

Wahpeton City Council

June 5, 2017

5:00 p.m.

Present: Schmidt, Lambrecht, Bertsch, Bajumpaa, Hansey, DeVries, Dale, Miller, and Wateland

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

K-9 Officer Dustin Hill & Gypsy ó Police Chief Thorsteinson announced that K-9 Officer Dustin Hill and Gypsy won a trophy at the K-9 Trials last month for advanced K-9 detection. It was explained that Gypsy found all of the hides in unbelievable record time. Hill was congratulated and thanked for a job well done.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held May 15, 2017

Approval of minutes of special meeting held May 23, 2017

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Hockey Association Site Authorization ó Firehouse Pub

Wahpeton Hockey Association Site Authorization ó Sportsmenø Lounge

Wahpeton Hockey Association Site Authorization ó Bois de Sioux Grille Room

Wahpeton Eagles Club Site Authorization ó Wahpeton Eagles Club

NDSCS Cat Backer Letterwinner Club Site Authorization ó NDSCS

Head of the Red Youth Activities Assoc. Site Authorization ó Wahpeton Vetø Club

Richland Wilkin Relay for Life Games of Chance Permit

Other Games of Chance and/or special permits:

CHI Health Connect at Home ó Fargo Games of Chance Permit

Wahpeton Harmony Senior Center Games of Chance Permit

Presentation/Approval of Reports

Mayorø Committee on the Employment of People with Disabilities 2016 Report

Convention & Visitors Bureau Q1 2017 Report

Wilkin County Board of Commissioners Flood Plain Mapping Meeting Invitation

June 21, 2017

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2017-2019 NDPERS Health Insurance Rates ó Huwe said the North Dakota Public Employees Retirement System has notified the City our health insurance rates will increase 9.8% for the plan period July 1, 2017 through June 30, 2019. The 2017 budget projected a 20% increase with a total July 1 increased expense projected at \$28,614, and the actual cost is projected to be \$19,997 or \$8,617 less than budgeted. The single policy will increase from \$581.48 to \$638.38. The family policy will increase from \$1,404.84 to \$1,542.40. The City covers 100% of a single policy and

84% of a family policy. Premier Benefits is currently evaluating coverage alternatives for the City to consider, but if a change is made the anticipated effective date would be January 1st.

2018 Budget Preparation Calendar ó Huwe said preparations for the premises of the 2018 City budget have begun. The June 12th and 13th committee meetings will include discussion of budget priorities and premises. Those who have specific budget considerations they would like to discuss were asked to contact Huwe prior to June 12th.

Fire Dept. Request to Approve Hose Testing Contract/Budget Amendment ó Huwe said the current Insurance Services Organization (ISO) audit of the Wahpeton Volunteer Fire Department has revealed the need for a revised system for the testing and documentation of fire hoses. Hose testing is performed annually as an essential part of firefighter safety and service delivery equipment dependability. The Fire Department Officers have made a unanimous recommendation to enter into a contract with FireCatt of Troy, MI to conduct the hose testing, inspections and documentation of the 12,550 linear feet of fire hose operated by the Wahpeton Volunteer Fire Department. FireCatt operates a mobile test lab that will visit the fire stations, with the testing completed in approximately 1 day. The estimated cost is \$.29 per foot with a 3 year agreement. The current year's fee is estimated at \$3,700. Huwe requested the approval of the three year contract with FireCatt with an estimated annual cost of \$3,700. Additionally, if the Fire Department exceeds its 2017 expense budget of \$157,470 she will request a budget amendment to address this obligation. **Motion by Bajumpaa, seconded by Schmidt, to approve a three year contract with FireCatt with an estimated annual cost of \$3,700. Additionally, if the Fire Department exceeds its 2017 expense budget of \$157,470 the Finance Director will request a budget amendment to address the obligation. Motion carried with a roll call vote of 8-0.**

2018 Budget Premises – request referral to Finance Cmt. & PW Cmt. ó Huwe said the City Budget preparation process includes establishing base premises for calculation, including the target property tax mill rate, areas of service delivery emphasis, capital improvement funding, and payroll projections. She requested the 2018 Budget Premises be referred to both the Finance and Public Works Committees. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee, and also to the Public Works & Public Safety Committee.

Council Appointments to Boards & Committees ó Huwe explained the City is seeking interested individuals to fill openings on the Airport Authority, Special Assessment Commission and Zoning Adjustment Board. Several other boards and committees have members that have requested re-appointment. Anyone interested was asked to contact Huwe.

ASSESSOR/BUILDING CODES

County Board of Equalization – June 6th ó Broadland gave notification that the County Board of Equalization would be held tomorrow, June 6th, at the Richland County Courthouse at 11:00a.m. for cities. All were welcome to attend.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report & Recommendations ó Priebe reported the Planning Commission met as the Renaissance Zone Authority just prior to this meeting to review an application from Susan Heiden, Joel Heiden and Stephanie Sand soon-to-be owners of an Anytime Fitness Franchise to be located in the vacant space next to Tractor Supply Co. This location is in RZ Block 34 and zoned B-3 HIGHWAY Business. Program guidelines allow new business leases in an approved Renaissance Zone Project such as Tractor Supply Co. An approved lease project qualifies for a 100% state income tax exemption. Heiden has applied for a taxpayer in good standing certificate and once received can move forward with state approval. A Renaissance Zone Goal is to preserve and strengthen business opportunities in the zone with the objective of facilitating activity for all types of services. Priebe said the RZA recommends its approval.

Motion by Miller, seconded by DeVries, to approve the Renaissance Zone application for Anytime Fitness/Heiden Fitness LLC contingent upon receipt of State Taxpayer in Good Standing Certificate and a completed application to the State Office for approval of a 100% state income tax exemption for 5 years as presented. Discussion held. **Motion carried with a roll call vote of 8-0.**

A written Economic Development activity report was provided. Priebe said the WCDC Exec. Committee met May 25th to discuss next steps for development of recently acquired acreage west of the 210 Bypass. A scope of work and plan proposal is expected from Interstate Engineering for review June 19th. An S400B1 Large Committee meeting was also held earlier that morning to provide updates and a possible method to incent new ownership in the JCP buildings. Survey results were reviewed, and copies provided. A proposal from commercial real estate developer, PRG, was received. No action was taken. Another S400B1 meeting is scheduled for Thursday, June 8th at 7:30 a.m. at the Red Door Art Gallery classroom.

Priebe provided and reviewed a graph depicting the share of 2016 job openings by typical education requirements. There are over 15,000 job openings in ND and 73% require an Associate's degree or less. It was noted NDSOS is an Associate's degree college. This was just one of many graphics of data provided at the Workforce Development Council meeting Priebe attended in Bismarck, along with other members from Wahpeton Ofelia Wegley, HR Director from Minn-Dak Farmers Co-op, and Dan Rood Jr. They went through a strategy session using several points of data for this goal-setting meeting. They learned a lot about the challenges being faced, and wanted to give the Governor some actual actionable items to work on in the future.

Priebe announced the EDND Summer Conference will be hosted by Wahpeton Economic Development June 21-23, 2017 at NDSOS Tech Center. She reviewed the Sponsors who were: Gold Level ó Bank of ND, and the Department of Commerce; Silver Level ó Cargill, Minn-Dak Farmers, and ComDel Innovation; Bronze Level ó Interstate Engineering, Kennedy Park Townhomes, MDU, NDSBDC, ND Trade Office, Richland County JDA, Sanford Health, Wahpeton CVB, and Xcel Energy. There were other sponsors as well not included in these levels. The support is much appreciated.

Priebe provided information on the Logo Design Contest for the Sesquicentennial Celebration. The contest will run from June 1 ó August 1, 2017.

LIBRARY DIRECTOR

Library Report ó Bakken reported a Crazy Days used book sale was held Friday and was a huge success, bringing in about \$400 in one day by free will offering. The summer reading program began today with about 70 children at the library who were working on an egg drop project. Over 125 patrons of all ages have signed up for the summer reading program, child to adult. Bakken then reviewed activities currently taking place at the library. She announced the library will serve as a summer lunch site for children under the age of 18 from noon to 1:00 p.m., with snacks served from 2:00-3:00 p.m., Monday through Friday. The program is sponsored by Wahpeton Parks & Rec. Bakken reported the Library Board now has 2 openings, as one board member has decided not to seek re-appointment for the next term which begins in July. The Board meets once a month, the fourth Thursday of the month at 4:00 p.m., and is a 3-year term.

POLICE CHIEF

School Resource Officer – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

MOU with Otter Tail County for the Joint Exercise of Peace Officers Duties – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

Approval of plans and specs for 2017 Alley Project – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Approval of plans and specs for 4th Ave. S. Storm Sewer Manhole Replacement – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported the CEO made a recommendation for \$700 to build an additional electrical panel on Dakota Avenue by Hinsverkø for recently held events. **Motion by Lambrecht, seconded by Bertsch, to approve \$700 from the CEO Fund to build an additional electrical panel on Dakota Avenue. Motion carried with a roll call vote of 8-0.**

PW Report

Miranowski reported street striping continues. He said there were two water main breaks over the weekend at 1313 9th Avenue South which have been repaired. At the last Public Works Committee meeting discussion was held regarding tracking the DO levels at the pond, which have been going down and are not at acceptable levels so they are working to correct it.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Council Member Miller – Request to Cancel or Postpone the July 3rd Council Meeting (requires vote of the Council) – Motion by Miller, seconded by Lambrecht, to approve postponing the July 3rd City Council meeting until July 5th. Discussion held. **Motion carried with a roll call vote of 8-0.**

DeVries talked about the 150th Anniversary Celebration, saying a committee has been formed to come up with some events to celebrate the sesquicentennial. Four event weekends are being planned over the course of 2019. Once the logo is decided on they can start advertising. In addition to the event weekends they are hoping other organizations and entities in town may want to have special celebrations that year also, or if they already hold annual events to be sure to get them on the master calendar of events being prepared for 2019.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met May 22nd at noon. **Police Dept. Staffing Request – motion** to recommend approval of additional patrolman position effective July 1, 2017 with a budget amendment of the 2017 PD Dept. budget of \$37,756 ó **Motion by DeVries, seconded by Wateland, to approve the Addition of a Patrolman to the Police Department effective July 1, 2017 with an amendment to the 2017 Police Department Budget of \$37,756 to fund the position.** Discussion held regarding the possibility of this new hire filling the need for an SRO. **Motion carried with a roll call vote of 8-0.**

Cell Tower Lease Request for Addendum – request declined

Special Assessment Assistance Program Policy Draft – motion to recommend approval of policy draft with changes as presented ó

Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3643
RESOLUTION APPROVING AND ADOPTING
SPECIAL ASSESSMENT ASSISTANCE PROGRAM POLICY

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

Capital Improvements Plan – motion to recommend adoption (Resolution No. 3643) 6
Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3644
RESOLUTION APPROVING AND ADOPTING
2017-2021 CAPITAL IMPROVEMENTS PLAN

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

Reconfiguration of CEO & CVB Committees – ongoing discussion

Employee Policy Manual Updates – ongoing discussion

[Wateland exit at 5:42pm]

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on May 23rd.

Right of Way Consideration adjacent to Bank of the West – ongoing discussion

NDSCS Easements for City Water & Sewer Mains – ongoing discussion

Capital Improvements Plan – discussion

Pond #1 Dissolved Oxygen Levels - discussion

Building Official Report

UNFINISHED BUSINESS

Miller referred to the Wilkin County Board of Commissioners Flood Plain Mapping Meeting being held June 21, 2017 and hoped the City would have a delegation and attendance at the meeting, which it was noted there were several City representatives planning to attend.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission June 5th, 4:00 P.M.
- b. Finance Committee June 12th, 12:00 Noon
- c. Public Works Committee June 13th, 12:00 Noon

Adjournment

Motion by Bertsch, seconded by Lambrecht, to adjourn at 5:48 p.m. Motion carried.

Mayor Hansey

Lynelle Amos, Finance Assistant