MATCH RSRV FUND	\$4,543.71	\$150.00	\$4,693.71
325 SALES TAX H.E.L.P. HOUSING FUND	\$120.00		\$120.00
326 REVOLVING LOAN FUND	\$436.67	-\$221,040.04	-\$220,603.37
328 150TH ANNIVERSARY RESERVE	\$4,299.84		\$4,299.84
329 BULL RIDING EVENT	\$3,950.00		\$3,950.00
365 PD SPEC EQUIP SINKING FUND	\$2,189.36		\$2,189.36
390 CLUBHOUSE MAINTENANCE	\$11,000.00		\$11,000.00
393 1% RESTAURANT TAX FUND	\$26,997.92		\$26,997.92
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
572 SALES TAX FOR FLOOD FUND	\$42,789.43		\$42,789.43
574 5-2-97 (FLOOD PHASE II)	\$1,993.20		\$1,993.20
622 3RD AVE N. RECON PROJ	\$307.00		\$307.00
639 E. SANITARY SEWER 13-02-02	\$75,557.89		\$75,557.89
659 RIVER POINTE ACRES	\$494.15		\$494.15
660 WESTGATE COMMONS ST18-238	\$77,749.75		\$77,749.75
662 GATEWAY SIGNAGE/IMP.	\$15,000.00		\$15,000.00
663 LS. NO. 1/PLC SS18-240	\$883.00		\$883.00
665 E. SAN. SEWER PH B SS18-243	\$2,395.00		\$2,395.00
667 2009 FERRARA FIRETRUCK	\$11,172.15		\$11,172.15
668 JR FIELD PARKING LIT & HUGHES DR	\$69.00		\$69.00
TOTAL	\$914,868.99	\$167,385.28	\$1,082,254.27

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Special Council Meeting . Preliminary Budget/Mill Levy Certification July 22nd, 12:00 Noon
- b. Public Works Cmt. July 23rd, 12:00 Noon (To be determined)

ADJOURNMENT

Motion by McCann, seconded by McNary, to adjourn at 5:42 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant