

Wahpeton City Council

July 16, 2018

5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Postponed Pending Additional Information

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held July 2, 2018

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Operation Zero ó Raffle Permit

Presentation/Approval of Reports

June 2018 Financial Reports

June 2018 Bill Pay Report \$1,530,462.16 (\$818,723 pd. to contractors) ó see below

Sales Tax Collections on Online Sales

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

Pledge of Assets – Designation of Depositories 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.

As required by the North Dakota Century Code (NDCC 21-04-13), the City Council is to be presented with a listing of pledged assets by each financial institution designated for deposit of City funds. The "pledge book" with documentation is submitted for review.

The Total Pledges and Requested Designated Depositories as of June 30, 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	513,502	511,679	n/a	511,679
Bremer Bank	5,055,767	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	9,397,365	250,000	10,629,453 ✓	10,879,453
	15,418,023	1,711,679	18,379,453	20,091,131

* Bremer Bank pledged a Letter of Credit not to exceed \$8,000,000 8/18/2017

The total funds on deposit as of 6/30/18 were \$15,418,023 reflecting an increase in cash on hand of \$3,584,000 over the same time last year. The increase in cash on hand is attributed primarily to pending financial commitments on current year construction projects. 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 Bertsch, seconded by Wateland, to approve the designation of depositories and pledges of assets as presented in the memorandum provided** (see above). **Motion carried with a roll call vote of 8-0.**

Golf Club House HVAC Replacement of Split Unit – request motion to approve expedited replacement ó Huwe said the Public Works Committee Report will include a request for permission to replace a compressor unit on one of the air conditioner units at the Bois de Sioux Golf Club House for approximately \$4,500. Just a few days later the split unit in the Grille Room failed diminishing the air conditioning in the dining room to nearly non-existent. The estimate from Schmittys Plumbing & Heating to replace the split unit is \$5,120. The Club house Mtc. Fund currently has approximately \$10,370 in it, with the estimated HVAC expenses of \$9,620, and an additional \$2,500 rent payment due October 1st the balance at year end would be \$3,250. Huwe requested a motion to proceed with the HVAC repairs of the split unit at the Golf Clubhouse for a not to exceed amount of \$5,500. **Motion by Wateland, seconded by McNary, to approve proceeding with the HVAC Repairs of the Split Unit at the Bois de Sioux Golf Clubhouse for a not to exceed amount of \$5,500.** Discussion held. **Motion carried with a roll call vote of 8-0.**

2019 Preliminary Budget – request motion for special Council Meeting July 30th at 5:00PM ó **Motion by McCann, seconded by Lambrecht, to approve Scheduling a Special City Council Meeting for July 30, 2018 at 5:00 p.m. for the 2019 Preliminary Budget Review. Motion carried with all voting ‘aye’.**

Bond Series R/I 11011 Call Notice – request referral to Finance Cmt. ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Proposal for Private Placement Bonds Small Projects – request referral to Finance Cmt. ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

South Side Fire Station Roof Replacement Funding – request referral to Finance Cmt. ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee, and also to the Public Works & Public Safety Committee.

Dakota Ave. Vacant Lot Sale – request referral to Finance Cmt. ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

ASSESSOR/BUILDING CODES

Reminder of State Board of Equalization ó This item will be carried over to the next meeting.

ATTORNEY

Petition for Annexation Update ó Attorney Lies explained some scheduling issues have occurred. The Meide property ownership is not ready to proceed yet, and they are working on their plat so there is an indefinite timeframe as far as when we should schedule a hearing. He said the annexation may be split into two pieces, possibly three. A map was provided which designated a highlighted piece owned by the State Highway Department and in order to include it in the annexation the consent of the State Highway Department is needed which may not be possible until late next week. It is the only piece of 210 Bypass that does not lie in the City limits. Lies said he would be meeting with the CDC this week regarding their parcel. He wondered if Meide is ready to go before the State Highway Department do we just annex the Meide property that's on the east side of the road and wait until we have the consent from the

State Highway Department to take in its parcel. He asked for direction from the Council as far as if we proceed with Meide as soon as possible or wait and bring in all three pieces at the same time. Lies requested authority to schedule the hearings on the first available date once they are ready to go, which would be on rezoning, replatting, and annexing. **Motion by Bohn, seconded by Bajumpaa, to approve Authorizing Attorney Lies to Schedule Public Hearings on the First Available Date for the Rezoning, Replatting and Annexing of the Parcels adjacent to the Highway 210 Bypass. Motion carried with a roll call vote of 8-0.**

Supreme Court Services Contract for Jury Trials – request motion to approve ó Lies explained the City has a new contract for court services with the Supreme Court. If the City has to go to a jury trial we have to go into District Court and then you get into State paid judges and the County Clerk of District Court. The City has had an agreement with them for well over 10 years. This is done with all cities that have their own court system, and it divides up the amount of who gets what from the fines. It's been established by the Supreme Court along with the Legislature that the State is going to take 60% of the fine revenue, and they get 100% of their cost and they added some other costs in the last legislative session also. So the split has been 60% State, 30% City and 10% County. Lies requested approve of the contract which is one that cannot be negotiated. **Motion by McCann, seconded by Lambrecht, to approve the Supreme Court Services Contract for Jury Trials. Motion carried with a roll call vote of 8-0.**

Public Hearings Rescheduled – request motion to set date

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries said a request was received for the subordination agreement of a Community Development Block Grant for Kennedy Park Apartments. Because this was a legal issue, he referred to City Attorney Lies. Regarding the Development Agreement, Lies explained when the City initially went into this we agreed to subordinate to the primary lender and any successor of the primary lender. The City has a mortgage that's out there which is on the annual forgiveness of the annual payments, with the intent that it may also turn into a grant. We are in year three of this so are subordinating to a loan of Lancaster Pollard Mortgage Company LLC in the sum of \$967,500. Lies said the City has already contracted to do this so are obligated to do it. It has been brought to the Council to be sure everyone is knowledgeable about it, and reapprove the subordination because they have their own mortgage that we have agreed to allow them to be in first position. When asked, Lies said they are getting their permanent financing due to project completion. **Motion by Lambrecht, seconded by McNary, to Re-approve the Subordination Agreement of a Community Development Block Grant for Kennedy Park Apartments. Motion carried with a roll call vote of 8-0.**

DeVries then provided an update on the Southern Valley Economic Development Authority (SVEDA). He said Justin Neppel has accepted the position as director, starting officially on July 1st. His office is located on the northeast corner of Dakota Avenue and 4th Street. He is still working on getting some office furniture but has a computer up and running there. He expects to have a website and logo soon, with signage on the building to follow. DeVries said he has had some communications with Neppel and they will be meeting tomorrow to make sure SVEDA and the City are on the same page and working together and will inform each other of things that are happening and keep up to speed. He said they intend to meet regularly. He thought Neppel had already made contact with several businesses also. DeVries reiterated SVEDA is up and running and hoped to see some success. Discussion held.

LIBRARY DIRECTOR

Library Report ó Bakken reported the summer reading program participants visited KBMW today for a tour and learning about today's technologies and the workings of the radio station as part of their Libraries Rock theme. The final day of the summer reading program is Friday, July 27th. A Harry Potter party will be held July 31st from 2:00-4:00 p.m. with the summer reading program prizes being distributed that day. All summer reading program participants who complete the program are eligible to

receive a \$25 certificate to be placed in a new or existing College Save Account. The College Save Accounts are set up through the Bank of North Dakota's 529 Plan. Ten lucky summer reading program participants throughout North Dakota will win \$529 to be added to their accounts. Next week the library will host an instrument petting zoo hosted by Schmitt Music of Moorhead, MN. Bakken said they are still trying to schedule the Collin Brownlee guitar concert which had previous scheduling conflicts. The next Library Board meeting will be Thursday, July 26th at 4:00 p.m. in the lower level of the library.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to Public Works Committee of **Installation of Permanent 4-Way Stop at the intersection of 4th Street North and 2nd Avenue North**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski announced ground spraying for mosquitoes would take place tonight, and if weather permits will try to do three times this week. When asked, he reported vector information can be found on the City's website.

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 9th.
2019 Budget Preparation Update – Special Council Meeting July 30, 2018 at 5:00 PM

Affordable Housing Grant Proposal for Westdale II Addition - discussion

Gateway Signage Project – motion to recommend to proceed ó Motion by McCann, seconded by Bertsch, to approve proceeding with CIP Project #423 Gateway Entrance Signage (Southside) estimated cost \$25,000, Project #421 By-Pass Enhancements estimated cost \$51,200, and Project #422 Gateway Entrance Signage (North & West) estimated cost \$216,750 from the 1% Restaurant Tax. DeVries provided information regarding some cost savings that could be realized by delaying some of the enhancements. Concerns were then heard from Wahpeton resident Dale Peppel regarding the amount of money proposed to be used for this signage which he felt it was too much money. It was noted the signs would be permanent structures with little to no maintenance, and the funding being used was designated for enhancements that include gateway entrances and cannot be used for infrastructure. Further discussion held. **Motion carried with a roll call vote of 7-1, with McCann, Lambrecht, Bertsch, Wateland, McNary, Bohn and Bajumpaa voting ‘aye’; and Miller voting ‘nay’.**

Development Agreements Update - discussion

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on July 10th.
16th Ave. & Hwy. 210 Storm Lift Station Reconfiguration – discussion

Rosewood Loop Shared Use Path Engineering Agmt. – motion to recommend approval of contract with Interstate Engineering up to \$101,841 ó Motion by Lambrecht, seconded by Bajumpaa, to approve the Rosewood Loop Shared Use Path Engineering Agreement with Interstate Engineering Inc. for up to \$101,841. Motion carried with a roll call vote of 8-0.

Eastside Sanitary Sewer Phase II – discussion

Pond #1 Manhole - discussion

Bois de Sioux Golf Club House A/C Repairs – motion to recommend approval to proceed with quote from Schmitty's up to \$4,500 ó Motion by Lambrecht, seconded by McNary, to approve proceeding

with the quote from Schmitty's Plumbing & Heating for the Bois de Sioux Club House Emergency A/C Repairs of up to \$4,500. Motion carried with a roll call vote of 8-0.

400 Block Development Agmnt. Update – discussion

Affordable Housing Grant Program Proposal – discussion

Gateway Signage Projects – discussion

Chickens Within City Limits – motion to recommend draft ordinance for review ó Motion by Lambrecht, seconded by Bohn, to approve directing Attorney Lies to bring a Proposed Ordinance that Addresses a Proposal to Allow Chickens Within City Limits. Discussion held. Motion carried with all voting ‘aye’.

Revisions to Ordinance Regarding Parking/Licensing of Recreational Vehicles

Revisions to Policy to Disconnect Water & Sewer Service Lines to Demo Buildings

Revisions to Policy for Ownership of Water & Sewer Service Lines from Main to Property Line

Yard/Clutter Updates – discussion

Building Official Updates – discussion

June 2018 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$239,334.04	\$62,633.97	\$301,968.01
201 WATER OPERATING FUND	\$53,553.56	\$46,339.95	\$99,893.51
202 SANITARY SEWER OPERATING FUND	\$48,215.66	\$28,207.54	\$76,423.20
203 WASTE REMOVAL OPERATING FUND	\$29,863.02	\$989.44	\$30,852.46
204 WASTE REDUCTION FUND	\$1,634.76		\$1,634.76
205 VECTOR CONTROL FUND	\$6,660.83	\$3,507.99	\$10,168.82
206 STREET LIGHTING	\$11,445.33		\$11,445.33
209 LIBRARY LEVY FUND	\$4,837.26	\$13,076.18	\$17,913.44
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$284.98		\$284.98
227 ANNUAL RESERVE WH FUND		-\$4,203.34	-\$4,203.34
229 CAPITAL IMPROVEMENTS FUND	\$5,405.41		\$5,405.41
234 SPECIAL STREET MAINT FUND	\$9,032.00		\$9,032.00
236 LEVEE MAINTENANCE	\$5,613.18	\$11,406.26	\$17,019.44
240 SPECIAL TRANSPORTATION FUNDING	\$5,454.00		\$5,454.00
253 METER DEPOSITS TRUST FUND	\$142.47		\$142.47
271 ECONOMIC DEVEL DEPT FUND	\$1,360.97	\$13,857.34	\$15,218.31
303 MISCELLANEOUS FUND	\$18,282.16		\$18,282.16
315 TAX INCREMENT FUND	\$1,250.00	-\$171,249.00	-\$169,999.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$750.00		\$750.00
317 JOB DEVELOPMENT LEVY FUND	\$13,491.68		\$13,491.68
318 WEED MAINT LEVY FUND	\$550.00		\$550.00
319 LODGING TAX FUND	\$3,457.35		\$3,457.35
320 SALES TAX OPERATING FUND	\$18,840.67		\$18,840.67
325 SALES TAX H.E.L.P. HOUSING FUND	\$120.00		\$120.00
326 REVOLVING LOAN FUND	\$7,994.67		\$7,994.67
393 1% RESTAURANT TAX FUND	\$4,124.56		\$4,124.56
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
453 R/I #10708 WESTSIDE TIF		\$171,249.00	\$171,249.00
462 R/I #11617 SERIES 2017	\$253.00		\$253.00
572 SALES TAX FOR FLOOD FUND	\$39,610.27		\$39,610.27
574 5-2-97 (FLOOD PHASE II)	\$368.00		\$368.00
622 3RD AVE N. RECON PROJ	\$207,654.39		\$207,654.39
639 E. SANITARY SEWER 13-02-02	\$367,350.90		\$367,350.90
646 VECTOR CTRL CAP EQUIP	\$18,580.00		\$18,580.00
649 WTP LIME SILO & SLAKER	\$149,394.25		\$149,394.25
654 EVERGREEN WEST ST17-234	\$61,500.00		\$61,500.00
659 RIVER POINTE ACRES	\$14,243.50		\$14,243.50
TOTAL	\$1,354,151.87	\$176,310.29	\$1,530,462.16

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. July 23rd, 12:00 Noon
- b. Public Works Cmt. July 24th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by Bohn, to adjourn at 5:55 p.m. Motion carried with all voting 'aye'.

Mayor Dale

Lynelle Amos, Finance Assistant