

**Wahpeton City Council**  
**November 17, 2014**  
**5:00 p.m.**

**Present:** Schmidt, Lambrecht, Bertsch, Hansey, Dale, Bajumpaa, and Wateland

**Absent:** Mitskog and DeVries

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Broadland, Priebe, Guck, and Johannessen

Meeting called to order by Mayor Hansey. Hansey welcomed Jeff Hart, Associate Professor of Social & Behavioral Sciences at NDSCS, and his students who were in attendance at the meeting.

**PUBLIC HEARINGS/ETC.**

**Municipal Court Annual Report – Judge Don Krassin** ó Judge Don Krassin said there have been a number of changes in the Municipal Court in the past year, with one of those being a new Clerk of Court, Diane Poppen. He said the Clerk's office had previously been housed in his private office but is now located in City Hall, which has led to some adjustments but has gone fairly smoothly as Poppen has taken over and done very well. Judge Krassin then provided and reviewed the Municipal Court Annual Report. He noted that all the numbers for 2014 are estimates, projected based on the numbers to-date. Graphs were provided comparing the numbers for each year, and it was noted there is a direct correlation between the number of citations and the income. Krassin then expressed his gratitude for allowing him to serve as Municipal Judge, and welcome those interested to observe his courtroom while in session. He said any questions or concerns can be directed to him. Following some discussion, Krassin was thanked for his report.

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

**Approval of minutes of regular meeting held November 3, 2014**

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

Red River Sportsmen's Club ó Games of Chance Raffle Permit

Richland County 4-H ó Games of Chance Raffle Permit

NDSCS Electrical Club ó Games of Chance Raffle Permit

The Business Connection/Crisis Center ó Games of Chance Raffle Permit

Other Games of Chance and/or special permits:

Wahpeton Hockey Association ó Gaming Site Authorization

**Presentation/Approval of Reports**

October 2014 Financials

October 2014 Bill Pay Report \$912,849.91 ó see below

Town Centre Square Tree Lighting Nov. 25<sup>th</sup> at 6:00 PM

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

**Motion by Dale, seconded by Wateland, to approve the Consent Agenda items as presented.**

**Motion carried with all voting 'aye'.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Cooperative Purchasing Agreement** ó Huwe said the Finance Committee would be making a recommendation later in the meeting regarding a copier lease for City Hall, and to have access to the contract pricing proposed in that lease the City needs to be part of a purchasing agreement. There is no cost and it allows the City to access the Minnesota State Bid System and participate in a host of other contracts that are collectively negotiated. Huwe asked for a motion approving execution of that agreement. **Motion by Lambrecht, seconded by Schmidt, to approve execution of the Cooperative Purchasing Agreement between the City of Wahpeton and the State of Minnesota. Motion carried with all voting 'aye'**

**Intergovernmental Service Agreement with Richland County** ó Huwe said in preparing the City's 2015 budget, the Police Chief had discussed with the Richland County Sheriff the current rate paid for prisoner board. It was noted the rate has been \$27.50/day since 2009 and have requested an increase for 2015 to \$30.00/day. Huwe said there was knowledge of this request during the budget preparation, however a copy of the proposed contract was not available. She requested approval of the inter-service agreement with the contingency of a final review by City Attorney Lies. **Motion by Bertsch, seconded by Schmidt, to approve the Intergovernmental Service Agreement between Richland County and the City of Wahpeton contingent upon final review by City Attorney Lies. Motion carried with a roll call vote of 6-0.**

**City Council Retreat Nov. 20<sup>th</sup> 12:00 Noon to 5:00 PM** ó Huwe said an agenda for the City Council Retreat scheduled to be held Thursday, November 20<sup>th</sup> starting at noon would be sent out tomorrow.

**Reminder – City Hall Closed Thursday Nov. 27<sup>th</sup> Thanksgiving Day**

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** ó Priebe said the Economic Development Commission met on November 13<sup>th</sup>, and heard a request from Jay Julson who presented a plan to purchase the All Season's Car Wash. Julson will renovate this space into a shop for his business expansion needs, leaving two bays open as a car wash option but does not know how much income will be generated on that portion. Business operation last year had an 87% increase in sales and this year so far a 47% increase in sales and added a FT employee. In 2014 Julson had 3 full-time people, 2 part-time plus himself and will be looking for another person in 2015. They also own real estate on 8<sup>th</sup> Avenue South and will keep that for storage. The purchase price is \$145,000 and he is looking at an interest rate buy down ó in cooperation with the Bank of ND. The expanded service includes lawn, fertilizing, edging, weed control, snow removal, and a full package. Just lawn care is being done now with landscaping possibly being added later. Priebe said Justin Neppel from SBCD has Julson as a client. Adding the person and snow removal piece is a break even venture right now but Julson feels there will be a moderate increase in business and the buydown will improve the bottom line. Priebe said the total buydown on \$145,000 loan buying down the rate from 6% to 1%, amounts to \$86,930.74. When the 70-30 split is applied, Bank of ND is in for \$60,851.56 and the community share would be \$26,079.18. If the Present Value amount is used, the community share drops to \$25,148. This is a 20 year term. It was noted that typically when buydown dollars are applied to the building, the buydown is not paid back. Julson explained they have differentiated themselves as a distinct business as they do all these services on a full-time basis. There are other lawn mowing service providers in the community, but not on a year round basis. The anticipated start date is December 1<sup>st</sup> with a completion of December 20<sup>th</sup>. Huwe then reviewed the sales tax for economic development funds available, and said the EDC voted unanimously to recommend the City Council approve an upfront present value amount of \$25,148 for the Julson Lawn Mowing LLC FLEX PACE project from the Sales Tax for Econ Dev Fund. **Motion by Dale, seconded by Bajumpaa, to approve an upfront present value amount of \$25,148 for the Julson Lawn Mowing LLC FLEX PACE project from the Sales Tax for Economic Development Fund. Motion carried with a roll call vote of 6-0.**

Priebe said earlier this year Blue Cross Blue Shield partnered with North Dakota State College of Science to offer an on-site customer service call center in Wahpeton. They are currently leasing existing space on the campus, where they train employees as customer service representatives. They also held a job fair in April that was very successful. The City is very happy to have this new facility and the creation of quality jobs. Priebe said one of the State offerings BCBS accessed is known as the ND New Jobs Training Program. Training costs for new employees can add up quickly and the way to offset these expenses is through tax credits generated by income tax withholding. The agreement between Job Service ND and BCBS has already been signed in August but the form and agreement between the City of Wahpeton and BCBS has not been formally acknowledged. Priebe asked that the Mayor and Auditor be authorized to sign the New Jobs Training community agreement between BCBS of ND and the City of Wahpeton and date it for today, November 17, 2014. Once signed, the grant confirmation form from the Office of the

State Tax Commissioner can be endorsed and forwarded to the appropriate officials. **Motion by Bertsch, seconded by Schmidt, to approve authorizing Mayor Hansey and City Auditor Huwe to sign the New Jobs Training Community Agreement between Blue Cross Blue Shield of ND and the City of Wahpeton, and to date the document November 17, 2014. Motion carried with all voting 'aye'.**

### **LIBRARY DIRECTOR**

**Library Director Report** ó Guck reported that Leach Library was holding a logo contest with the submission deadline 2 weeks ago, and received 24 entries. She said the Library Board would be meeting on Thursday and will choose the winning logo. It is hoped to roll out the new logo by the end of the year. Guck said she has also been working on redesigning the library's website which should be ready at the same time.

Guck then reported that last month the library hit a circulation milestone. She explained that since libraries don't generate money, circulation statistics can be used to judge how they are doing. She said October usually has between 3,500-4,500 circulations, but this year there were 4,990 checkouts. She has now challenged her staff to reach a goal of over 5,000. Guck then shared some titles of new books available at the library and said she hopes to encourage more patrons to visit the library and that it will help them to reach their circulation goal.

### **PUBLIC WORKS DIRECTOR**

**Lift Station #1 Wet Well Collection Manhole Repair Construction Agreement with R. L. Larson Excavating, Inc.** ó Miranowski said he was given authorization to obtain quotes for this project and this is the contract. The contractor is mobilizing already so this is after-the-fact but per City ordinance the Council needs to approve the agreement, of which a copy was provided in the amount of \$368,436.00. **Motion by Lambrecht, seconded by Schmidt, to approve Lift Station #1 Wet Well Collection Manhole Repair Construction Agreement with R. L. Larson Excavating, Inc. in the amount of \$368,436.00. Motion carried with a roll call vote of 6-0.**

**PW Report** ó Miranowski said a burn permit has been obtained from the State to burn the tree disposal site which is planned for Friday of this week, weather permitting. He said Ehlert Construction will be moving part of the south pile on Thursday afternoon. The fire department has been notified and five firefighters will be present with a truck to monitor the burn. The police department has been notified, and roads in the immediate vicinity will be closed/barricaded at 23<sup>rd</sup> east of Burchill Construction and 22<sup>nd</sup> Avenue and 4<sup>th</sup> Street in Briarwood just as necessary precautions. He encouraged the public to avoid the area where operations are taking place.

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

Dale requested that the signal light timing on Dakota Avenue be referred to Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

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

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

Dale said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on November 10<sup>th</sup>.

**City Hall Copier Lease Proposals – motion** to recommend proceeding with 60 mo. lease agreement as proposed by Toshiba Business Solutions for a 45 page per minute multi-function device ó **Motion by Dale, seconded by Wateland, to approve proceeding with a 60 month lease agreement as proposed by Toshiba Business Solutions for a 45 page per minute multi-function device at the contract total amount of \$21,133.52. Motion carried with a roll call vote of 6-0.**

**City Council Retreat Agenda Items – discussion**

**First Baptist Church West Briarwood Inquiry – discussion**

## **Public Works & Public Safety Committee Report** (No meeting held Nov. 12<sup>th</sup>)

October 2014 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$277,718.05	\$25,592.91	\$303,310.96
201 WATER OPERATING FUND	\$32,661.43	\$33,815.37	\$66,476.80
202 SANITARY SEWER OPERATING FUND	\$23,973.63	\$21,169.97	\$45,143.60
203 WASTE REMOVAL OPERATING FUND	\$21,339.88	\$750.30	\$22,090.18
204 WASTE REDUCTION FUND	\$50.00		\$50.00
205 VECTOR CONTROL FUND	\$137.45	\$1,473.64	\$1,611.09
206 STREET LIGHTING	\$10,456.20		\$10,456.20
209 LIBRARY LEVY FUND	\$14,441.48	\$14,107.55	\$28,549.03
213 ADVERTISING LEVY FUND	\$1,233.77		\$1,233.77
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$578.99	\$581.54	\$1,160.53
226 EMPLOYEE SAFETY COMMITTEE	\$118.24		\$118.24
227 ANNUAL RESERVE WH FUND		-\$1,966.50	-\$1,966.50
229 CAPITAL IMPROVEMENTS FUND	\$3,081.90		\$3,081.90
233 REAL ESTATE LEVY FUND	\$7,517.00		\$7,517.00
236 LEVEE MAINTENANCE	\$491.63	\$7,111.58	\$7,603.21
253 METER DEPOSITS TRUST FUND	\$138.39		\$138.39
271 ECONOMIC DEVEL DEPT FUND	\$7,384.57	\$11,658.74	\$19,043.31
303 MISCELLANEOUS FUND	\$539.56		\$539.56
316 1% LODGING TAX (ADDTL 1/1/08)	\$21.12		\$21.12
318 WEED MAINT LEVY FUND	\$8,621.77		\$8,621.77
319 LODGING TAX FUND	\$1,374.16		\$1,374.16
320 SALES TAX OPERATING FUND	\$104,891.95		\$104,891.95
321 SALES TAX RESERVE FUND	\$10,000.00	\$29,547.00	\$39,547.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$90.00		\$90.00
326 REVOLVING LOAN FUND	\$3,762.69	-\$25,000.00	-\$21,237.31
340 HANDICAPPED PARKING FINES	\$205.00		\$205.00
389 GOLF COURSE DONATIONS	\$600.00		\$600.00
390 CLUBHOUSE MAINTENANCE	\$9,650.00	-\$4,547.00	\$5,103.00
393 DOWNTOWN CARE & MTC FUND	\$1,579.44		\$1,579.44
453 R/I #10708 WESTSIDE TIF	\$24,239.50		\$24,239.50
454 R/I #10809 REFI 5 ISSUES	\$12,649.75		\$12,649.75
455 R/I #10910 SERIES 2010	\$55,858.87		\$55,858.87
456 R/I #11011 SERIES 2011	\$6,996.25		\$6,996.25
457 R/I #11111 SERIES B 2011	\$24,077.75		\$24,077.75
458 R/I #11212 SERIES A 2012	\$8,666.50		\$8,666.50
574 5-2-97 (FLOOD PHASE II)	\$1,274.53		\$1,274.53
608 08-02-03 SSIDE STORM SEWER	\$400.14		\$400.14
615 CUL DE SAC IMPROVEMENTS	\$191.52		\$191.52
617 ALLEY IMP VARIOUS LOC.	\$189.81		\$189.81
620 TOWN CENTRE SQUARE	\$69.00		\$69.00
630 WESTSIDE NATURAL DRAIN PROJ.	\$189.81		\$189.81
631 11TH ST. N. AVE B TO 16TH AVE	\$111,924.69		\$111,924.69
634 COMMERCIAL STREET REHAB	\$191.52		\$191.52
640 WELL #3 RISER REPAIRS/WELLHSE	\$1,130.10		\$1,130.10
643 LIBRARY ROOF, WALLS & DOOR	\$3,028.99		\$3,028.99
644 LIFT STATION #1 MANHOLE REPAIR	\$4,367.80		\$4,367.80
<b>TOTAL</b>	<b>\$798,104.83</b>	<b>\$114,745.08</b>	<b>\$912,849.91</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- Finance Cmt. November 24<sup>th</sup>, 12:00 Noon
- Public Works Cmt. November 25<sup>th</sup>, 12:00 Noon (Note time change)
- Planning Commission December 1<sup>st</sup>, 4:00 P.M.

**Motion by Lambrecht, seconded by Bertsch, to adjourn at 5:38 p.m.**

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Mayor Hansey

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Lynelle Amos, Finance Assistant