

Wahpeton City Council
March 6, 2017
5:00 p.m.

Present: Schmidt (via skype), Bertsch, Bajumpaa, Hansey, DeVries, Dale, Miller, and Wateland

Absent: Lambrecht

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

CALL TO ORDER

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation Declaring March as Aviation Month ó Council member Bertsch read a Proclamation Recognizing Aviation Month ó March 2017.

Proclamation Declaring March 22nd National Small Business Development Center Day ó Council member Miller read a Proclamation Recognizing National Small Business Development Center Day on March 22, 2017.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held February 21, 2017

Approval of minutes of Committee of the Whole meeting held February 27, 2017

Games of Chance Licenses, Site Authorizations & Special Permits:

Richland Wilkin Ladies Night ó Raffle Permit

NDSCS Alumni Foundation ó Raffle Permit

Three Rivers Crisis Center ó Raffle Permit

NDSCS HBA Club ó Raffle Permit

Other Games of Chance and/or special permits:

RMEF MinnDak Inc. ó Site Authorization

Presentation/Approval of Reports

Wahpeton Fire Dept. Fish Fry March 10, 2017

Lake Agassiz Community Development Block Grant Program FY 2017

Convention & Visitors Bureau Q4 2016 Report

Great Plains Food Bank Distribution in Wahpeton March 31st

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

TIF Plan 2006-1 Amendment – Resolution 3626 ó Huwe said eligible uses of tax increment financing are defined in the TIF Plan 2006-1. One of the current requirements for improvements to be eligible for public funding includes a development agreement negotiated by the Council, presented at a public hearing and approved by a majority of the Council. A motion was adopted at the February 21st Council meeting to approve pay-as-you-go funding of a drainage/culvert replacement project eligible for TIF funds. The City Attorney has written an amendment to the plan to allow pay-as-you-go funding without a development agreement provided that the project is an eligible project as

identified in the Plan. The project consists of regional infrastructure improvements at an estimated cost of less than \$100,000 and there is sufficient increment available prior to Council approval. Huwe requested a motion to offer Resolution 3626 Amending Tax Increment Financing District 2006-1 Development Plan as stated.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3626
RESOLUTION AMENDING TAX INCREMENT
FINANCING DISTRICT 2006-1 – DEVELOPMENT PLAN

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

ND Dept. of Health Laboratory Services Contract Renewal ó Huwe said the City has an ongoing contract with the ND Department of Health to provide testing services under the Safe Drinking Water Act and Clean Water Act. The State provides the required chemical and radiological analyses with an approximate annual cost of \$500, although the total amount charged is based on annual services requested. Huwe requested approval of the proposed contract for the calendar year 2017 as proposed. **Motion by DeVries, seconded by Schmidt, to approve the ND Department of Health Laboratory Services Contract Renewal for 2017 as Proposed. Motion carried with a roll call vote of 7-0.**

Legislative Update ó Huwe reported today is the 41st day of the 65th Legislative Session. The next milestone in the session is March 22nd which is the deadline for referrals of bills in the second house to the Appropriations Committees. We continue to watch for action on several property tax bills, proposed changes to levy authority by political subdivisions, and appropriations that affect cities. Legislative conference calls are held each Friday afternoon, and those interested can join staff at City Hall or dial in at their convenience. The next Coffee with the Legislators will be held at the Eagles Club on March 18th at 10:30 AM.

ATTORNEY

Project Resolutions – East Side Sanitary Sewer District 13-02-02 ó Lies explained he had a number of resolutions dealing with the East Side Sanitary Sewer project. The first Resolution #3627 is basically changing the name of the district which had a more generic name at the start of the project, and it amends Resolution #3504. The district dimensions remain the same. Resolution #3628 directs the preparation of the engineer's report. Resolution #3629 receives and approves the engineer's report which has been done. Resolution #3630 directs preparation of the plans and specs so the project can be bid and the plans and specs are completed. Resolution # 3631 approves the plans and specs. And Resolution #3632 directs advertisement for bids to be received on the April 3, 2017 at 11:00 a.m.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3627
RESOLUTION AMENDING RESOLUTION NO. 3504 –
CREATING EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)
PHASE B (Lift Stations No. 2 and No. 3 Proj. No. SS08-145)

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

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3628
**RESOLUTION DIRECTING PREPARATION
OF ENGINEER'S REPORT AND COST ESTIMATE FOR
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)**

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

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3629
**RESOLUTION RECEIVING AND APPROVING ENGINEER'S REPORT
IN EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)**

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

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3630
**RESOLUTION DIRECTING PREPARATION OF PLANS
AND SPECIFICATIONS AND ESTIMATE OF COST FOR
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)**

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

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3631
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ESTIMATE OF COST FOR
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)**

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

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3632
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02
PHASE A (First Street North from Dakota Avenue to Fifth Avenue Proj. No. ST17-231)**

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

LIBRARY DIRECTOR

Library Report ó Bakken reported the new shelving for the Children's Library arrived today. The painting is finished and carpeting should be completed in next few days, so all the books can be put back on the shelves. The old circulation desk went to the new police station to be used in their break room, and Bakken gave a heartfelt thanks to the Street Department crew for all their help in moving items. Bakken said programming continues at the Library with Storytime tonight at 5:30 p.m. and tomorrow at 10:00 a.m. Wednesday is outreach to Fairmount. Thursday at 2:00 p.m. a home school STEM project called balloon tower challenge will be held, and at 4:00 p.m. is a teen lounge. On Friday because there is no school a movie will be shown at 1:30 p.m. Next week, Wednesday is Book Club at 1:30 p.m., on the 18th is Chess Club, and the next Computer class will be on Facebook on the 21st at 5:30 p.m. or 22nd at 1:30 p.m.

POLICE CHIEF

Huwe was asked to provide an update on Police Chief Thorsteinson, who she reported had a serious health event yesterday that kept him from work but he is on the road to recovery and plans to be back to work next week. Sergeant Anderson is currently acting Chief.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **of a Composting Agreement with Jay Schnell**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Storm Sewer Manhole Repairs on 4th Avenue South and 8th Street**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Supplemental Agreement #5 with Interstate Engineering for Final Design and Bidding for 3rd Avenue North Sanitary Sewer Phase B**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Supplemental Agreement #6 with Interstate Engineering for Construction Engineering and Surveying for Eastside Sanitary Sewer Phase A**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported alley restrictions went into effect today throughout the City, which means all garbage collection will take place on the streets and avenues. It was noted all alleys within the City, asphalt, concrete or gravel, are under the restriction.

Hansey then presented some recommendations from the City Enhancement Organization Committee. The first was to approve \$750 for a bronze plaque and installation at the Volunteer Park. **Motion by Bertsch, seconded by Dale, to approve \$750 from CEO funds for a bronze plaque and installation at the Volunteer Park**. It was noted the plaque was to thank the volunteers on the 20 year anniversary of the 1997 flood. **Motion carried with a roll call vote of 7-0**.

The next was to approve purchasing a radar sign provided the City purchases one. Hansey explained this was suggested for safety reasons in an effort to slow traffic on Dakota Avenue. The cost is just under \$4,000. **Motion by Miller, seconded by Bajumpaa, to approve purchasing a radar sign with CEO funds provided the City purchases one**. Discussion held regarding the sign, its location, and that this motion only approves the CEO purchase and that the City's purchase would need to be addressed separately at a later date. **Motion carried with a roll call vote of 7-0**.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

DeVries wanted to publicly thank the community for their tremendous show of support for the schools, especially toward the Wahpeton Girls Basketball team in their efforts to qualify for the State tournament.

Confirmation of Center Township Appointment to the Planning Commission ó Mayor Hansey requested confirmation of the appointment of Matt Dockter to the Planning Commission with term ending June 30, 2019. **Motion by Miller, seconded by Bertsch, to approve confirming the appointment of Matt Dockter to the Planning Commission with term ending June 30, 2019. Motion carried with all voting ‘aye’.**

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 27th.

Evaluation of Primary Depository Proposals – motion to recommend proceeding with the proposal submitted by Wells Fargo Bank, N.A. ó **Motion by DeVries, seconded by Bertsch, to approve accepting the proposal presented by Wells Fargo Bank, N.A. as the City’s Primary Depository. Motion carried with all voting ‘aye’.**

Fixed Asset Policy Amendment – motion to recommend approval of the revised policy ó **Motion by DeVries, seconded by Bertsch, to approve the Fixed Asset Policy Amendment as presented. Motion carried with all voting ‘aye’.**

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on February 28th.

Stop Sign at Loy Ave. & 12th St. N. – discussion

Rental Agreement with Swanston Equip. for Crack Sealing Melter – motion to recommend approval of the rental agreement ó **Motion by Bajumpaa, seconded by Schmidt, to approve the Rental Agreement with Swanston Equipment Co. for a Crack Sealing Melter at a rate of \$3,600 per month. Discussion held. Motion carried with a roll call vote of 7-0.**

2017 Seal Coat Project – motion to recommend advertise for bids ó **Motion by Bajumpaa, seconded by Dale, to approve advertising for Bids for the 2017 Seal Coat Project. Discussion held regarding the project area. Motion carried with all voting ‘aye’.**

OtterTail Power Easement at Pond #1 – discussion

Museum On-Street Parking – motion to recommend changing the signage as proposed ó **Motion by Bajumpaa, seconded by Dale, to approve Changing the On-Street Parking Signs on 7th Avenue North by the Richland County Museum as Proposed. Motion carried with all voting ‘aye’.**

Public Works Operations Review – discussion

Nuisance Mosquito Control – discussion

Building Official Updates – discussion

Building Demolition Flood Project – discussion

Policy Discussion for Consultant Selection – discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee March 13th, 12:00 Noon
- b. Public Works Committee March 14th, 12:00 Noon
- c. Planning Commission March 16th, 4:00 P.M.

Motion by Wateland, seconded by Bertsch, to adjourn at 5:46 p.m. Motion carried.

Mayor Hansey

Lynelle Amos, Finance Assistant