

Wahpeton City Council
May 15, 2017
5:00 p.m.

Present: Schmidt, Lambrecht, Bertsch, Bajumpaa, Hansey, DeVries, Dale, and Miller

Absent: Wateland

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

CALL TO ORDER

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation – Daily News the Top Small Daily Newspaper in ND ó Hansey read a Proclamation Honoring Frank Stanko of the Daily News who was recognized by the North Dakota Newspaper Association on April 28, 2017 for excellence in journalism for articles he authored on local news, government, photos, and reporting series. Stanko was commended for his dedication and commitment in fulfilling the essential role played by local newspapers in providing timely and accurate information to our community, and wished success in future years.

Hansey then presented a Proclamation Honoring the Daily News Top Small Daily Newspaper in North Dakota to Tara Klostreich, General Manager of the Daily News, congratulating them on their recognition and wishing them continued success in the future.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held May 1, 2017

Games of Chance Licenses, Site Authorizations & Special Permits

Circle of Nations ó Raffle Permit

Wahpeton High School Music Dept. ó Raffle Permit

Other Games of Chance and/or special permits:

Evanø Support ó Raffle Permit

Presentation/Approval of Reports

Thank You Twin Towns Downtown ó May 18th

House Resolution 3036 ó 20th Anniversary Red River Flood of 1997

Tree City USA

April 2017 Bill Pay Report \$2,522,939.43 ó see below (includes \$1,637,403.75 in bond payments)

April 2017 Financial Reports

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

Sales Tax Commissioner Sales Tax Collection Agreement 2017-2019 ó Huwe said the Office of the State Tax Commissioner has provided a contract to continue the collection of city sales, use and gross receipts taxes for the biennium of 2017-2019. The State agrees to provide administration of the cityø sales tax ordinances in reference to the reporting, paying correction of errors, payment of refunds and application of penalties and interest in conjunction of sales, use and gross receipt taxes.

The proposed fee for administration of the Wahpeton local sales tax remains at \$35 per permit holder per year for a proposed cost of \$627 per month or \$7,524 annually for 215 permit holders. The current contract at \$35 per permit per year includes 216 permit holders for \$7,560. The State Tax Department provides a convenient system for electronic filing of local sales and use tax obligations. Huwe requested a motion to approve the contract with the State Tax Commissioner for the collection of local sales, use and gross receipt taxes 2017-2019. The estimated cost of the two year contract is \$15,048. **Motion by Schmidt, seconded by Bertsch, to approve the 2017 – 2019 Contract for Collection of City Sales, Use and Gross Receipts Taxes between the City of Wahpeton and the Tax Commissioner of the State of North Dakota. Motion carried with a roll call vote of 7-0.**

2017 Legislative Recap ó Huwe reported The ND League of Cities provided a legislative recap and summary of the 65th Legislative Session in West Fargo on May 10th. Several adopted bills will change current City processes: HB 1245 Eliminates the Sunday Liquor License requirements. The City currently has 2 Class A licenses that do not have Sunday privileges; the license fee resolution will need to be reviewed to coincide with this change. SB 2120 increases the minimum value of work before a contractor's license is required from \$2,000 to \$4,000. We may review the City Ordinances to coincide with this change. SB 2145 increases the project value requiring public bidding from \$100,000 to \$150,000. City ordinances require bidding for projects in excess of \$25,000. HB 1003 includes a requirement for city judges to assess a fee not to exceed \$25 for crime victims and as a funding mechanism for compliance with Marsy's Law through the state wide victims notification network. SB 2178 expands the eligible projects to access the Bank of ND Capital Infrastructure Fund. The City has accessed this BND program for the Westdale infrastructure project and will submit applications for the 3rd Avenue North and East Side Sanitary Sewer Projects. The funds are very competitive at 2% for up to 30 years with little to no administrative fees. SB 2206 changes the current 12% property tax buy-down funded by the state by shifting the costs of county social services to the state. The elimination of the 11.5 mills amounts to approximately 3% of a Wahpeton resident's property tax bill potentially leading to a 9% property tax increase. SB 2298 requires out of state sellers to comply with state and local sales tax laws contingent upon adoption of a legally enforceable federal law titled the Marketplace Fairness Act. SB 2166 places limitations on the use of Tax Increment Financing Incentives. Counties and School districts may deny incentives that last beyond 5 years. Applies to any development agreements entered into after July 31, 2017. SB 2288 changes the City budget process requiring a consolidated tax statement and adoption of the preliminary budget by August 10th rather than September 10th starting in 2018. Council member Miller who also attended then provided a brief summary of his takeaway from the presentation.

City Hall Closed Monday, May 29th in observation of Memorial Day

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A written Economic Development activity report was provided. Priebe also provided a printed copy of the Economic Development 2016 EDC/CDC Annual Report / 25th Anniversary Edition, whose content she reviewed.

Priebe reported the CDC Board met last week and finalized the Westside Land purchase. A map of the area was provided. It was noted approximately 50 acres are outside city limits and the CDC will be looking to petition it for annexation.

Bertsch reported on the CEO meeting held May 4th, saying a Christmas Lights Plan was discussed. Three phases of the project over the next 3 years. Phase I will include snowflake decorations on the Dakota Avenue poles, banners on 16th Avenue North, new bows for the wreaths on 2nd Avenue North, replacing the star on the Volunteer Park tree, lighting the trees at Volunteer Park, and repairs to the lighting by McDonald's. The approximate cost for the first phase is \$30,000. **Motion by**

Bertsch, seconded by Lambrecht, to approve the First Phase of the Christmas Lights Plan as presented at the approximate cost of \$30,000. Motion carried with a roll call vote of 7-0.

LIBRARY REPORT

Library Report ó Bakken reported the Library Summer Reading Program starts June 5th with pre-registration on June 1 & 2 during business hours. In conjunction with Blue Goose Days and Crazy Days, the Friends of the Library and Library have decided to hold a used book sale on Friday, June 2nd from 9 a.m. to 4 p.m. in the lower level activity room. All items will be offered as a fee will sale. This Saturday will be the last one the Library will be open during the summer. The weekly hours will remain the same until September 9th. There is still an opening on the Library Board. Anyone with suggestions or recommendations can contact either Bakken or Huwe at City Hall.

POLICE CHIEF

Police Dept. Staffing Request – Request Referral to Finance Cmt. ó Police Chief Thorsteinson requested referral to the Finance Committee of a Police Department Staffing Request. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski reported the Street Department is finishing up crack filling and will start crosswalk and street striping. Regarding vector control, district larvaciding is taking place as well as in town. Residents were reminded to address any pooled/stagnant water to assist in mosquito control. Traps will be set out this week to help monitor mosquito populations.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Hansey said Bruce Weeda of the CDC has requested appointment of 3 Council members to a committee to review Economic Development, and those appointed will be Perry Miller, Chris DeVries, and Steve Dale.

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 May 8th.

Flood Property & Metal Building Sale – discussion

Cell Tower Lease Request for Addendum – discussion

Special Assessment Assistance Program Policy Draft – discussion

Capital Improvement Plan – discussion

Reconfiguration of the CEO & CVB Committee – discussion

Employee Policy Manual Updates – ongoing discussion

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on May 9th.

Flood Property & Metal Building Sale – motion to recommend advertising for bids ó **Motion by Lambrecht, seconded by Schmidt, to Advertise for Bids for the Flood Property and Metal Building.** Discussion held. **Miller offered an amendment to the motion to offer the Flood Property & Metal Building to the adjacent landowners (Schafer’s) for \$16,010, and if they don’t exercise that then proceed with advertising the property for bids, seconded by Schmidt.** Further discussion held. Roll call vote called for on amending the motion. **Motion carried with a roll call vote of 6-1: with Miller, Schmidt, Lambrecht, Bertsch, Bajumpaa, and DeVries voting**

‘aye’; and Dale voting ‘nay’. Roll call vote called for on the amended motion. **Motion carried with a roll call vote of 6-1: with Miller, Schmidt, Lambrecht, Bertsch, Bajumpaa, and DeVries voting ‘aye’; and Dale voting ‘nay’.**

Contracts for E. Side Sanitary Sewer Ph. A – motion to recommend award of contract contingent upon SRF Funding approval ó **Lambrecht** said this item would be going back to the Public Works Committee.

Contract with Cummins Service for Generator Maintenance – motion to recommend approval ó **Motion by Lambrecht, seconded by Bajumpaa, to approve the Contract with Cummins Service for Flood Generator Maintenance. Motion carried with all voting ‘aye’.**

ROW Consideration adjacent to Bank of the West – ongoing discussion

NDSCS Easements for City Utilities - discussion

Capital Improvements Plan – discussion

Building Official Updates – discussion

2017 Seal Coat Project – motion to recommend approval of contract with Morris Sealcoat for \$41,340.11 ó **Motion by Lambrecht, seconded by Schmidt, to approve the Contract with Morris Sealcoat & Trucking Inc. for the 2017 Seal Coat Project in the amount of \$41,340.11. Motion carried with a roll call vote of 7-0.**

April 2017 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$209,810.17	\$26,973.57	\$236,783.74
201 WATER OPERATING FUND	\$25,489.13	\$37,854.32	\$63,343.45
202 SANITARY SEWER OPERATING FUND	\$25,349.22	\$24,479.19	\$49,828.41
203 WASTE REMOVAL OPERATING FUND	\$22,354.90	\$914.10	\$23,269.00
205 VECTOR CONTROL FUND	\$1,146.56	\$1,069.06	\$2,215.62
206 STREET LIGHTING	\$11,093.78		\$11,093.78
209 LIBRARY LEVY FUND	\$7,491.89	\$12,496.85	\$19,988.74
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$3,865.00	-\$3,865.00
233 REAL ESTATE LEVY FUND	\$1,149.50		\$1,149.50
34 SPECIAL STREET MAINT FUND	\$1,048.00		\$1,048.00
235 SNOW/FLOOD EMERG LEVY FUND	\$1,438.50		\$1,438.50
236 LEVEE MAINTENANCE	\$1,674.11	\$8,013.29	\$9,687.40
253 METER DEPOSITS TRUST FUND	\$126.57		\$126.57
261 UNEMPLOYMENT COMP RESERVE FUND	\$262.80		\$262.80
271 ECONOMIC DEVEL DEPT FUND	\$2,949.96	\$14,504.72	\$17,454.68
315 TAX INCREMENT FUND	\$287.50		\$287.50
318 WEED MAINT LEVY FUND	\$81.00		\$81.00
319 LODGING TAX FUND	\$4,421.04		\$4,421.04
320 SALES TAX OPERATING FUND	\$52,765.15		\$52,765.15
324 SALES TAX MINI MATCH RSRV FUND	\$1,145.00	\$25.00	\$1,170.00
326 REVOLVING LOAN FUND	\$10,790.55		\$10,790.55
393 DOWNTOWN CARE & MTC FUND	\$1,880.08		\$1,880.08
401 BDSGC CART SUBLEASE	\$7,248.00		\$7,248.00
453 R/I #10708 WESTSIDE TIF	\$187,088.00		\$187,088.00
454 R/I #10809 REFI 5 ISSUES	\$244,777.00		\$244,777.00
456 R/I #11011 SERIES 2011	\$140,017.25		\$140,017.25
457 R/I #11111 SERIES B 2011	\$271,563.75		\$271,563.75
458 R/I #11212 SERIES A 2012	\$222,193.75		\$222,193.75
459 R/I #11314 SERIES 2014	\$114,488.50		\$114,488.50
461 R/I #11516 SERIES 2016	\$457,275.50		\$457,275.50
574 5-2-97 (FLOOD PHASE II)	\$305,520.21		\$305,520.21
636 16TH AVE. 11TH ST TO HWY 210	\$11,239.13		\$11,239.13
639 E. SANITARY SEWER 13-02-02	\$764.24		\$764.24
643 LIBRARY ROOF, WALLS & DOOR	\$41,250.64		\$41,250.64
649 WTP LIME SILO & SLAKER	\$2,124.00		\$2,124.00
650 PD RELOCATION	\$11,673.99		\$11,673.99
TOTAL	\$2,399,979.37	\$122,960.06	\$2,522,939.43

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission May 18th, 4:00 P.M.
- b. Finance Cmt. May 22nd, 12:00 Noon
- c. Public Works Cmt. May 23rd, 12:00 Noon

ADJOURNMENT

Motion by DeVries, seconded by Miller, to adjourn at 6:05 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant