

Wahpeton City Council
June 17, 2019
5:00 p.m.

Present: Miller, Bohn, McCann, Dale, Lambrecht, Bertsch (via teleconference), Wateland, and McNary

Absent: Bajumpaa

Also Present: Huwe, Lies, Miranowski, Thorsteinson, DeVries, Bakken, Amos, and Johannessen

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Some residents in attendance were given the chance to address the Council. Darby Casper expressed some concerns regarding the condition of the golf course road. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held June 3, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Raffle Permit ó Minn-Dak Carvers, Inc.

Raffle Permit ó Wahpeton Breckenridge Rotary Club

Other Games of Chance and/or Special Permits:

Site Authorization ó Head of the Red Youth Activities Association at the Bois de Sioux Golf Course

Presentation/Approval of Reports

May 2019 Bill Pay Report \$997,583.69 ó see below

May 2019 Financial Statements

2018 Audit Report

Red River Valley Water Supply Project 2019 Legislative Recap

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’.**

[Bertsch left meeting at 5:05 p.m.]

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Boards & Appointments ó Huwe said several boards and commissions have appointments with terms ending this month. Follow up with existing board members and commissioners has resulted in requests for reappointment. Huwe requested a motion to approve the following re-appointments: Brett Lambrecht and Rikki Townsend to the Leach Public Library Board with terms ending 2022. Renelle Bertsch and Matt Dockter to the Wahpeton Planning Commission with terms ending 2024. Mike Rosley and Dan Hurder to the Convention & Visitors Bureau with terms ending 2023. Terms on the Special Assessment Commission and Zoning Adjustment Board are still being followed up on. The current board members' terms may continue until they are re-appointed or replaced. **Motion by McCann, seconded by Bohn, to approve re-appointments to Boards and Commissions as follows: Brett Lambrecht and Rikki Townsend to the Leach**

Public Library Board with terms ending 2022. Renelle Bertsch and Matt Dockter to the Wahpeton Planning Commission with terms ending 2024. Mike Rosley and Dan Hurder to the Convention & Visitors Bureau with terms ending 2023. Motion carried with all voting ‘aye’.

ND State Tax Dept. Contract for Collection of Sales Taxes 2019-2021 ó Huwe explained the contract with the ND State Tax Commissioner for the collection of local sales, use and gross receipts taxes expires on June 30th, 2019. The state tax department administers the issuance of sales and use tax permits, communicates changes to all permit holders, collects, remits and reports local tax collections to the City on a monthly basis. The contract includes compensation retained by the Tax Department of \$35 per permit holder annually and the current contract includes 215 permit holders with a monthly withholding of \$627. The 2019-2021 contract reflects a monthly fee of \$606 for 208 permit holders. The terms of the agreement are essentially unchanged dating back to 2001. Huwe requested a motion to approve the contract for collection of City Sales, Use and Gross Receipts Taxes 2019-2021. **Motion by Wateland, seconded by Lambrecht, to approve the ND State Tax Department Contract for Collection of City Sales, Use and Gross Receipts Taxes for 2019-2021.** Discussion held. **Motion carried with a roll call vote of 6-0.**

2018 Audit Report – request referral to Finance Cmt. ó Huwe said the North Dakota State Auditor’s Office delivered the 2018 Audit Report on June 4th. The entire report is available on the City’s website, the State Auditor’s website and on the Municipal Security Rulemaking Board website. The financial audit covers three key areas including financial statements, internal control over financial reporting, and federal award compliance. Of the eleven categories reviewed five recommendations were identified in reference to internal controls over financial reporting, including the need for a systemic annual self-initiated fraud risk assessment. Huwe requested the 2018 Audit Report Recommendations be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Tax Increment Financing Project Proposal at Vision Ford – request referral to Finance Cmt. ó Huwe said Vision Ford has submitted an outline request for consideration of Tax Increment Financing to extend city infrastructure to their south building. She requested the tax increment financing project proposal for Vision Ford be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2020 Budget Preparation Update ó Huwe reported the Department heads received their 2020 budget worksheets today and have until June 27th to complete and return them to her for preliminary budget formulation. July 8th is the target date for presentation of a proposed preliminary budget.

ATTORNEY

Attorney Lies said he had two requests for referral. He explained one was due to State Legislation adopted this year that relates to criminal offenses where the City can increase fines including traffic fines. His office met with the Wahpeton Police Department last week and would like to present to the Public Works & Public Safety Committee to review this possibility so there can be a first reading in July with an effective date hopefully by August 1st when the State law becomes effective. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Lies also asked that the Front Yard Parking Issue be referred to the Public Works Committee to work toward getting it resolved. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries reported he met with the new business advisor for the Small Business Development Center in Fargo, Ian Carlstrom, earlier today. Carlstrom will be covering Fargo as well as the Wahpeton and Jamestown areas. He will be located at the NDSU Research Building but will make trips to Wahpeton when there are individuals to be met with.

DeVries also said he attended and presented at the SVEDA (Southern Valley Economic Development Authority) capital convention event held recently. It was well attended and he believes it has generated some interest as 3 individuals have requested the City of Wahpeton Toolbox of Programs brochure to gather more information.

DeVries then introduced the Event Sales Coordinator for the new Wahpeton Event Center, Tarah Yaggie. Yaggie invited the City Council members to a ribbon cutting ceremony on July 16th at 5:00 p.m. She then shared a copy of their menu. She said the hotel, the Travelodge, has been completely renovated and offers 58 rooms including one bridal suite, one king suite, and a pool. The event center is 66 square feet and can hold up to 528 people. It has LED lighting, a coat check, 7 large screen tvs, a prep kitchen, and a patio. DeVries encouraged those who haven't been by the Travelodge and Event Center to drive by and take a look at the newly remodeled facility. He felt it looks really nice and will be a good space.

LIBRARY DIRECTOR

Library Report ó Bakken reported there were about a dozen patrons who visited the library to view the Moon Rocks display on June 7th presented by the North Dakota State Library. Many questioned were answered by North Dakota State Librarian Mary Soucie and Brienne Meyer of the North Dakota State Library. Bakken thanked the Wahpeton Police Department and Officer Mike Smykowski for the security they provided for the irreplaceable and priceless moon rocks. Kercher held an Egg Drop today for the Special Activity and much fun was had by about 40 children. Bakken gave a reminder to all high school students that AR testing will be held Wednesday, June 19th, over the lunch hour by the English teachers. Several computers are available for this program and it is hoped many will participate. Other testing dates will be July 17th and August 7th. Bakken noted the Fathers United Night held on June 13th attracted about one or two dads, however coordinator David Woods is going to be persistent and try it again. She then reported that the library is still seeing an average of about 40 children for the summer lunch program so is being utilized very well this year. The calendar of scheduled events include Preschool Storytime at 10 a.m. on Tuesdays and Book Munch at noon. Wednesdays a Preschool Fun Day will be held at 10 a.m. Thursdays the Teen Program will be held from 2 p.m. to 6 p.m. Two movies will be shown this week and next week the Teens will be executing the Paint Pour Project. Fridays at 1 p.m. a movie will be shown with popcorn or snack. The next Library Board Meeting will be held Thursday, June 27th at 4 p.m. on the main floor of the library.

POLICE CHIEF

Request for Street Closure July 20th-21st for Chalkfest 4th St. N. Dakota Ave. to 2nd Ave. ó Thorsteinson presented a street closure request from the Wahpeton-Breckenridge Chamber of Commerce for 4th Street North from Dakota Avenue to 2nd Avenue on July 20th-21st for a Chalkfest. The street would be closed from about 4 a.m. on the 20th and remain closed until about 6:30 p.m. on the 21st. He said it sounds like a fun event and did not foresee any issues. **Motion by Miller, seconded by Bohn, to approve the Street Closure of 4th Street North from Dakota Avenue to 2nd Avenue from 4 a.m. July 20th to 6:30 p.m. on July 21st for Chalkfest. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

PW Report

Miranowski reported on the seal coating project to make the public aware of the new process being used this year. He said hydrant painting continues. He also reported Mark, Sand & Gravel was scheduled to pave 3rd Avenue North this week but have had to push it back due to rain.

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 June 10th.

Draft Development Agreement Edgewood Park – discussion

Employee Extended Sick Leave Request – motion to approve extension up to Sept. 30, 2019 ó Motion by McCann, seconded by Lambrecht, to approve extending Sick Leave for Police Officer Bill Straus for 90 days to September 30th, 2019. Motion carried with a roll call vote of 6-0.

Housing Study Recommendations – discussion

Census 2020 Complete Count Committee – discussion

Referrals to Next Committee Agenda (both Committees or Committee of the Whole)

1. Proposed Organizational Chart & Review of PW Operations Manager Position ó McCann noted he had requested this referral but said it will be suspended to the week of July 8th. Mayor Dale said he would also like to refer the Sale of the Black Dirt to the Finance Committee for further discussion.

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on June 11th.

Final Pay Application Bituminous Paving, Inc. 2019 Seal Coat Proj. – motion to approve the final contract change order and final payment of \$96,410.11 ó Motion by Bohn, seconded by McNary, to approve the 2019 Seal Coat Project Final Pay Application to Bituminous Paving, Inc. for \$96,410.11. Motion carried with a roll call vote of 6-0.

Vector Control Board Update - discussion

Weed Board Update – motion to dissolve the Wahpeton Weed Board ó Motion by Bohn, seconded by McCann, to approve to dissolve the Wahpeton Weed Board as recommended by City Attorney Lies. Discussion held. Motion carried with all voting ‘aye’.

Revisions to Ordinance Regarding Parking/Licensing of Recreational Vehicles – discussion

Dumpster Ordinance – discussion

IEI Proposal for a Facility Plan for Flood Lift Station Improvements Proj. No. FL19-246 – motion to approve proceeding with Phase I \$18,200 ó Motion by Bohn, seconded by McNary, to approve proceeding with the Interstate Engineering Inc. Proposal for a Facility Plan for Flood Lift Station Improvements Project No. FL19-246 Phase I at the cost of \$18,200 with funding from the Levy Maintenance Fund. Motion carried with a roll call vote of 6-0.

Yard Junk/Clutter Updates

Building Official Updates

Position Vacancy Mechanic/Street Worker – motion to approve advertising position vacancy 6 Motion by Bohn, seconded by Lambrecht, to approve proceeding to advertise for the Mechanic/Street Worker Position Vacancy. Motion carried with all voting ‘aye’.

Traffic Control Cabinet 2nd St and Dakota Ave Replacement – discussion

Ordinance No. 1005 Front Yard Parking Restrictions – discussion

Mail Box Replacement Policy Review

Off Highway Vehicle Regulations Article XII, Ch. 42

Right of Way Consideration South of Bank of the West

Referrals to Next Committee Agenda

- 1. Request for Waste Disposal Permit – request referral to PW Cmt.**
- 2. Grease Trap at BDSGC Grille Room – request referral to PW Cmt.**
- 3. Review of Waste Water Treatment Agreements – request referral to PW Cmt.**

Mayor Dale also requested a report by Building Official Johnson on BDSGC doors, weather-stripping and concrete be presented, and also the Flood Lift Station Improvements Proj. No. FL19-246 Option 2 from Interstate Engineering be included on the next Public Works agenda.

May 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$271,901.67	\$42,533.68	\$314,435.35
201 WATER OPERATING FUND	\$62,962.68	\$42,346.77	\$105,309.45
202 SANITARY SEWER OPERATING FUND	\$42,675.13	\$26,826.01	\$69,501.14
203 WASTE REMOVAL OPERATING FUND	\$26,604.69	\$1,022.14	\$27,626.83
204 WASTE REDUCTION FUND	\$1,838.39		\$1,838.39
205 VECTOR CONTROL FUND	\$3,915.89	\$1,837.83	\$5,753.72
206 STREET LIGHTING	\$10,446.48		\$10,446.48
209 LIBRARY LEVY FUND	\$6,081.11	\$13,764.06	\$19,845.17
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$205.34		\$205.34
227 ANNUAL RESERVE WH FUND		-\$4,550.88	-\$4,550.88
229 CAPITAL IMPROVEMENTS FUND	\$36,880.57		\$36,880.57
231 FD BLDG & EQUIP LEVY FUND	\$11,474.19		\$11,474.19
234 SPECIAL STREET MAINT FUND	\$2,800.00		\$2,800.00
235 SNOW/FLOOD EMERG LEVY FUND	\$9,998.45		\$9,998.45
236 LEVEE MAINTENANCE	\$7,675.99	\$8,908.82	\$16,584.81
240 SPECIAL TRANSPORTATION FUNDING	\$1,573.00		\$1,573.00
253 METER DEPOSITS TRUST FUND	\$234.26		\$234.26
271 ECONOMIC DEVEL DEPT FUND	\$1,134.20	\$10,387.18	\$11,521.38
315 TAX INCREMENT FUND	\$23,131.55		\$23,131.55
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,700.00		\$1,700.00
319 LODGING TAX FUND	\$1,682.99		\$1,682.99
320 SALES TAX OPERATING FUND	\$110,502.66		\$110,502.66
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
324 SALES TAX MINI MATCH RSRV FUND	\$8,549.50		\$8,549.50
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARY RESERVE	\$8,800.00		\$8,800.00
366 PD CANINE UNIT FUND	\$2,101.95		\$2,101.95
390 CLUBHOUSE MAINTENANCE	\$36,093.75		\$36,093.75
393 1% RESTAURANT TAX FUND	\$4,043.10		\$4,043.10
395 CERT	\$45.46		\$45.46
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00

460 R/I #11415 SERIES 2015	\$49,621.25		\$49,621.25
574 5-2-97 (FLOOD PHASE II)	\$10,456.99		\$10,456.99
622 3RD AVE N. RECON PROJ	\$4,600.30		\$4,600.30
639 E. SANITARY SEWER 13-02-02	\$6,719.00		\$6,719.00
649 WTP LIME SILO & SLAKER	\$54,056.20		\$54,056.20
659 RIVER POINTE ACRES	\$218.00		\$218.00
660 WESTGATE COMMONS ST18-238	-\$26,865.90		-\$26,865.90
661 ROSEWOOD TRAIL SW18-241	\$26,865.90		\$26,865.90
663 LS. NO. 1/PLC SS18-240	\$1,116.50		\$1,116.50
667 2009 FERRARA FIRETRUCK	\$18,256.21		\$18,256.21
TOTAL	\$854,013.12	\$143,570.57	\$997,583.69

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. June 24th, 12:00 Noon
- b. Public Works Cmt. June 25th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by Bohn, to adjourn at 5:32 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant