

**Wahpeton City Council**

**March 16, 2015**

**5:00 p.m.**

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

**Absent:** Schmidt and Bertsch

**Also Present:** Huwe, Hatting, Miranowski, Broadland, Priebe, Guck, Amos, and Cain

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**Public Hearing on Street Vacation (part of 9<sup>th</sup> St. S.)** ó Assistant City Attorney Hatting explained that this hearing was for the purpose of discussing the petition of BDO Holding, LLC, adjoining land owner for the proposed partial street vacation of a portion of 9<sup>th</sup> Street South adjacent to the FLEX TM manufacturing facility. This vacation is subject to existing utilities and easements and completes a partial street vacation granted for the section of 9<sup>th</sup> Street South north of the current request. She provided a map of the area. Discussion held. Hansey asked City Auditor Huwe if any written or oral protests or inquiries had been received which Huwe answered there were none. Hansey then asked if anyone present would like to be recognized on this petition and there was none. He then concluded the public hearing on this matter. Hansey asked if there was any discussion from the Council and there was none. He then asked for a motion to adopt Resolution #3563 vacating this portion of 9<sup>th</sup> Street South. Council member Dale offered the following and moved its adoption:

**RESOLUTION NO. 3563**  
**RESOLUTION VACATING STREET**  
**(Part of Ninth Street South)**

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

**Reminder – Appeal Hearing on Notice & Order on dilapidated Property at 804 2<sup>nd</sup> Ave. N. immediately following Council meeting** ó Hatting said this hearing has been postponed indefinitely.

**CONSENT AGENDA ITEMS (presented by the Mayor) ó**

**Approval of minutes of regular meeting held March 2, 2015**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Humane Society of Richland Wilkin County Raffle Permit

NDSCS Foundation Raffle Permit

Wahpeton Breckenridge Area Chamber of Commerce Raffle Permit

Loren Stack Benefit Raffle Permit

Other Games of Chance and/or special permits:

Richland/Wilkin Ladies Night Raffle Permit

**Presentation/Approval of Reports**

February 2015 Bill Pay Report \$580,867.26 ó see below

February 2015 Financial Statements

Dilapidated Properties Report

Q4 Convention & Visitors Bureau Report

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

**Motion by Lambrecht, seconded by Bajumpaa, to approve the Consent Agenda items as presented.**

**Motion carried with all voting ‘aye’.**

## REPORTS FROM CITY OFFICERS AND STAFF

### FINANCE DIRECTOR

**C-6(a) Liquor License Application – Bois de Sioux Golf Club** ó Huwe explained this was a renewal license. She requested a motion for its approval based on satisfactory inspection by the City's Building Official. **Motion by Dale, seconded by Lambrecht, to approve the C-6(a) Liquor License Application for the Bois de Sioux Golf Club. Motion carried with all voting 'aye'.**

**Request for Proposals on Old City Hall due April 3<sup>rd</sup>** ó Huwe said proposals for Old City Hall are due Friday, April 3<sup>rd</sup>. She said four inquiries have been received from parties interested in more information, and was pleased with the concepts and questions being asked.

**Mayor for a Day – April 6<sup>th</sup>** ó Huwe said an essay contest is currently taking place in the local schools.

### POLICE CHIEF

**Parade Request from Wahpeton Breckenridge Chamber of Commerce & Chahinkapa Zoo Blue Goose Days June 5, 2015** ó In Chief Thorsteinson's absence, Huwe requested approval of a street closure which she explained was actually for a street dance in conjunction with Blue Goose Days. The event would take place on Friday, June 5<sup>th</sup>, 2015, with the request to close Dakota Avenue from 3<sup>rd</sup> Street to 4<sup>th</sup> Street with the dance being held from 7:00p.m. to 11:00p.m. and the streets being closed from 5:00p.m. to midnight. Chief Thorsteinson approves this request and requests the Council consider it by motion. **Motion by Bajumpaa, seconded by Lambrecht, to approve the request from the Wahpeton Breckenridge Chamber of Commerce and Chahinkapa Zoo for street closure on Friday, June 5<sup>th</sup>, 2015 of Dakota Avenue from 3<sup>rd</sup> Street to 4<sup>th</sup> Street from 5:00p.m. to midnight. Motion carried with all voting 'aye'.**

**2015 Squad Car Bid Ratification** ó Huwe explained that when the order was placed for the 2015 Ford Inceptor the dealership said it is no longer accepting orders for the 2015 model year, and one solution was to order a 2016 model with the difference in cost of \$161. Huwe stated it still fits well within the \$35,000 appropriation. The cost originally approved was \$27,835 with acquisition from Vision Ford. The purchase will still be from Vision Ford at the cost of \$27,996. **Motion by DeVries, seconded by Dale, to approve the 2015 Squad Car Bid Ratification change from the 2015 Ford Inceptor at the cost of \$27,835 to a 2016 Ford Inceptor at the cost of \$27,996 with Vision Ford. Motion carried with roll call vote of 6-0.**

### ASSESSOR/BUILDING CODES

**Reminder of Board of Equalization Meeting Tuesday, April 14<sup>th</sup>** ó Broadland gave a reminder that a Board of Equalization meeting will be held Tuesday, April 14<sup>th</sup> at 5:00p.m., and asked that Council members let her know whether or not they will be able to attend so can be sure to have a quorum.

### ECONOMIC DEVELOPMENT DIRECTOR

**Economic Development Report** ó Priebe requested referral to the Finance Committee of an update on the Co-op Housing Plan for West Briarwood, with Kelly Viken from Homark Homes invited to attend. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe shared a notice from Russ Boyle, Director of Customer Contact Center, announcing the opening of the expanded Customer Service Contact Center at its new location in downtown Wahpeton today. He also thanked the City for their partnership allowing them to start in the community. The center currently has 11 employees with 7 new hires scheduled to start on March 23. It was noted the contact center has not experienced any turnover since it opened less than a year ago in a space leased from NDSCS. Boyle said he is very confident the Wahpeton office will be a pillar of success for the organization due to the employees' commitment to excellence and the community support for their presence.

Priebe reported a Community Development Corporation Board meeting was held earlier in the day with several new members introduced. Replacing Geri Coyne who is retiring from Otter Tail Power

Company will be Patrick Paulson, and for Pat Pithey of Cargill, Inc. will be Jonathon Razink. Priebe said soon there will be a new Ex-Officio member representing the Wahpeton Breckenridge Chamber of Commerce, Sheila Bohn, who will be replacing Ron Rowland. She then reviewed the CDC officers who were installed: President ó Randy Pope, 1<sup>st</sup> Vice President ó Perry Miller, 2<sup>nd</sup> Vice President ó Joel Sirek, Treasurer ó Brad Pauly, and Secretary ó Jane Priebe.

### **LIBRARIAN**

**Library Report** ó Guck reported that a new front door will be installed at the library tomorrow and is being funded by Friends of the Library. She also announced that beginning in a couple of the weeks the library will be starting up a once a month arts and crafts event, with the first being arm knitting which will be held next Monday at 7:00p.m. and Tuesday at 2:00p.m. Guck said she hopes they will have good attendance for these events.

### **PUBLIC WORKS DIRECTOR**

**PW Report** ó Miranowski requested referral to Public Works Committee of a **Repair at Bois de Sioux Golf Course Club House to the furnace**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski explained the City of Wahpeton has an annual maintenance agreement with Otter Tail Power Company, and when improvements were done on 11<sup>th</sup> Street North addition lights were added and the new agreement illustrates those additions. The previous agreement totaled \$7,704.72 and with the new agreement they are asking that the amount be amended to \$8,431.32. He asked for approval of the amendment. **Motion by DeVries, seconded by Wateland, to approve the amendment to the Maintenance Agreement with Otter Tail Power Company in the amount of \$8,431.32. Motion carried with roll call vote of 6-0.**

Miranowski reported that the Street Department has been sweeping the streets and have received the melter so will start crack filling this week.

### **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

#### **Finance, Personnel & Economic Development Committee Report**

Dale said the Finance, Personnel & Economic Development Committee met at noon on March 9<sup>th</sup>.

#### **Bond Refinancing R/I 10708 – discussion**

**2014 Transportation Funding Report – motion to recommend approval ó Motion by Dale, seconded by Lambrecht, to approve the 2014 ND Transportation Funding Report. Motion carried with all voting ‘aye’.**

#### **Update on In-Fill Lots - discussion**

#### **2015 Capital Improvements Budget – pending**

#### **Public Works & Public Safety Committee Report**

DeVries said the Public Works & Public Safety Committee met at noon on March 10<sup>th</sup>.

#### **Dilapidated Properties Update**

**2015 Seal Coat Project No. ST15-219 Update – motion to recommend approval of the map as presented ó Motion by DeVries, seconded by Bajumpaa, to approve the 2015 Seal Coat Project No. ST15-219 Updated Map as presented. Motion carried with all voting ‘aye’.**

**Vector Control – discussion – Motion by DeVries, seconded by Bajumpaa, to approve Alternative B for increase in Vector Control rates to be effective July 1, 2015. (This Alternative would be an increase to \$2.40 per month for single family, per unit for multi-units, and commercial properties). Discussion held. Dale felt an increase to \$2.00 per month would be sufficient. The fund balance and how**

the increases would affect it was discussed. Lambrecht agreed with Dale. **Motion failed with a roll call vote of 2-4, with DeVries and Bajumpaa voting ‘aye’; and Dale, Wateland, Mitskog and Lambrecht voting ‘nay’.** When asked, Miranowski said no changes would be made to the vector control program this year.

February 2015 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$157,610.03	\$23,281.19	\$180,891.22
201 WATER OPERATING FUND	\$41,716.80	\$80,097.85	\$121,814.65
202 SANITARY SEWER OPERATING FUND	\$14,319.33	\$3,285.42	\$17,604.75
203 WASTE REMOVAL OPERATING FUND	\$20,792.00	-\$15,493.51	\$5,298.49
204 WASTE REDUCTION FUND		-\$1,058.15	-\$1,058.15
205 VECTOR CONTROL FUND	\$14.40	\$270.84	\$285.24
206 STREET LIGHTING	\$10,668.37	-\$5,554.14	\$5,114.23
209 LIBRARY LEVY FUND	\$11,413.78	\$15,659.61	\$27,073.39
213 ADVERTISING LEVY FUND	\$179.73		\$179.73
216 AIRPORT 4-MILL LEVY FUND		-\$2,249.78	-\$2,249.78
217 PLANN COMMISSION LEVY FUND	\$1,412.50	\$3,297.32	\$4,709.82
226 EMPLOYEE SAFETY COMMITTEE	\$250.00		\$250.00
227 ANNUAL RESERVE WH FUND		-\$2,994.00	-\$2,994.00
233 REAL ESTATE LEVY FUND	\$46.00		\$46.00
234 SPECIAL STREET MAINT FUND	\$4,999.00		\$4,999.00
235 SNOW/FLOOD EMERG LEVY FUND	\$593.75		\$593.75
236 LEVEE MAINTENANCE	\$1,764.11	\$7,294.50	\$9,058.61
237 CITY SHARE OF SPECIALS FUND	\$34,929.63		\$34,929.63
253 METER DEPOSITS TRUST FUND	\$65.70	-\$2,701.40	-\$2,635.70
261 UNEMPLOYMENT COMP RESERVE FUND	\$7.07		\$7.07
271 ECONOMIC DEVEL DEPT FUND	\$1,483.04	\$11,878.90	\$13,361.94
303 MISCELLANEOUS FUND	\$80.86		\$80.86
318 WEED MAINT LEVY FUND	\$266.87		\$266.87
319 LODGING TAX FUND	\$11,178.51		\$11,178.51
320 SALES TAX OPERATING FUND	\$69,363.58		\$69,363.58
326 REVOLVING LOAN FUND	\$34.50		\$34.50
365 PD DIGITAL RADIO SINKING FUND	\$1,042.24		\$1,042.24
391 SIDEWALK MAINT FUND	\$7,322.64		\$7,322.64
393 DOWNTOWN CARE & MTC FUND	\$1,391.70		\$1,391.70
395 CERT	\$900.00		\$900.00
459 R/I #11314 SERIES 2014	\$57.50		\$57.50
622 3RD AVE N. RECON PROJ	\$24,955.22		\$24,955.22
631 11TH ST. N. AVE B TO 16TH AVE	\$705.28		\$705.28
636 16TH AVE. 11TH ST TO HWY 210	\$12,689.00		\$12,689.00
643 LIBRARY ROOF, WALLS & DOOR	\$21,443.60		\$21,443.60
644 LIFT STATION #1 MANHOLE REPAIR	\$12,155.87		\$12,155.87
<b>TOTAL</b>	<b>\$465,852.61</b>	<b>\$115,014.65</b>	<b>\$580,867.26</b>

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission March 19<sup>th</sup>, 4:00 P.M.
- b. Finance Cmt. March 23<sup>rd</sup>, 12:00 Noon
- c. Public Works Cmt. February 24<sup>th</sup>, 5:00 P.M

**Motion by Wateland, seconded by Bajumpaa, to adjourn at 5:46 p.m.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant