

Wahpeton City Council
June 20, 2016
5:00 p.m.

Present: Schmidt, Lambrecht, Bertsch, Mitskog, Hansey, Dale, Bajumpaa, and Wateland

Absent: DeVries

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation – WCCO Belting E-Star Award ó Mayor Hansey read a proclamation recognizing WCCO Belting, Inc. for receiving the E-Star Award. Tom Shorma, along with members of his leadership team, accepted the proclamation on behalf of WCCO Belting. Shorma talked about how WCCO Belting qualified for the E-Star award for Excellence in Exporting. He stated it takes a team effort to achieve such an accomplishment. Congratulations was shown through a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held June 6, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

Tri-State Safety Association ó Raffle Permit

Presentation/Approval of Reports

Dilapidated Property Report

May 2016 Bill Pay Report \$3,956,915.09 ó see below

May 2016 Financial Reports

Bremer Bank Charity Golf Tournament June 23rd ó benefitting Wahpeton Fire Dept.

Grant Award Notice ó Wahpeton Airport Authority

Senator Heidi Heitkamp Correspondence

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. Wateland commented that the Bremer Bank Charity Golf Tournament will benefit both the Wahpeton and Breckenridge Fire Departments. **Motion by Bertsch, seconded by Schmidt, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Election Results ó Huwe explained City elections are held on even numbered years, with the 2016 election having been held June 14th. She said the election results are preliminary until they have been canvased, and Richland County will act as the canvas board for the City election. Typically the canvassing board has to meet within 6 days of the election to canvas the election results. Once there has been a canvas the County Auditor will prepare an abstract of the election which will be printed in the paper, and the County Auditor will provide an official copy of the results showing the ballots cast at each ward for each City election item. Huwe said she would share the information once it is available and it will be official.

Boards & Commissions Update ó Huwe said a preliminary copy of the boards and commissions was provided. She explained how some of the appointments and re-appointments would work, noting several appointments are done at the Mayor's discretion. She said action on the memorandum regarding appointments to boards and commissions will happen at the Council re-organization meeting

next Tuesday, June 28th. Voting for the City Council President and Vice-President will also take place at that meeting. Huwe said the other boards and commissions are all addressed in City Ordinance in one way or another. She then reviewed some of the appointments and re-appointments.

2017 Budget Preparation Premises – request referral to Finance Cmt. & PW Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

Municode Update ó request referral to Finance Cmt. - Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

NDPERS Health Insurance – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Personnel Policy Manual Draft – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ATTORNEY

Tax Exemptions for New & Expanding Businesses – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Westdale II Development Agreement – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Motion by Mitskog, seconded by Schmidt, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’. Lies said work was done on getting the flagpole that sits in front of Sears/Family Dollar Store on Dakota Avenue donated to the City by the Spies Family who own the property. Along with donating the flagpole they would grant a 5ø deep by 32ø wide easement for the maintenance of it. In the easement agreement it call for the City indemnifying them and naming them on the City’s insurance policy as having coverage. The cost to add a named insured to our policy is \$25-\$30 annually. Lies said this item could be referred to committee or acted on tonight, whichever the Council saw fit. **Motion by Bertsch, seconded by Mitskog, to approve Easement Document as presented for the flagpole donated by the Spies Family in front of Sears/Family Dollar Store on Dakota Avenue, and to indemnify the Spies Family and name them on the City’s insurance policy. Motion carried with all voting ‘aye’.**

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A written Economic Development activity report was provided. Priebe reviewed some information provided by ND Job Service regarding job openings in the area.

Priebe requested consideration for setting up a Reserve Fund for the 150th anniversary or sesquicentennial. **Motion by Mitskog, seconded by Bertsch, to approve setting up a Reserve Fund for the 150th Anniversary/Sesquicentennial.** Discussion held. **Motion carried with a roll call vote of 7-0.**

Priebe noted an EDC meeting will need to be scheduled in the near future to review some projects. She also shared new Wahpeton maps created by Julie Rettig.

LIBRARY DIRECTOR

Library Report ó Guck reported that last Wednesday the Library received a \$50,000 donation from the Groneman family on behalf of the Polly Groneman Estate. Polly had said she wanted this money donated to the library, and the family asked that the money be used specifically for something so they could see how the money was used, so it has been decided it will be used to help renovate the Children’s Library. A

grant had been received recently to repair the plaster walls in the childrens area and this money will be used toward new shelving, furniture and carpet. The anticipated completion date is December 2016. It will be very child-friendly and bright, and will be renamed the Polly Benn Groneman Childrens Library.

POLICE CHIEF

Dakota Avenue Street Closure Request – Wahpeton Breckenridge Chamber of Commerce Crazy Daze July 20, 2016, 3rd St. to 6th St. 6AM to 8PM ó Thorsteinson said the Wahpeton Breckenridge Chamber is requesting street closure of Dakota Avenue on July 20, 2016, from 3rd Street to 6th Street, with the 4th Street crossing remaining open, from 6:00 a.m.-8:00 p.m. for Crazy Daze. He did not foresee any issues. **Motion by Lambrecht, seconded by Bertsch, to approve the street closure of Dakota Avenue from 3rd Street to 6th Street, with the 4th Street crossing remaining open, from 6:00 a.m. to 8:00 p.m. on Wednesday, July 20th, 2016 for the Wahpeton Breckenridge Chamber of Commerce Crazy Daze. Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of the Owner of 501 6th Avenue South to Present a Proposal for Building Purchase. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported the 16th Avenue reconstruction will have the underground work completed tomorrow then will start hauling out the excess dirt/clay which will take about 2 weeks. He thanked Lambrecht, Wayne Beyer and the Sportsmanø Club for the riprap for the bank stabilization done recently. Miranowski said hot mix patching will start this week, and storm sewer cleaning has been started. Miranowski reported Well #1 went down and may need to pull it on Wednesday to figure out what happened and how it can be repaired. He announced striping on Dakota Avenue will take place this week. Regarding odor issues at the sanitary sewer systems, Miranowski talked about some solutions that are being tried. Discussion held.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mitskog asked that consideration for signage for pedestrian crossings be referred to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (no meeting held 6-13-16)

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on June 14th.

Ordinance No. 975 – Operating Vehicle Under Influence of Liquor or Controlled Substance – motion to recommend adoption

Council member Bajumpaa offered the second reading of the following Ordinance:

ORDINANCE NO. 975
AN ORDINANCE AMENDING SECTION 42-224
OPERATING VEHICLE UNDER INFLUENCE OF LIQUOR
OR CONTROLLED SUBSTANCE

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Dale. Motion carried with a roll call vote of 7-0.

Golf Clubhouse Repair Invoice – motion to pay Schmittyø Plbg. & Heating \$1,509.60 expensed to the Clubhouse Mtc. Fund ó **Motion by Bajumpaa, seconded by Schmidt, to approve Paying the Golf Clubhouse Repair Invoice from Schmitty’s Plumbing & Heating in the amount of \$1,509.60 expensed to the Clubhouse Maintenance Fund. Motion carried with a roll call vote of 7-0.**

Review of Bids for Lift Station #7 Forcemain Re-routing on 7th St. N. – motion to accept bid from Delzer Construction \$26,398.75 expensed to the Sanitary Sewer Fund ó Motion by Bajumpaa, seconded by Dale, to approve Accepting the Bid for Lift Station #7 Force Main Re-routing on 7th Street North from Delzer Construction for \$26,398.75 expensed to the Sanitary Sewer Fund. Motion carried with a roll call vote of 7-0.

Lot 2 Blk 1 Oakwood Addtn. Minor Replat – discussion

3rd Ave. N. Storm Sewer Cleaning & Televising – motion to accept bid from Hydro-Klean \$11,415.65 expensed to the 3rd Ave. N. Reconstruction Proj. ó Motion by Bajumpaa, seconded by Dale, to approve Accepting the Bid from Hydro-Klean LLC for 3rd Avenue North Storm Sewer Cleaning & Televising in the amount of \$11,415.65 expensed to the 3rd Avenue North Reconstruction Project. Motion carried with a roll call vote of 7-0.

Purchase of 2004 Chevrolet Silverado Pickup from ND Surplus Property – motion to approve \$8,500 expensed equally to the Spl. St. Mtc. Fund, Storm Wtr. Fund and Weed Mtc. Fund ó Motion by Bajumpaa, seconded by Lambrecht, to approve the Purchase of a 2004 Chevrolet Silverado Pickup from ND Surplus Property for \$8,500 expensed equally to the Special Street Maintenance Fund, Storm Water Fund and Weed Maintenance Fund. Motion carried with a roll call vote of 6-1, with Bajumpaa, Wateland, Schmidt, Lambrecht, Bertsch and Mitskog voting ‘aye’; and Dale voting ‘nay’.

Waste Water System Focus Group Updates - discussion

Dilapidated Properties Report

UNFINISHED BUSINESS

Appreciation for Public Service – City Council Member Alisa Mitskog ó Council Member Bertsch presented Mitskog with an award from the Wahpeton Local Branch of the American Association of University Women recognizing Mitskog for 14 years of dedication on the Wahpeton City Council and leadership roles as Council President and Economic Development Commission Chair. Mayor Hansey then presented Mitskog with a Key to the City of Wahpeton plaque. Mitskog expressed thanks to the citizens of Wahpeton, saying it has been an honor to serve the community and to work with her colleagues on the Council, past and present, and the staff of the City of Wahpeton. Appreciation was shown through a round of applause.

May 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$209,683.55	\$27,559.26	\$237,242.81
201 WATER OPERATING FUND	\$70,343.27	\$36,832.87	\$107,176.14
202 SANITARY SEWER OPERATING FUND	\$23,603.41	\$25,061.07	\$48,664.48
203 WASTE REMOVAL OPERATING FUND	\$21,820.47	\$845.04	\$22,665.51
204 WASTE REDUCTION FUND	\$3,062.68		\$3,062.68
205 VECTOR CONTROL FUND	\$7,321.98	\$1,699.50	\$9,021.48
206 STREET LIGHTING	\$9,847.88		\$9,847.88
209 LIBRARY LEVY FUND	\$6,700.27	\$15,572.02	\$22,272.29
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$2,234.00	-\$2,234.00
229 CAPITAL IMPROVEMENTS FUND	\$43.04		\$43.04
233 REAL ESTATE LEVY FUND	\$1,213.50		\$1,213.50
234 SPECIAL STREET MAINT FUND	\$4,354.00		\$4,354.00
236 LEVEE MAINTENANCE	\$7,003.81	\$9,012.35	\$16,016.16
253 METER DEPOSITS TRUST FUND	\$34.70		\$34.70
271 ECONOMIC DEVEL DEPT FUND	\$4,322.54	\$14,088.42	\$18,410.96
303 MISCELLANEOUS FUND	\$25.33		\$25.33
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,201.25		\$1,201.25
319 LODGING TAX FUND	\$1,480.90		\$1,480.90
320 SALES TAX OPERATING FUND	\$16,516.59		\$16,516.59
326 REVOLVING LOAN FUND	\$12,015.95		\$12,015.95

366 PD CANINE UNIT FUND	\$342.50		\$342.50
390 CLUBHOUSE MAINTENANCE	\$968.20		\$968.20
393 DOWNTOWN CARE & MTC FUND	\$1,380.16		\$1,380.16
455 R/I #10910 SERIES 2010	\$3,339,315.82	\$625,932.58	\$3,965,248.40
460 R/I #11415 SERIES 2015	\$46,682.41		\$46,682.41
461 R/I #11516 SERIES 2016		-\$625,932.58	-\$625,932.58
574 5-2-97 (FLOOD PHASE II)	\$3,359.15		\$3,359.15
636 16TH AVE. 11TH ST TO HWY 210	\$805.00		\$805.00
647 WESTDALE PROJECT	\$696.00		\$696.00
648 WTP FACILITY PLAN	\$27,903.75		\$27,903.75
649 WTP LIME SILO & SLAKER	\$4,395.50		\$4,395.50
650 PD RELOCATION	\$1,539.99		\$1,539.99
TOTAL	\$3,827,983.60	\$128,931.49	\$3,956,915.09

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. June 27th, 12:00 Noon
- b. Public Works Cmt. June 28th, 12:00 Noon
- c. Council Reorganization Meeting June 28th, 5:00 P.M.
- d. Planning Commission July 5th, 4:00 P.M.

Motion by Mitskog, seconded by Bajumpaa, to adjourn at 5:58 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant