

Wahpeton City Council
March 7, 2016
5:00 p.m.

Present: Schmidt (via skype), Lambrecht, Mitskog, Hansey, DeVries, Dale, and Wateland

Absent: Bertsch and Bajumpaa

Also Present: Huwe, Lies, Miranowski, Rogahn, Broadland, Guck, and Cain

Meeting called to order by Mayor Hansey. Hansey recognized the Wahpeton and Breckenridge Fire Departments and the Wahpeton Police Department for their assistance with the apartment complex fire on Sunday morning. He expressed appreciation for the jobs they do and for their dedication.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation Declaring March as Aviation Month ó Mitskog read a Proclamation Recognizing Aviation Month ó March 2016, which she presented to Jim Aldrich who accepted it on behalf of the airport. Appreciation was shown through a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held February 16, 2016

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Fire Dept. ó Raffle Permit

Relay for Life - Life Savers Team ó Raffle Permit

Gilles Girls Relay for Life ó Raffle Permit

Bois De Sioux Golf Club ó Raffle Permit

Presentation/Approval of Reports

Wahpeton Fire Dept. Fish Fry 3-11-16

2016 Election Calendar

Lake Agassiz Community Development Block Grant Program FY 2016

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Bond Refinancing Summary – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Payment Service Network Payment Processing – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

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

Huwe asked for referral of Tax Exemptions to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

City Election Filing Deadlines ó Huwe gave a reminder that the City Election filing deadline is approaching. For anyone interested in running for a City Council position and/or a Park Board position the filing deadline is April 11th at 4:00p.m. The City election that is scheduled for Tuesday, June 14th.

Annual Financial Audit – Week of March 7th

ATTORNEY

120 6th St. N. – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Lies said he had an item that was not on the agenda. He said because of the delay in getting the signed agreement with the Brew II, their attorney and Lies agreed on a Memorandum of Understanding (MOU) which came back signed on Friday. The MOU recites the terms of the agreement that has already been approved by the Council and says that once they get their financing confirmed, which they are working on, and their architectural plans, which are contingent items for the agreement to become affective, that their intent is to enter into that agreement. He said the item could either be referred to committee or the Council could suspend the rules to authorize the Mayor to sign the MOU. **Motion by Mitskog, seconded by DeVries, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’. Motion by Mitskog, seconded by Lambrecht, to authorize the Mayor of Wahpeton to execute the Memorandum of Understanding with the Brew II. Motion carried with all voting ‘aye’.**

LIBRARY DIRECTOR

Guck reported on a new addition to the Library. She explained this fall a community survey was conducted of what people wanted from their library services and one of the items requested was a drive-through book drop. Guck was very excited and happy to announce that as of last week the Library now has a drive-through book drop located in the alley behind the Library. She felt it was an easy, convenient way for people to return their library books. It was funded by the Friends of the Library who donated the funds for the drive-through book drop, with help from the Wahpeton Public Works department who installed it. She expressed appreciation for their assistance. When asked, Guck then explained how to become a Friend of the Library, which was simply to fill out a short application along with a \$5 donation.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **of Review of the Wahpeton Water Treatment Plant Pickup Replacement Quotes and Mower Replacement Quotes.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of 16th Avenue Reconstruction Project Award and Contract with KPH Contracting.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the 16th Avenue CE RFP Proposals Due March 15th to Consider the Proposals and Interviewing the Firms.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Pond #1 Quotes for Diffuser Replacement Parts.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Consideration on an Invoice from Bolten and Menk for the Preliminary Design Work on Infrastructure Adjacent to NDSCS**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski then gave some updates, saying alley restrictions went into effect today until further notice, with garbage collections taking place at the street/curbside. Residents who placed their garbage in the alleys can contact Waste Management to arrange for pick up. Regarding the tree disposal site, they are screening the left over material from the burn pile and will open the south side of the disposal site tomorrow morning. Access can be gained by following the signs. Street sweeping has begun and will continue as the weather permits.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Committee of the Whole – Special Assessment Policy: motion to recommend adoption of the policy as amended ó **Motion by DeVries, seconded by Schmidt, to approve adoption of the Special Assessment Policy as amended.** Dale expressed concerns as the City Attorney was not able to attend the meeting. He asked Attorney Lies if he was able to review the policy and recommend its adoption, which Lies answered he did. **Motion carried with all voting ‘aye’.**

Committee of the Whole – funding Opportunity from the ND State Water Commission: Motion to recommend submission of application for cost share ó **Motion by Lambrecht, seconded by Schmidt, to approve submission of the Federal Municipal, Rural, and Industrial Water Supply Program application for cost share with the ND State Water Commission.** **Motion carried with all voting ‘aye’.**

Motion to recommend notice to proceed to negotiate design contract with Stantec ó **Motion by Schmidt, seconded by Mitskog, to approve proceeding to negotiate a design contract with Stantec for Improvements at the Wahpeton Water Treatment Plant.** Mitskog explained that she was please about the funding opportunity from the State Water Commission and she supports the project but had some questions about the engineering. She wondered about the process for the engineering, if there was a request for proposals. Miranowski said that with this process, when they were contacted by the State Water Commission that the City had this opportunity to get this funding it was such that the City had to have the money expended in 2016. He said this is MR & I money and in Miranowski's conversations with the State Water Commission he had explained to them if we have to try to go out and RFP this we would never be able to get it done. Jeff Mattern of the State Water Commission had recommended that we use the existing consultant in an effort to get this done. Miranowski explained how going through the State RFP process would put the City back a month. Mitskog understood and wondered about the option of opening it back up to give the local engineering firm the opportunity for the project, but if timeliness is an issue did not want to jeopardize losing this money. Miranowski understood and reiterated this is what the State Water Commission is recommending the City should do. Dale noted that previously there were improvements and there was a price of \$270,000 in the old CIP and now we are up to \$1.6 million and he did not think anybody knows for sure what is included and the cost of the elements of this. He wondered if somewhere along the line it will be explained to Public Works, each piece of this puzzle, and if they will have a chance to weigh in if it is justifiable to do this or if will be at a point of no return. The paperwork shows will get two slakers and they were told one now and one in ten years, so wanted to know where we're going with this. Miranowski and Rogahn explained that there are two slakers in the budget and we are getting numbers back from the suppliers on the hard costs on those. If those come in at a price such that we can't come in under the \$1.6 million then the plan is to leave the existing slaker in place and just get one new slaker so you at least have some redundancy then. Dale then asked that if the numbers are right and we end up with two slakers, the second slaker is for redundancy, which Rogahn said was correct. Dale wondered how much more stuff is out there if we are going for redundancy throughout the plant. Rogahn explained further and

said the City needs to be under construction contract September 1st and most of the work has to be completed in 2016. To build a new clarifier and have the majority of the work done in 2016 was probably not realistic. Further discussion held regarding if we are being fiscally responsible building all this redundancy into the plant. **Motion carried with a roll call vote of 6-0.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met at noon on February 22nd.

Review of Utility Rates & Policies - discussion

Verizon/American Tower Lease Revision Proposal – motion to recommend to proceed with counter offer ó Motion by DeVries, seconded by Wateland, to approve proceeding with the Proposed Counter Offer to the Verizon/American Tower Company Lease Revision Proposal as presented by City Attorney Lies. Motion carried with a roll call vote of 6-0.

400 Block Development Agreement Proposal – discussion

Public Works Public Safety Committee Report

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

Yard Waste Collection Program – discussion

Review of Utility Rates & Policies - discussion

SEMCA – discussion

Odor at the Ponds – discussion

Tri-State Aviation Street Light Fee - discussion

Raw Water Line Replacement at the Water Treatment Plant – motion to recommend to proceed with repairs in an amount not to exceed \$20,000 ó Motion by Lambrecht, seconded by Dale, to approve proceeding with the Engineering Project Manager obtaining Quotes for the Raw Water Line Replacement at the Water Treatment Plant and to proceed with Repairs in an amount not to exceed \$20,000. Motion carried with a roll call vote of 6-0.

Dilapidated Properties Report – discussion

Resolutions Related to the 16th Ave. N. Reconstruction Project 11th St. to the Hwy. 210 By-pass

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3591
RESOLUTION CONCURRING IN AN AWARD
OF A CONTRACT FOR THE CONSTRUCTION
OF AN IMPROVEMENT IN
STREET AND STORM SEWER IMPROVEMENT DISTRICT 12-02-06
(16th Avenue North Reconstruction, 11th Street North to 210 By-Pass)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 6-0.

FLOOD MITIGATION (ad-hoc)

Meeting held March 3, 2016

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee March 14th, 12:00 Noon
- b. Public Works Committee March 15th, 12:00 Noon
- c. Planning Commission March 17th, 4:00 P.M.

Motion by Mitskog, seconded by Wateland, to adjourn at 5:45 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant