

Wahpeton City Council

March 19, 2018

5:00 p.m.

Present: Schmidt (via skype), Lambrecht, Bertsch, Bajumpaa, Dale, Bohn, McCann, Miller, and Wateland

Absent: None

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 5, 2018

Games of Chance Licenses, Site Authorizations & Special Permits

Other Games of Chance and/or special permits:

Hafner Miller Ross American Legion Post 20 ó Raffle Permit

Presentation/Approval of Reports

Bill Pay Report February 2018 \$772,904.76 ó see below

Financial Statements February 2018

Wahpeton Fire Dept. Q1 Call Log

ND Dept. of Health Safe Drinking Water Act Certificate of Achievement

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, 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

Opportunity Zone Incentive Application ó Huwe said the recently enacted tax reform bill includes a provision to encourage investment in low-income communities. The Investing in Opportunity Act permits governors to designate low income census tracts in their states as “Opportunity Zones”. To qualify as low income the census tract must reflect a poverty rate of at least 20% and median family income no greater than 80% of the median for the overall region. The City of Wahpeton does not have any tracts that qualify but the census tract that includes Ward 1 and south is contiguous with a qualifying tract on the Minnesota side of the river and may be considered for eligibility to offer investors exemption from capital gains taxes in Opportunity Fund investments. The governor may select 25 tracts out of 45 eligible, 2 of which may be contiguous tracts like Wahpeton’s. Applications were due to the ND Dept. of Commerce today, and Wahpeton’s was submitted on March 16th. Huwe requested a motion acknowledging the City of Wahpeton’s submittal for the Opportunity Zone designation. She noted that since part of the tract is in the County’s jurisdiction, a letter of support will be requested at the next Richland County Commission meeting. **Motion by Bajumpaa, seconded by Bertsch, to acknowledge the City of Wahpeton’s submittal for the Opportunity Zone designation.** Discussion held regarding the location of the eligible area. **Motion carried with all voting ‘aye’.**

2017 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 capital improvement projects, grants funds and debt refinancing. Revenue received from the State for Transportation decreased \$51,649 with continuation of the declines in Highway Tax and State Aid Distributions. Expenses were notably less mostly attributed to a bond refinancing of \$3.3 million in 2016. Huwe requested approval of the 2017 ND Transportation Funding Report as submitted. **Motion by Bohn, seconded by McCann, to approve the 2017 ND Transportation Funding Report as submitted. Motion carried with all voting ‘aye’.**

2018 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 Class C-6(a) Seasonal Liquor License. She noted all requirements for a license have been satisfied. She requested a motion to issue a 2018 C-6(a) Liquor License to the Bois de Sioux Golf Club. **Motion by McCann, seconded by Wateland, to approve issuing a 2018 Class C-6(a) Liquor License to the Bois de Sioux Golf Club. Motion carried with all voting ‘aye’.**

Proposed Development Agreement – request referral to Finance Cmt ó Huwe said we have received a request from a commercial developer to finance infrastructure improvements via special assessment. The City Attorney has prepared a draft development agreement. She requested the agreement be referred to the Finance Committee for further review. Mayor Dale will refer this item to Finance, Economic Development & Personnel Committee.

2018 Community Development Goals – request referral to Finance Cmt. ó Huwe said meetings have been held with the Wahpeton Community Development Corporation to review goals and initiatives for 2018. She said a draft activity objective statement for 2018 has been prepared and requested referral and review to the Finance Committee. Mayor Dale will refer this item to Finance, Economic Development & Personnel Committee.

City Election Reminder ó Huwe gave a reminder the deadline for City Election filing candidacy paperwork is April 9th at 4:00 p.m. There is still time to file paperwork if anyone is interested.

ASSESSOR/BUILDING CODES

Reminder of Equalization Meeting April 10th at 5:00 PM ó Broadland gave a reminder that Tuesday, April 10th at 5:00 p.m. the Equalization Meeting will be held for the City of Wahpeton. Council members were asked to let her know whether or not they will be able to attend as a quorum needs to be present. She noted letters are expected to be sent out on Wednesday of this week, and if any residents have questions they can contact her and she will review the value with them.

ATTORNEY

Ordinance 989 regarding liquor sales – request second reading ó Lies explained this ordinance would amend the liquor ordinances relating to changes made at the State level last year. One change was to allow Sunday openings to commence at 11:00 a.m. There were also some minor revisions regarding 18 years olds working in restaurant-type establishments that serve liquor. The changes would make the City fully compliant with State Law. Council member Wateland offered the second reading of the following Ordinance:

ORDINANCE NO. 989
AN ORDINANCE REPEALING AND REPLACING SECTION 22-81
RETAILERS – GENERAL RULES OF OPERATION
AND SECTION 22-106 – LICENSES AND PERMITS

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

LIBRARY REPORT

Library Report ó Bakken reported on some upcoming happenings at the library, which included Anime Club, Storytime, Get Creative at Your Library, Preschool Fun Day Movie, Outreach to Fairmount, Leach Reads Book Club, As Seen on Pinterest Class ó Build a Rope Basket, and a Library Board meeting at 4:00 p.m. on Thursday. She noted the Library will be closed on Good Friday, March 30 and Saturday, March 31. She then shared some information from the library's 2017 annual report to the State Library.

PUBLIC WORKS DIRECTOR

3rd Ave. N. Reconstruction Bid Award – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

3rd Ave. N. Trees & Landscaping Bid Award – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Pond No. 1 Update – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Levee Certification – request referral to PW & Finance Cmts. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee, and also to Finance, Economic Development & Personnel Committee.

Miranowski requested referral to Public Works Committee **of Change Order #1 for Water Treatment Plant Improvements relating to raw water line.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Maintenance and Non-encroachment Agreement with NDDOT for County Road 87.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Recommendation to Appoint Ryan Smith to the Planning Commission ó Motion by Lambrecht, seconded by Miller, to Approve Appointing Ryan Smith to the Wahpeton Planning Commission. Motion carried with all voting 'aye'.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Wateland said the Finance, Personnel & Economic Development Committee met at noon on March 12th.

BND PACE Interest Buy Down for WCCO Belting – motion to recommend approval up to \$128,571.53 ó Motion by Wateland, seconded by Miller, to approve a Present Value Community Share of the BND PACE Interest Buy-down not to exceed \$128,571.53 as a grant for the WCCO Belting, Inc. Building Expansion Project from the Sales Tax for Economic Development Fund. Motion carried with a roll call vote of 8-0.

Building Permit Fee Schedule Revision & Electronic Payments – discussion

2% Sales Tax Policy & Ordinance Amendment No. 987 – discussion

Capital Improvements Plan – New Projects - discussion

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on March 13th.

Capital Improvements Plan – New Projects

Residential Waste Removal/Recycling Contract with Waste Mgmt. – discussion

Building Official Updates

February 2018 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$207,717.22	\$38,475.80	\$246,193.02
201 WATER OPERATING FUND	\$60,586.04	\$44,446.71	\$105,032.75
202 SANITARY SEWER OPERATING FUND	\$47,282.41	\$27,694.18	\$74,976.59
203 WASTE REMOVAL OPERATING FUND	\$29,471.88	\$989.44	\$30,461.32
204 WASTE REDUCTION FUND	\$429.92		\$429.92
205 VECTOR CONTROL FUND	\$15.89	\$1,199.00	\$1,214.89
206 STREET LIGHTING	\$14,269.41		\$14,269.41
209 LIBRARY LEVY FUND	\$9,381.95	\$13,049.25	\$22,431.20
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$4,203.34	-\$4,203.34
231 FD BLDG & EQUIP LEVY FUND	\$49,471.35		\$49,471.35
234 SPECIAL STREET MAINT FUND	\$240.00		\$240.00
235 SNOW/FLOOD EMERG LEVY FUND	\$1,174.00		\$1,174.00
236 LEVEE MAINTENANCE	\$13,919.61	\$8,425.70	\$22,345.31
237 CITY SHARE OF SPECIALS FUND	\$24,960.40		\$24,960.40
253 METER DEPOSITS TRUST FUND	\$31.47		\$31.47
271 ECONOMIC DEVEL DEPT FUND	\$847.94	\$13,482.14	\$14,330.08
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$818.00		\$818.00
319 LODGING TAX FUND	\$12,053.32		\$12,053.32
320 SALES TAX OPERATING FUND	\$18,840.67		\$18,840.67
324 SALES TAX MINI MATCH RSRV FUND	\$1,337.50		\$1,337.50
326 REVOLVING LOAN FUND	\$589.17		\$589.17
390 CLUBHOUSE MAINTENANCE	\$421.55		\$421.55
393 1% RESTAURANT TAX FUND	\$3,475.92		\$3,475.92
462 R/I #11617 SERIES 2017	\$644.00	\$402.50	\$1,046.50
574 5-2-97 (FLOOD PHASE II)	\$1,725.90		\$1,725.90
622 3RD AVE N. RECON PROJ	\$41,735.00		\$41,735.00
636 16TH AVE. 11TH ST TO HWY 210		-\$402.50	-\$402.50
639 E. SANITARY SEWER 13-02-02	\$47,883.60		\$47,883.60
649 WTP LIME SILO & SLAKER	\$1,831.20		\$1,831.20
655 WESTSIDE MASTER PLAN 2017	\$36,445.60		\$36,445.60
TOTAL	\$628,850.92	\$144,053.84	\$772,904.76

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. March 26th, 12:00 Noon
- b. Public Works Cmt. March 27th, 12:00 Noon

ADJOURNMENT

Motion by Wateland, seconded by Bohn, to adjourn at 5:27 p.m. Motion carried with all voting ‘aye’.

Mayor Dale

Lynelle Amos, Finance Assistant