

Wahpeton City Council
March 18, 2019
5:00 p.m.

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

Absent: Bertsch

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held March 4, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Raffle Permit ó NDSCS DREAMS Auction Committee

Raffle Permit ó Humane Society Richland/Wilkin County

Raffle Permit ó 50 Shades of Brave

Presentation/Approval of Reports

Bill Pay Report February 2019 \$1,333,403.55 ó see below

Financial Statements February 2019

NOAA 2019 Spring Flood Outlook March 7, 2019

SVEDA Minutes March 7, 2019

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2018 Transportation Funding Report ó Huwe said NDCC 54-27-26 requires each political subdivision receiving funding from the ND Department of Transportation to file an annual report of funding and expenditures related to transportation. The reporting may vary widely dependent upon timing of capital improvement projects, grant funds and debt refinancing. Revenue received from the State for Transportation increased \$61,958 with increases in Highway Tax and State Aid Distributions. Expenses were notably more and mostly attributed to expenditures related to the 3rd Avenue North Reconstruction Project. Huwe requested approval of the 2018 ND Transportation Funding Report as submitted. **Motion by Lambrecht, seconded by Wateland, to approve the 2018 ND Transportation Funding Report as submitted. Motion carried with all voting ‘aye’.**

2019 Class C-6(a) Liquor License for Bois de Sioux Golf Course Grille Room ó Huwe said the Bois de Sioux Golf Club has submitted an application for a City Liquor License, contingent upon all requirements for a license being satisfied. She requested a motion to issue a 2019 C-6(a) Liquor License to the Bois de Sioux Golf Club. **Motion by McCann, seconded by Bohn, to approve issuing a 2019 C-6(a) Liquor License to the Bois de Sioux Golf Club, contingent upon compliance with all conditions and requirements. Motion carried with all voting ‘aye’.**

Legislative Update ó Huwe reported today was day 48 of the 66th Legislative Session. House Bill 1066, referred to as the Prairie Dog Infrastructure Bill, has passed both the House and the Senate and is pending final action prior to being sent to the Governor's desk.

ASSESSOR/BUILDING CODES

Reminder about Board of Equalization Tuesday, April 9th ó Dale gave a reminder the Board of Equalization will meet Tuesday, April 9th at 5:00 p.m. He asked that those Council members unable to attend let Broadland know as a quorum is required.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó Request Appointment of Rory McCann to SVEDA Board of Directors ó DeVries reported the Joint Powers Agreement of the Southern Valley Economic Development Authority (SVEDA) Board of Directors stipulates that board terms are 2 years each, however there was a special exception for the first board year. In an effort to stagger the terms it was asked that each entity have one person serve one year and one person serve 2 years. City of Wahpeton representatives are Steve Dale and Brad Pauly, with Dale on the one year term. McCann has agreed to take the next term. **Motion by Miller, seconded by Bajumpaa, to approve Appointment of Rory McCann to the Southern Valley Economic Development Authority (SVEDA) Board of Directors. Motion carried with all voting 'aye'.**

Development Project Inquiry – Request Referral to Finance Cmt. ó DeVries requested referral to the Finance Committee of a Development Project Inquiry of a Company interested in possibly purchasing the 32 Acres of Land North of ComDel. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries also requested referral to the Finance Committee of FLEX PACE Loan Recipients with special circumstances for the Council to consider. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then requested referral to the Finance Committee of the Annual Funding Request from the Wahpeton-Breckenridge Chamber of Commerce for Blue Goose Days. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then reported he is currently working on the 2018 Community Development Annual Report. [DeVries exited meeting]

LIBRARY DIRECTOR

Library Report ó Bakken reported the library has a typical week of events this week and next week. Their calendar can be accessed at the Leach Library website (leachlibrarywahpeton.org). A Unicorn Party will be held on Saturday, March 30th. The library will be inserting a newsletter in the Public Utility bills featuring the library services available at no cost. On April 9th from 5:00-7:00 p.m. the library will be part of the Week of the Young Child event at the Community Center.

POLICE CHIEF

Street Closure Requests ó Thorsteinson said the Wahpeton Breckenridge Chamber of Commerce, Retail Committee, and Chahinkapa Zoo have requested the closure of Dakota Avenue from 3rd Street to 6th Street (with 4th Street open) from 9:00 a.m. to 7:00 p.m. for a Street Fair, and 3rd Street to 4th Street from 7:00 p.m. to 11:00 p.m. for a Street Dance on Friday, May 31st, 2019 in conjunction with Blue Goose Days. **Motion by Bohn, seconded by Bajumpaa, to approve the closure of Dakota Avenue from 3rd Street to 6th Street (with 4th Street open) from 9:00 a.m. to 7:00 p.m. for a Street Fair, and 3rd Street to 4th Street from 7:00 p.m. to 11:00 p.m. for a Street Dance on Friday, May 31st, 2019 in conjunction with Blue Goose Days. Motion carried with all voting 'aye'.**

Thorsteinson said the Wahpeton Breckenridge Chamber of Commerce and Twin Town Business Partners Committee have requested closure of Dakota Avenue on Saturday, June 1st, 2019 starting at 10:00 a.m. for the Blue Goose Days Parade. Thorsteinson did not foresee any issues. **Motion by Bohn, seconded by Bajumpaa, to approve closure of Dakota Avenue on Saturday, June 1st, 2019 starting at 10:00 a.m. for the Blue Goose Days Parade. Motion carried with all voting ‘aye’.**

Police Officer Position Vacancy Review – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report

Grotberg Electric and Swanberg Construction Final Pay Application for Water Treatment Plant Project – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Golf Course Walk Bridge Plank Replacement – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Golf Club House Deck Repairs – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Storm Water Pump Station VF Drives – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Utility Worker Position Vacancy Review – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported Friday, March 15th was the last day for sump pumps to be discharged into the sanitary sewer but calls have been received from some residents where it is impossible for them to put them out at this time so are allowing to leave them in but they will be handled on a per call basis.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Dale requested suspension of the rules to discuss a topic not on the agenda to address proactive steps in preparation of the potential high water event. **Motion by Bajumpaa, seconded by Bohn, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’.** Lies explained there were two items. The first was the Declaration that rules an Emergency for the City of Wahpeton by the Mayor, which finds for the winter of 2018-2019 the City of Wahpeton and the Red River of the North Basin Upstream of the City of Wahpeton had much higher than normal snow pack and snow water equivalent, severe temperatures and wind chills, and wind speeds up to 35-40 mph. It further talks about the severe potential for significant flooding due to thaw run-off. It continues to talk about keeping emergency routes open and impeding snowfall. Lies explained this is a pre-emption type measure. The Council will not meet again for two weeks during a time that things can get serious as far as flooding so the City will be prepared, and it gives the Mayor the power to hire contractors on an emergency basis without bidding procedures, close streets, etc., related to emergencies of this nature. It will also open potential applications for State or Federal funding due to snow matters or weather matters as well as seek help. The Mayor declares a local emergency and the resolution that approves that as can only make a declaration for 72 hours without council approval. The resolution calls for the declaration to be extended to the first Council meeting in May, which is the 6th, unless earlier terminated by council action. Mayor Dale Declared the Local Emergency, but wanted the public to know this was more of an insurance policy. Lies then presented Resolution No. 3717 Emergency Declaration of March 18, 2019 for adoption.

Council member Wateland offered the following and moved its adoption:

RESOLUTION NO. 3717
EMERGENCY DECLARATION
OF
March 18, 2019

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

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 March 11th.

Budget Process Planning – discussion

Strategic Plan – Council Retreat – discussion

Amendment of Class C Liquor License – motion to offer second reading of Ordinance 1003 to create an additional liquor license classification (E) ó

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

ORDINANCE NO. 1003
AN ORDINANCE AMENDING
SECTION 22-49. ALCOHOLIC BEVERAGES, GENERALLY, DEFINITIONS
AND SECTION 22-104. LICENSES AND PERMITS, CLASSIFICATIONS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Lambrecht. Discussion held regarding the Growler being strictly Off Sale so it was suggested -On andøbe removed from the wording for the Class E license. Motion carried with a roll call vote 7-0.

Motion to offer second reading of Ordinance 1004 to create a special permit for Sesquicentennial off-sale ó

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

ORDINANCE NO. 1004
AN ORDINANCE PROVIDING FOR
SPECIAL PERMITS – SESQUICENTENNIAL

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bohn. Motion carried with a roll call vote 6-0, with Miller abstaining.

Motion to establish liquor license fees in Resolution No. 3716 ó

Council member McCann offered the following and moved its adoption:

RESOLUTION NO. 3716
RESOLUTION ESTABLISHING 2019
LIQUOR LICENSE AND CABARET LICENSE FEES

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bohn, with clarification as discussed. Motion carried with a roll call vote 7-0.

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on March 12th.

Review of WTP Position Description – motion to approve position descriptions and employee promotions as presented ó **Motion by Bohn, seconded by Bajumpaa, to approve the Water Treatment Plant Position Descriptions and Employee Promotions as presented. Motion carried with a roll call vote of 7-0.**

Red River Human Services Parking Lot Property Transfer Request – motion to proceed with license agreement to make parking lot improvements ó **Motion by Bohn, seconded by McNary, to approve proceeding with the License Agreement with Red River Human Services to make Parking Lot Improvements. Motion carried with all voting ‘aye’.**

Off-highway Vehicle Regulations – discussion

Off-Street/Front Yard Parking Ord. 1001 – discussion

Building Official Updates

Rosewood Shared Use Path Proj. – motion to reject all bids ó **Motion by Bohn, seconded by Bajumpaa, to approve rejecting all bids for the Rosewood Shared Use Path Project.** Discussion held regarding the amount the bids came in at over the engineering estimate. **Motion carried with all voting ‘aye’.**

February 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$305,399.28	\$57,005.47	\$362,404.75
201 WATER OPERATING FUND	\$73,519.59	\$46,570.86	\$120,090.45
202 SANITARY SEWER OPERATING FUND	\$49,231.15	\$26,826.98	\$76,058.13
203 WASTE REMOVAL OPERATING FUND	\$26,458.33	\$1,023.88	\$27,482.21
204 WASTE REDUCTION FUND	\$9,600.67		\$9,600.67
205 VECTOR CONTROL FUND	\$16.10	\$1,240.02	\$1,256.12
206 STREET LIGHTING	\$16,281.06		\$16,281.06
209 LIBRARY LEVY FUND	\$8,411.71	\$13,660.84	\$22,072.55
216 AIRPORT 4-MILL LEVY FUND		-\$16,099.46	-\$16,099.46
226 EMPLOYEE SAFETY COMMITTEE	\$424.95		\$424.95
227 ANNUAL RESERVE WH FUND		-\$4,493.89	-\$4,493.89
234 SPECIAL STREET MAINT FUND	\$13,700.76		\$13,700.76
235 SNOW/FLOOD EMERG LEVY FUND	\$6,900.60		\$6,900.60
236 LEVEE MAINTENANCE	\$3,879.90	\$8,195.86	\$12,075.76
237 CITY SHARE OF SPECIALS FUND	\$21,937.11		\$21,937.11
261 UNEMPLOYMENT COMP RESERVE FUND	\$4.33		\$4.33
271 ECONOMIC DEVEL DEPT FUND	\$2,953.97	\$14,828.48	\$17,782.45
303 MISCELLANEOUS FUND	\$209.00		\$209.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
319 LODGING TAX FUND	\$6,970.41		\$6,970.41
320 SALES TAX OPERATING FUND	\$43,227.58		\$43,227.58
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARYRESERVE	\$12,918.87		\$12,918.87
365 PD SPEC EQUIP SINKING FUND	\$2,244.00		\$2,244.00
393 1% RESTAURANT TAX FUND	\$8,633.30		\$8,633.30
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
465 R/I #11918 SERIES 2018A DWSRF	\$2,626.43		\$2,626.43
466 R/I #12018 SERIES 2018B CWSRF	\$5,502.73		\$5,502.73
574 5-2-97 (FLOOD PHASE II)	\$479,638.42		\$479,638.42
622 3RD AVE N. RECON PROJ	\$1,074.00		\$1,074.00
639 E. SANITARY SEWER 13-02-02	\$55,014.09		\$55,014.09
655 WESTSIDE MASTER PLAN 2017	\$1.00		\$1.00
659 RIVER POINTE ACRES	\$119.00		\$119.00
661 ROSEWOOD TRAIL SW18-241	\$12,466.50		\$12,466.50
663 LS. NO. 1/PLC SS18-240	\$114.00		\$114.00
TOTAL	\$1,184,644.51	\$148,759.04	\$1,333,403.55

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. March 25th, 12:00 Noon
- b. Public Works Cmt. March 26th, 12:00 Noon

ADJOURNMENT

Motion by Bohn, seconded by McNary, to recess to the Community Room for further discussion on the potential high water event at 5:33 p.m. Motion carried with all voting ‘aye’.

Motion by Bohn, seconded by Wateland, to reconvene the Wahpeton City Council meeting at 5:36 p.m. Motion carried with all voting ‘aye’. Dale reviewed high water event procedures for those Council members who were new and have never been through such an event. He felt it was important that if a resident asks a question Council members are able to answer and be confident to reassure them that everything is in place and no issues are anticipated. He explained since the levy project was completed there is a series of action levels triggered by river levels. The City has a good plan in place as we get into these events and we work the plan. Dale then reviewed some of the current river level predictions. He then talked about the snowmelt and possibly trying to get some of the ditches open. Dale then talked about duties of the Council if the City does get into an event, saying typically the work of the Council should be done as the plan is in place and work the plan. Miranowski agreed to reassure the public the City has a plan and we are going to work the plan. He talked about the action plans and how the height of the river triggers staff response. He said staff is preparing by getting pumping stations up and running, and asked that the Council support staff as they work the plan. An information sheet on the river forecast was provided which included a summary of action plan items the Council members can refer to. Greg Gust with NOAA will be updating the City on Mondays and Thursdays on the spring thaw, with another webinar on Thursday where they will have the risk tables update. Council will be updated as we move through this. The height of the levy versus major flood stage was then discussed. Lambrecht then gave an update on County preparations. He has made a request for assistance that is on standby. Sandbags are available. Contractors are being looked into for sand. The County will do a flood declaration tomorrow so the paperwork is done. Discussion held. DeVillers said their staff has been out in the county to see what is happening and will keep the City informed, and any questions can be directed to himself or Mike. Huwe said the river hydrograph is on the front page of the City’s website in the lower right for anyone interested. Discussion held regarding making sand bags available to the public. Thorsteinson then asked if the street crew would be working during the night hours as may need to start allowing residents to park on the street overnight. Lies then reported that all flowage easements have been signed by all but one property owner.

Adjournment

Motion by Bohn, seconded by McCann, to adjourn at 6:03 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant