

Wahpeton City Council

June 18, 2018

5:00 p.m.

Present: Schmidt, Lambrecht, Dale, Bohn, McCann, Miller, and Wateland

Absent: Bertsch and Bajumpaa

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation – Honoring the Delta Kappa Gamma Society ó Schmidt read a Proclamation Recognizing Delta Kappa Gamma ó Tau Chapter, and presented the Proclamation to Peggy Donahe who is the president and founder of the local chapter.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held June 4, 2018

Games of Chance Licenses, Site Authorizations & Special Permits

Ken Klosterman Benefit ó Raffle Permit

CHI Health at Home - Hospice ó Raffle Permit

Wahpeton Breckenridge Rotary ó Raffle Permit

Wahpeton Eagles Club ó Site Authorization

Presentation/Approval of Reports

May 2018 Financial Reports

May 2018 Bill Pay Report \$777,259.00 ó see below

ND DOT Grant Award Notice

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none.

Motion by Wateland, 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

Huwe explained there have been some technical difficulties in the past with the Council meeting broadcast and per Midcontinent recommendation AVI Systems was hired to diagnose problems with the sound system. It is hoped the quality of the broadcast is much better than it has been in the past, and other improvements will be considered in the future.

Unofficial Election Results & Council Reorganization Meeting ó Huwe said the unofficial results of the June 12, 2018 City election have been reported to the ND Secretary of State and were included with the Council packets tonight. The total voter turnout for the City election appears to be 1,356. The total ballots cast exceeded the 2014 election for the same offices by 440 or an additional 48%. The 2014 City races included 7 candidates vying for 5 offices. The 2018 race included 11 candidates vying for 6 offices. The Richland County Canvassing Board met this morning at 9:00 a.m., and notices will be sent by the city auditors to inform the newly elected of the times and date of the council organizational meeting ó which occurs on the fourth Tuesday of June in even numbered years. Wahpeton's Council organization meeting is scheduled on Tuesday, June 26th at 5:00 p.m. and the agenda will be posted on Thursday of this week.

Boards and Committee Appointments ó Huwe said the organizational meeting will include nomination of Council President and Vice President in addition to confirmation of board and commission appointments. Openings are available on the Special Assessment Commission and Zoning Adjustment Board. Those who are interested or have a suggested contact were asked to contact Huwe.

Fire Dept. Ladder Truck Certification Contract – request motion to approve ó Huwe explained the Fire Department is in the process of securing a professional services agreement with UL Fire Equipment Services. The aerial ladder fire truck must be certified once every 5 years and affects the City's overall ISO rating. The contract is a menu of fees based on the amount of work required and the findings incurred during the inspection. Past years expenses have been between \$5,000-\$6,500. Actual deficiencies identified in the inspection process will be repaired by KM Fire Pump Specialists who is a long standing vendor for the Fire Department. Huwe requested a motion to approve the contract with UL Fire Equipment Services for the inspection and certification of the Fire Department aerial ladder truck. **Motion by Schmidt, seconded by Lambrecht, to approve the Contract with UL Fire Equipment Services for the Inspection and Certification of the Fire Department Aerial Ladder Truck. Motion carried with a roll call vote of 6-0.**

Fire Dept. Training Trailer Agreement for Donation – request referral to Finance Cmt. ó Huwe said the Fire Department acquired a scenario based training trailer via a grant written by Richland County Emergency Manager Brett Lambrecht back in 2009. Discussions between the Fire Department Officers and the staff at TrainND have led to an opportunity to expand the training opportunities with the trailer. Huwe requested the draft agreement to transfer ownership of the trailer to TrainND be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Capital & Development Project Financing Update – request referral to Finance Cmt. ó Huwe said the City currently has approximately \$7 million of open capital construction projects. She requested to have the current commitments and permanent financing plans reviewed by the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2019 Budget Preparation Update ó Huwe said department heads are currently working on their 2019 preliminary budgets, and their worksheets are due on Friday, June 22nd. A Committee of the Whole is being planned to discuss the preliminary budget on Monday, July 9th. There will be more information to follow.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries explained it has been about a year and a half since the City of Wahpeton engaged Buxton Company about some retail recruitment. Over time those discussions have been stalled. With the possible development of the Westside and also in an attempt to keep our downtown vital with the Main Street Initiative, DeVries re-engaged with Buxton and asked the CDC to consider the source of information and help for the City of Wahpeton. The CDC received a preliminary on-line and over the phone short presentation from a representative of Buxton at their last meeting and were asked to review it to be discussed again at their meeting this week. It is hoped to bring a representative from Texas to Wahpeton to give a more detailed presentation. DeVries then read from the proposal received regarding the objectives for the City of Wahpeton, which were: 1) Understand the current retail economic condition; 2) Recruits a saleable complementary retail concept that fit the vision for Wahpeton retail sectors, with particular focus on parcels south of Walmart and the downtown area; and 3) Retain and strengthen existing retailers and restaurants through market insights and tools. DeVries reiterated that the City has re-engaged with Buxton and will hopefully be working at least to some extent with them in the future, depending on what the CDC decides.

Miller then talked about a possible grant opportunity for community marketing.

LIBRARY DIRECTOR

Library Report ó Bakken reported the library has been very busy with all the programming through the summer reading program. Today the children made CD pockets using fabric and other craft items. Tomorrow is preschool storytime, then at 2:00 p.m. local teacher Rachel Line will be discussing her new children's book "A Place to Call Home" and her writing experience. Next Monday the children will paint to music at 1:00 p.m., and on Tuesday will be able to enjoy a guitar concert by local musician Colin Brownlee at 2:00 p.m. Also, on June 26th the library will be co-hosting "Scan Day" with NDSCS Mildred Johnson Library from 1:00-6:00 p.m. at the Mildred Johnson Library, sponsored by Digital Initiatives and Digital Horizons. The public can sign up for 30 minute time slots and bring in up to 15 items of documents or photos that they might want scanned and saved on a flash drive with some items displayed on the Digital Horizons website for all to enjoy. There is no fee, and the goal is to engage in building, sharing and preserving North Dakota history. If anyone is interested in a time slot to preserve their items they are asked to call the library. Bakken then reported she applied for a \$500 grant through Library Vision 20/20 which would help the library to update some technology and should hear by the end of the month if the library will be a recipient.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to Public Works Committee **of Installation of Permanent Dissolved Oxygen Meter at Pond #1**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Change Order #1 with Grotberg Electric for Electrical Items Associated with the Water Treatment Plant Improvement Project**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Revisions of Policy to Disconnect Water and Sewer Service Lines on Demolished Buildings**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Professional Services Agmt. Sanitary Sewer Lift Station #1 Wet Well Lining ó Miranowski requested referral to Public Works Committee **of Professional Services Agreement with Interstate Engineering Inc. for Lift Station #1 Wet Well Lining**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Existing/Proposed City Ordinances Regarding Recreational Vehicles ó Miranowski requested referral to Public Works Committee **of Revisions to Ordinance Regarding Parking/Licensing of Recreational Vehicles**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Ownership of Water/Sewer Lines Policy Review ó Miranowski requested referral to Public Works Committee **of Revisions to Policy for Ownership of Water and Sewer Service Lines from Main to Property Line**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Professional Services/Consultant Selection Process Review

Miranowski reported a Public Service Announcement went out regarding mosquito ground spraying which will be taking place Tuesday night, weather permitting. When asked, Miranowski talked about a new crack filling product being tested on 9th Street North that seems to be performing well.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Recognition of Outgoing Council Member Martin Schmidt ó On behalf of the City of Wahpeton, Dale presented outgoing Council member Schmidt with a key to the City for his dedication of service. Schmidt said some parting words of gratitude, acknowledging those council members who were originally from Wahpeton and came back to Wahpeton to live and serve its citizens.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (No quorum - discussion only) **Review of Liquor License Ordinances & Current Practices**

Administrative Fees for Nuisance Property Mowing & Snow Removal

SunOpta Elevator Site

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on June 12th.

Sanitary Sewer Lift Station #1 Wet Well Lining & PLC Update – discussion

[Wateland exit at 5:35pm]

Equipment Replacement Schedule Amendments – motion recommend approval of the following acquisitions all within the 2018 budgeted appropriations: 1) Bobcat Skid Steer S770 T4 \$34,800 (net); 2) Grayco Pavement Line Grinder \$14,766; and 3) Street Shop Steel Roof & Insulation \$17,000 ó **Motion by Lambrecht, seconded by Schmidt, to approve the purchase of a Bobcat Skid Steer S770 T4 at the net cost of \$34,800 within the 2018 budgeted appropriations. Motion carried with a roll call vote of 5-0.**

Motion by Lambrecht, seconded by Bohn, to approve the purchase of a Grayco Pavement Line Grinder from Epic Solutions at the cost of \$14,765.22 within the 2018 budgeted appropriations. Motion carried with a roll call vote of 5-0. Discussion held.

Motion by Lambrecht, seconded by Bohn, to approve the Street Shop Steel Roof and Insulation by Filbert Construction at the cost of \$17,000 within the 2018 budgeted appropriations. Motion carried with a roll call vote of 5-0.

Administrative Fees for Nuisance Property Mowing & Snow Removal – motion to recommend Resolution 3701 to impose a \$50 Administrative Fee ó

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3701 **RESOLUTION ESTABLISHING ADMINISTRATIVE FEES**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McCann. Motion carried with a roll call vote 5-0.

ND DOT TA Grant Acceptance for Wheatland Trail Shared Use Path – motion to recommend acceptance of the grant and local match funds of approx. \$230,000 ó **Motion by Lambrecht, seconded by Schmidt, to approve the NDDOT TA Grant Acceptance for Wheatland Trail Shared Use Path and Local Match Funds of Approximately \$230,000. Discussion held. Motion carried with a roll call vote of 5-0.**

Yard/Clutter Updates – discussion

Building Official Updates – discussion

May 2018 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$225,164.03	\$34,764.69	\$259,928.72
201 WATER OPERATING FUND	\$57,645.42	\$44,437.92	\$102,083.34
202 SANITARY SEWER OPERATING FUND	\$43,319.43	\$27,561.22	\$70,880.65
203 WASTE REMOVAL OPERATING FUND	\$29,266.45	\$989.44	\$30,255.89
04 WASTE REDUCTION FUND	\$1,782.61		\$1,782.61
205 VECTOR CONTROL FUND	\$609.98	\$1,937.76	\$2,547.74
206 STREET LIGHTING	\$14,690.86		\$14,690.86
209 LIBRARY LEVY FUND	\$6,560.82	\$13,034.73	\$19,595.55
216 AIRPORT 4-MILL LEVY FUND	\$65,420.76	\$494.96	\$65,915.72
226 EMPLOYEE SAFETY COMMITTEE	\$712.62		\$712.62
227 ANNUAL RESERVE WH FUND		-\$3,153.34	-\$3,153.34
229 CAPITAL IMPROVEMENTS FUND	\$29,413.90		\$29,413.90
234 SPECIAL STREET MAINT FUND	\$4,200.00		\$4,200.00
235 SNOW/FLOOD EMERG LEVY FUND	\$2,227.50		\$2,227.50
236 LEVEE MAINTENANCE	\$2,467.89	\$9,212.61	\$11,680.50
271 ECONOMIC DEVEL DEPT FUND	\$3,481.65	\$13,857.34	\$17,338.99
303 MISCELLANEOUS FUND	\$442.37		\$442.37
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$500.00		\$500.00
319 LODGING TAX FUND	\$1,625.38		\$1,625.38
320 SALES TAX OPERATING FUND	\$18,840.67		\$18,840.67
326 REVOLVING LOAN FUND	\$428.17		\$428.17
328 150TH ANNIVERSARY RESERVE	\$619.20		\$619.20
393 1% RESTAURANT TAX FUND	\$4,819.85		\$4,819.85
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
460 R/I #11415 SERIES 2015	\$50,093.75		\$50,093.75
462 R/I #11617 SERIES 2017	\$471.50		\$471.50
574 5-2-97 (FLOOD PHASE II)	\$634.47		\$634.47
622 3RD AVE N. RECON PROJ	\$115.00		\$115.00
639 E. SANITARY SEWER 13-02-02	\$322.53		\$322.53
649 WTP LIME SILO & SLAKER	\$5,249.25		\$5,249.25
652 DANGEROUS BLDG 120 6TH ST N	\$46.00		\$46.00
655 WESTSIDE MASTER PLAN 2017	\$13,737.57		\$13,737.57
656 16TH AVE. N. MILL OVERLAY TIF	\$35,308.30		\$35,308.30
659 RIVER POINTE ACRES	\$9,154.74		\$9,154.74
TOTAL	\$634,121.67	\$143,137.33	\$777,259.00

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. June 25th, 12:00 Noon
- b. Public Works Cmt. June 26th, 12:00 Noon
- c. Council Reorganization Meeting June 26th, 5:00 PM

ADJOURNMENT

Motion by Schmidt, seconded by Lambrecht, to adjourn at 5:44 p.m. Motion carried with all voting ‘aye’.

Mayor Dale

Lynelle Amos, Finance Assistant