

Wahpeton City Council
November 18, 2019
5:00 p.m.

Present: Miller, Bohn, Bajumpaa, McCann, Dale, Lambrecht, Wateland, and McNary

Absent: None

Also Present: Huwe, Lies, Miranowski, Thorsteinson, DeVries, Bakken, Amos, and O'Meara

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 November 4, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Wrestling Club ó Raffle Permit

City Brew Hall (Richland/Wilkin Food Pantry) ó Raffle Permit

Presentation/Approval of Reports

October 2019 Bill Pay Report \$1,424,794.61 ó see below

October 2019 Financial Statements

Q3 2019 Convention & Visitors Bureau Report

Census 2020 ó Confidentiality

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

Motion by Wateland, 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

Request for Proposals on Office Equipment Leases & Mtc. Agreements – request referral to

Finance Cmt. ó Huwe said the City maintains contractual agreements for several pieces of office equipment in City Hall including the copier and postage meter. The 60 month agreements expire within 90 days. Operating leases for similar equipment are frequently quoted through the National Joint Powers Association and the ND Office of Management and Budget. She requested RFPs on office equipment leases and maintenance agreements be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Bull Bash Fundraiser Recap – request referral to Finance Cmt. ó Huwe said the Fire Department

coordinated and hosted a Bull Bash fundraiser this year on September 14th. Council member Brett Lambrecht is also the Secretary of the Wahpeton Fire Department and took the lead in planning and organizing the inaugural event with more than 1,000 people in attendance. The event produced a net income of \$37,534. Huwe would like to review the income and expense statement for the event and have the Council act on the distribution of the proceeds. She requested the Bull Bash Fundraiser be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Audit Services Proposals – request referral to Finance Cmt. ó Huwe reported the City receives quotes from several area accounting firms on providing annual financial audit services. She requested a review of audit services be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Housing Incentive Program – request referral to Finance Cmt. ó Huwe explained the availability and affordability of housing is a statewide concern. The Richland County Jobs Development Authority and the North Dakota Housing Finance Agency both offer financial assistance programs to encourage people to become homeowners. The City's 2017 Housing Study recommends our city needs 11-14 new housing units annually to maintain our current population and attract new households. The City currently has approximately 60 build-ready single family lots. It is a good time to have a discussion on what the City can do to incent development and evaluate the supply and demand issues in our local housing market. She requested a discussion of a housing incentive program be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

City Hall Closed Thursday and Friday, November 28th and 29th for Thanksgiving

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó Flex PACE Project Funding Inquiry – request referral to Finance Cmt. ó DeVries said he received an inquiry for a Flex PACE interest buy down project in which a business in town would be purchased and major renovating would be done, and requested it be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Regarding the Bull Bash which was mentioned earlier, DeVries said plans are being made for next year's event. He also gave a reminder of the upcoming 150th celebration events along with the annual holiday happenings, which include the Tree Lighting at Heritage Square, Holiday Lane at Chahinkapa, Holiday Lights Parade through Chahinkapa Park, Fireworks Display, and a Free 150th Celebration Reception at the Wahpeton Events Center.

LIBRARY DIRECTOR

Library Report ó Bakken reported the library has suspended all inter-library loan services for their patrons as of today until they get on their new system in December. For programming, a Pinterest class on do-it-yourself spa will be held Tuesday, November 26th at 5:30 p.m. The library will be closed Thursday and Friday, November 28th and 29th, in observance of Thanksgiving, then will be open regular hours on Saturday, November 30th. The library is once again sponsoring the Sock Tree with donations to be given to Three Rivers Crisis Center. The Friends of the Library will be hosting a patron appreciation and open house at the library on Thursday, December 12th from 9:00 a.m. to 5:00 p.m. as a thank you to those who support the library.

PUBLIC WORKS DIRECTOR

Public Works Report

Miranowski requested referral to Public Works Committee **of Review of Waste Water Pond Operation and Best Practices**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Change Order for Communication Controller for Flashing Beacons**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Mayor Dale then referred the Slide Correction at Volunteer Park to the Public Works & Public Safety Committee.

Miranowski reported the compost bins will be available through next week.

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 November 13th.

Pages Ago 2020 – motion to approve continuing the \$300/month subsidy for an additional 3 months from the 1% Restaurant Tax Fund ó **Motion by McCann, seconded by Wateland, to approve continuing the \$300/month rent subsidy for 3 months in 2020 with \$900 in funding from the 1% Restaurant Tax Fund. Motion carried with a roll call vote of 7-0.**

Former Central School Site Request for Proposals – discussion

Capital Asset Policy Revision – motion to approve ó **Motion by McCann, seconded by Bajumpaa, to approve the revised Capital Asset Policy. Motion carried with all voting ‘aye’.**

Capital Project Closeouts – motion to approve proposed fund transfers and closeouts ó **Motion by McCann, seconded by Lambrecht, to approve the proposed fund transfers and to close the Capital Projects as presented. Motion carried with a roll call vote of 7-0.**

City Insurance Policy Summary – discussion

Legacy Fund Earnings Committee Input – discussion

Referrals – Housing Incentive Program

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on November 12th.

Final Pay Application from Duinink Construction for 3rd Ave. N. Project – tabled

Traffic Control Box Art Work – discussion

Storm Water Utility - discussion

Off Highway Vehicle Regulations Article XII, Ch. 4 - discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates - discussion

Cargill Domestic Waste Water Treatment Agreement

October 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$356,901.39	\$27,331.92	\$384,233.31
201 WATER OPERATING FUND	\$78,733.06	\$44,188.30	\$122,921.36
202 SANITARY SEWER OPERATING FUND	\$73,414.87	\$26,596.14	\$100,011.01
203 WASTE REMOVAL OPERATING FUND	\$27,551.15	\$1,041.34	\$28,592.49
204 WASTE REDUCTION FUND	\$2,001.07		\$2,001.07
205 VECTOR CONTROL FUND	\$6,893.33	\$1,610.52	\$8,503.85
206 STREET LIGHTING	\$13,422.74		\$13,422.74
209 LIBRARY LEVY FUND	\$5,397.40	\$14,328.91	\$19,726.31
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$241.98		\$241.98
227 ANNUAL RESERVE WH FUND		-\$90.88	-\$90.88
231 FD BLDG & EQUIP LEVY FUND	\$24,146.20		\$24,146.20
233 REAL ESTATE LEVY FUND	\$1,010.40		\$1,010.40
234 SPECIAL STREET MAINT FUND	\$8,145.54		\$8,145.54
236 LEVEE MAINTENANCE	\$13,865.67	\$9,723.97	\$23,589.64
253 METER DEPOSITS TRUST FUND	-\$772.40		-\$772.40
271 ECONOMIC DEVEL DEPT FUND	\$1,637.74	\$10,626.58	\$12,264.32

303 MISCELLANEOUS FUND	\$1,232.39		\$1,232.39
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,567.00		\$1,567.00
318 WEED MAINT LEVY FUND	\$1,404.17		\$1,404.17
319 LODGING TAX FUND	\$1,050.89		\$1,050.89
320 SALES TAX OPERATING FUND	\$106,667.73		\$106,667.73
321 SALES TAX RESERVE FUND	\$10,122.70		\$10,122.70
324 SALES TAX MINI MATCH RSRV FUND	\$150.00		\$150.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$780.00		\$780.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARYRESERVE	\$7,864.05		\$7,864.05
329 BULL RIDING EVENT	\$8,472.81	\$19.98	\$8,492.79
365 PD SPEC EQUIP SINKING FUND	\$1,573.13		\$1,573.13
393 1% RESTAURANT TAX FUND	\$7,893.09		\$7,893.09
453 R/I #10708 WESTSIDE TIF	\$4,877.50		\$4,877.50
457 R/I #11111 SERIES B 2011	\$15,986.25		\$15,986.25
458 R/I #11212 SERIES A 2012	\$3,010.00		\$3,010.00
459 R/I #11314 SERIES 2014	\$12,497.50		\$12,497.50
461 R/I #11516 SERIES 2016	\$19,917.50		\$19,917.50
462 R/I #11617 SERIES 2017	\$41,070.00		\$41,070.00
464 R/I #11817 BND LOAN 2017	\$8,929.96		\$8,929.96
467 R/I# 12118 SERIES 2018E	\$2,219.70		\$2,219.70
574 5-2-97 (FLOOD PHASE II)	\$472.50		\$472.50
622 3RD AVE N. RECON PROJ	\$348,689.42		\$348,689.42
639 E. SANITARY SEWER 13-02-02	\$41.76		\$41.76
656 16TH AVE. N. MILL OVERLAY TIF	\$1,950.50		\$1,950.50
660 WESTGATE COMMONS ST18-238	\$41.76		\$41.76
661 ROSEWOOD TRAIL SW18-241	\$609.08		\$609.08
662 GATEWAY SIGNAGE/IMP.	\$51,857.03		\$51,857.03
665 E. SAN. SEWER PH B SS18-243	\$115.93		\$115.93
667 2009 FERRARA FIRETRUCK	\$5,074.55		\$5,074.55
668 JR FIELD PARKING LIT & HUGHES DR	\$8,425.66		\$8,425.66
670 EDGEWOOD PARK ST18-239	\$101.50		\$101.50
TOTAL	\$1,288,922.87	\$135,871.74	\$1,424,794.61

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. November 25th, 5:00 P.M.
- b. Public Works Cmt. November 26th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by Wateland, to adjourn at 5:21 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant