

Wahpeton City Council
May 7, 2018
5:00 p.m.

Present: Schmidt, 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.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Joint Public Hearing with Planning Commission on Final Plat Approval for Edgewood Park – Postponed pending additional information

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held April 16, 2018

Games of Chance Licenses, Site Authorizations & Special Permits:

Red River Human Services Site Authorization at City Brew Hall

Red River Human Services Site Authorization at Oasis Stage Bar

NDSCS Catbacker Letter Winner Club Site Authorization at NDSCS

Other Games of Chance and/or special permits:

Wahpeton Huskies Trap Team ó Raffle Permit

Wahpeton Breckenridge Rotary Club ó Raffle Permit

Presentation/Approval of Reports

Arbor Day Foundation Tree City USA, Growth Award Winner

2017 City of Wahpeton Audit Report

Q1 2018 Convention & Visitors Bureau Report

Committee of the Whole Minutes April 17, 2018

WSI Compliance Report Q1 2018

Spring Cleanup Week May 21-25

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

Motion by Bertsch, 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

CDBG Closeouts – Request motion to set public hearings for May 21st at 5:00 PM ó Huwe explained Lake Agassiz Regional Council is the oversight agency for Community Development Block Grants in Wahpeton. CDBG funds are targeted at programs providing housing for low and very low income households, public facilities such as water and sewer projects and economic development projects that may specifically benefit low income persons with job creation and child care. ComDel Innovation was awarded \$224,727 in CDBG funds in June of 2015 for the Altavian unmanned aerial systems project, however the project was discontinued and the funds were not disbursed. Tiny Tykes Child Care was awarded \$65,000 in 2016 for the construction of a new day care center in Wahpeton, the funds have been fully drawn and the project is up and running. To complete the CDBG administrative process Huwe requested a motion to set a public hearing for Monday, May 21st at 5:00 p.m. to close out the Altavian and Tiny Tykes projects.

Motion by McCann, seconded by Wateland, to approve setting a Public Hearing for Community Development Block Grants to Close Out the Altavian and Tiny Tykes Projects on May 21st at 5:00 p.m. Motion carried with all voting ‘aye’.

Capital Improvements Plan – request motion to set a public hearing for May 21st at 5:00 PM ó Huwe said the draft Capital Improvements Plan is available on the city webpage under the departments tab. The adoption of the CIP plan is coordinated with the budget preparation process and will remain on the committee agendas to provide additional input next week with targeted adoption on May 21st. Huwe requested a motion to set a public hearing for Monday, May 21st at 5:15 p.m. to review and adopt the 2018-2022 Capital Improvements Plan. **Motion by Bohn, seconded by McCann, to approve setting a Public Hearing for the review and adoption of the 2018-2022 Capital Improvements Plan on May 21st at 5:15 p.m. Motion carried with all voting ‘aye’.**

2017 Municipal Securities Rule Making Board Continuing Disclosure – request referral to Finance Cmt. ó Huwe said the City of Wahpeton frequently uses the proceeds of debt financing to fund projects. Debt financing via the municipal bond market is tracked through the Municipal Securities Rulemaking Board EMMA web portal. Ongoing disclosure information provides a wealth of information about cities issuing debt. Huwe requested the EMMA Continuing Disclosure reporting be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2018 Budget Input – request referral to Finance Cmt. ó Huwe explained the preliminary budget and certification of tax levy are targeted to be complete by August 1st. Premises for calculating the budget including service delivery priorities, projected tax levy revenues, and proposed payroll related costs set the basic premises for budget calculation. Huwe requested the 2018 Preliminary Budget Premises be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Election Update – reminder of Campaign Finance Reporting ó Huwe said the June 12th city election is only 36 days away. The State of ND requires cities with a population over 5,000 to collect Campaign Finance Disclosures for pre-election activities for contributions of \$200 or more, and in the event a candidate receives a contribution of \$500 or more they have 48 hours to submit a supplemental report. The pre-election report is due to the City Auditor’s Office by Friday, May 11th. Each Candidate has received a disclosure report on which they are to report all contributions in excess of \$200 or note they have not received any contributions in section C. Council members were told they may complete and sign their report and leave it on their council desk or return it to Huwe by Friday. An additional year-end report is required in January.

ASSESSOR/BUILDING CODES

Equalization Meeting Continuance – following Council tonight ó Dale gave a reminder of the Equalization meeting continuance following the City Council meeting tonight.

ATTORNEY

Resolution 3695 Creating Special Assessment District Westgate Commons ó Lies explained there were three resolutions dealing with the improvement district that is north of the First Community Credit Union and south of Vision Ford, and a map of the area was provided.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3695
**RESOLUTION CREATING SANITARY SEWER, STORM SEWER,
WATER, STREET AND STREET LIGHT IMPROVEMENT DISTRICT ST-238**

(WESTGATE COMMONS 1ST ADDITION PROJECT NO. ST18-238)

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

Resolution 3696 Directing Eng. Report Westgate Commons

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3696

**RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
FOR IMPROVEMENT IN CREATING SANITARY SEWER, STORM SEWER,
WATER, STREET AND STREET LIGHT IMPROVEMENT DISTRICT ST-238
(WESTGATE COMMONS 1ST ADDITION PROJECT NO. ST18-238)**

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

Resolution 3697 Relating to the Financing of Improvements

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3697

**RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT OF CERTAIN
EXPENDITURES FOR SANITARY SEWER, STORM SEWER, WATER, STREET AND
STREET LIGHT IMPROVEMENT DISTRICT ST-238
(WESTGATE COMMONS 1ST ADDITION PROJECT NO. ST18-238)**

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

Dumpsters, Roll-Off Containers, & Portable Storage Units – request second reading and adoption of

Ord. 991 ó Lies explained an amendment to the first reading of this ordinance needs to be approved first, regarding the requirement for the containers to have reflectors so they are visible in the evening and also height requirements. **Motion by Bohn, seconded by McCann, to approve the amendments to the first reading of Ordinance No. 991 as suggested by City Attorney Lies. Motion carried with all voting 'aye'.**

Council member McCann offered the second reading of the following Ordinance:

ORDINANCE NO. 991

**AN ORDINANCE GOVERNING THE USE OF DUMPSTERS, ROLL-OFF CONTAINERS,
PORTABLE STORAGE UNITS, OR EQUIVALENT CONTAINERS
WITHIN THE CITY OF WAHPETON**

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

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries provided an update regarding Opportunity Zones. The City of Wahpeton applied to be one of the Opportunity Zones in North Dakota created by Governor Borgum. There were 88 tracks eligible, with 59 applications for those tracks. Governor Borgum designated 25 of those Opportunity Zones and unfortunately Wahpeton/Richland County was not chosen as one of them.

DeVries also gave an update on the Southern Valley Economic Development Authority (SVEDA) saying a director has been hired, Justin Neppl. He is currently the SBDC advisor and will continue in that capacity for another month or so while he transitions. Locations for the SVEDA office are being considered. Neppl plans to start full-time with SVEDA on July 1st.

Convention & Visitors Bureau Request ó DeVries said the CVB is requesting approval to place statues on Dakota Avenue, among other locations in Wahpeton. There would be 20+ statues of Honker the Blue Goose to be placed around Wahpeton. Sponsorship for each statue is being considered, with the sponsor paying for the sponsorship as well as the artist to paint them. The statues would be 5-6 feet tall. In speaking with the Public Works Director, DeVries said Miranowski was fine with placing the statues on Dakota Avenue with the suggestion that they be protected in the winter from getting hit during snow removal. The CVB has discussed the possibility of removing the statues in the winter, but need further consideration as to how they would be anchored and re-anchored, and also where they would be stored. DeVries said he was looking for Council approval to place the statues on Dakota Avenue. Discussion held. It was noted the statues would be constructed of material similar to the Wahpper, and maintenance issues with Wahpper were discussed. Where the statues would be placed was also talked about. **Motion by Bohn, seconded by McCann, to approve the placement of Honker the Blue Goose statues on Dakota Avenue with the condition that the City Council has final approval of positioning of the statues. Motion carried with a roll call vote of 8-0.**

LIBRARY DIRECTOR

Library Report ó Bakken reported Children's Librarian Kercher has begun visiting local schools regarding the summer reading program. Kercher has also completed her daycare outreach visits for this spring. Library happenings include Storytime, Get Creative at Your Library, and Summer Reading Program - Libraries Rock! Signup on May 31st and June 1st to start on June 4th. Friends of the Library will be holding a small used book sale on June 1st. Starting May 19th the library will no longer be open on Saturdays until September. Bakken announced the Library has a part-time position opening for approximately 19 hours per week to include evening and daytime hours and Saturdays throughout the school year. The application and job description are available on the Library website as well as the City's website.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to Public Works Committee **of a Contract with RDO for Seasonal Rental of a Tractor**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to both Public Works Committee and Finance Committee **to Review the Edgewood Park Development Agreement**. Mayor Dale will refer this item to the Public Works & Public Safety Committee, and also to the Finance, Economic Development & Personnel Committee.

Miranowski reported with the 3rd Avenue Reconstruction Project two intersections are temporary 4-way stops, at 4th Street and 2nd Avenue North and at 2nd Street and 2nd Avenue. He announced alley restrictions will be lifted effective May 14th. Weather permitting crack filling will start tomorrow.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

McCann said the Finance, Personnel & Economic Development Committee met at noon on April 23rd. **Wahpeton Breckenridge Chamber of Commerce Blue Goose Days Funding Request – motion to recommend approval of \$10,000 from Sales Tax for Economic Dev. ó Motion by McCann, seconded by Bertsch, to approve \$10,000 in Grant Funds from Sales Tax for Economic Development to the Wahpeton Breckenridge Area Chamber of Commerce for Blue Goose Days 2018 Event. Motion approved with a roll call vote of 8-0.**

2018 Budget Calendar – discussion

HELP Program Review – motion to recommend allocation of \$6,500 for appraisal costs related to the HIPP Program ó **Motion by McCann, seconded by Lambrecht, to approve up to \$6,500 from the Housing Entry-Level Program (HELP) to go towards appraisal costs for the Home Improvement Partnership Program (HIPP). Motion carried with a roll call vote of 8-0.**

HIPP Program Review – motion to recommend continued partnership with Gate City Bank and revision of max. household income to \$91,680 ó **Motion by McCann, seconded by Bertsch, to approve the City of Wahpeton to partner with Gate City Bank for the Home Improvement Partnership Program (HIPP) for 2018. Discussion held. Motion carried with a roll call vote of 8-0.**

Capital Improvements Plan – discussion

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at 5:00 p.m. on April 24th.

CO2 Tank Replacement at Water Treatment Plant – motion to recommend to proceed with Stantec for design services ó **Motion by Bajumpaa, seconded by Schmidt, to approve proceeding with Stantec for engineering design services for the CO2 Tank Replacement Project at the Water Treatment Plant. Motion carried with all voting ‘aye’.**

Capital Improvements Plan – discussion

2018 Seal Coat Proj. – motion recommend approval of contract with Astech Corp. ó **Motion by Bajumpaa, seconded by Schmidt, to approve the City enter into Construction Contract with ASTECH Corp. for the 2018 Seal Coat Project. Motion carried with a roll call vote of 8-0.**

East Side Sanitary Sewer Proj. Ph. II Engineering – tabled

Alley at Heritage Square/Library Snowplowing – discussion

Building Official Updates

Policy Review of Yard Junk/Clutter - discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee May 14th, 12:00 Noon
- b. Public Works Committee May 15th, 5:00 PM (until further notice)

Adjournment

Motion by Bertsch, seconded by Bohn, to adjourn at 5:44 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant