

Wahpeton City Council
November 19, 2018 5:00
p.m.

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

Also Present: Huwe, Bullis, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, Cain, and O'Meara.

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Renaissance Zone Map Amendment Joint Public Hearing with Planning Commission Resolution

No. 3710 ó Dale called to order this public hearing which was held jointly with the Planning Commission. Planning Commission Chair DeVillers reconvened the Planning Commission meeting. O'Meara explained that the Renaissance Zone amendment includes adding a one block island that is bordered on the north by the 210 bypass, on the east by 9th Street North, on the south by 16th Avenue North and on the west by 11th Street North. There are 16 parcels that make up this block. There is a developer looking to renovate the hotel and attached space into an event center. Other revitalization projects in this area may include the old Stop-n-Go building, storage building south of Cenex or the vacant parcels. City Attorney John Bullis explained the resolution.

Dale asked if there was anyone present who wished to address the proposed resolution and there was none. He then asked Huwe if there were any written or oral correspondence/protests received of which Huwe stated there were no inquiries or oppositions either written or otherwise. Discussion held. DeVillers then asked the Planning Commission for their recommendation. Motion by Pithey, seconded by Smith, to recommend to the City Council to approve Resolution No. 3710. Motion carried with all voting aye.

Motion by Pithey, seconded by Jensen, to adjourn the Planning Commission meeting at 5:03 p.m. Motion carried with all voting aye.

Council member Lambrecht offered the following and moved for its adoption:

RESOLUTION NO. 3710
A RESOLUTION APPROVING AMENDMENTS
TO THE RENAISSANCE ZONE DEVELOPMENT PLAN
AND RENAISSANCE ZONE DISTRICT

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

This Public Hearing was then concluded.

Public Hearing/Citizen Concerns/Etc. – Declaring November 24th as Small Business Saturday ó Council member Bertsch read the proclamation declaring November 24th as Small Business Saturday.

Retirement of Police Officer Jeff Schwartz ó Police Chief Thorsteinson read the plaque honoring Police Officer Jeff Schwartz for his 38 years of service on the Wahpeton police force.

Oath of Office – Wahpeton Police Officer Jordan Buffett ó Police Chief Thorsteinson introduced Officer Buffett. City Attorney Bullis administered the oath of office to Police Officer Jordan Buffett.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held November 5, 2018

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Sesquicentennial Raffle Permit

NDSCS Machinist Club Raffle Permit

RW Food Pantry Raffle Permit

Presentation/Approval of Reports

October 2018 Financial Reports

October 2018 Bill Pay Report \$1,973,031.38 (\$964,186.76 in construction payments.)

Small Business Saturday Facts

Capital Improvements Cmt. Minutes Nov. 1, 2018

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, seconded by McCann, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Budget Benchmarking & Year End Projects ó Huwe explained that the city’s budget is based on the calendar year, which will close on December 31, 2018. Mayor Dale referred this to finance committee.

Small Business Development Center ó The ND Small Business Development Center is evaluating service delivery alternatives in southeastern North Dakota. Finance committee chair McCann has received correspondence for council consideration from the State Director. Mayor Dale referred this to finance committee.

Legislative Session Planning ó The 66th session of the North Dakota legislature will officially begin on January 3, 2019 with the State of the State address by Governor Burgum. A legislative preview and a meeting with our senator and representatives will be scheduled in the next few weeks. Huwe would like to review some of the pre-filed bills and the ND League of Cities legislative priorities. Mayor Dale referred this to finance committee.

City Hall Closed Thursday and Friday, November Nov. 23rd – 24th for Thanksgiving ó Huwe stated that city employees will observe Thanksgiving’s Day on Thursday, November 23rd with the option to use vacation on the Friday following. Only essential personnel will be working that day.

COMMUNITY DEVELOPMENT DIRECTOR

DeVries explained a Flex Pace interest buy down for the S & S Hospitality project. Mayor Dale referred this topic to finance committee.

DeVries informed the council that the tree lighting at Heritage Square will be on Tuesday, November 20th. There will be music and treats at 5:30 p.m. with the tree lighting at 6 p.m. and giveaways after that. DeVries stated that Holiday Lane at Chahinkapa on Laura Hughes Dr will open November 23rd at dusk and run each night until December 31st.

LIBRARY DIRECTOR

Library Report ó Director Bakken stated that Chess Club meets on Mondays from 4-6; Storytime is Tuesdays at 10 a.m.; Get Creative at your library program is at 3:30 p.m. on Tuesdays; a pre-K art class is scheduled for 10 a.m. on Wednesday. Bakken stated the library will be closed on Thursday for Thanksgiving and Friday due to staffing issues. She said regular hours will be held on Saturday from 9 a.m. to 1 p.m. An Origami Pinterest class will be held on Tuesday, November 27th at 5:30 p.m.

Bakken explained that the library will be holding their 2nd annual sock tree event beginning December 1 through December 31st. All donations for the sock tree will go to Three Rivers Crisis Center in Wahpeton. She stated socks are the most requested items by homeless or in emergency situations. All sizes are accepted for male and female.

Bakken said the Friends of the Library are planning a öPatron Appreciation Christmas Open Houseö for Wednesday, December 12th from 9 a.m. to 5 p.m. as a thank you to everyone for supporting their cause of supporting the library for all these years. Stop in to enjoy coffee, cider and holiday treats. Bakken said they raised over \$3,200 for the library and will be purchasing new computer chairs for the main library, replenish the book bag supply and buy a small movie theatre popcorn machine to use when they show free movies. The library truly wishes to thank the Friends for all they have done.

PUBLIC WORKS DIRECTOR

PW Report ó Director Miranowski said at the last meeting the committee approved snow plowing changes for three cul-de-sacs. Letters were mailed and a meeting will be held at 5 p.m. on Tuesday, November 20th. He said so far he has only received feedback from one resident. The burn at the tree disposal site that was scheduled for today didn't happen as the wind switched. It will be rescheduled. The 3rd Ave N Project regulatory signs will be picked up by Tuesday evening.

COMMUNICATIONS FROM THE MAYOR & COUNCIL ó nothing to report.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS Finance, Personnel & Economic Development Committee Report

McCann said the Finance, Personnel & Economic Development Committee did not meet.

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on November 13th.

Advance Warning Traffic Signal Indicator Beacons at 9th St N & ND Hwy 210 ó Discussion held.

Cul-de-sac Snow Plowing Operations ó Lambrecht stated that Miranowski explained the proposed snow plowing operations. **Motion by Lambrecht, seconded by Bajumpaa, recommend to proceed with alternative snow plowing as proposed. Motion carried with all voting "aye".**

Vendor Contract with Poet Ethanol Products for WTP CO2 ó Discussion held.

Master Plan for Trails & Shared Use Paths – Discussion was held.

Crosswalk Safety Concerns at 11th St. N. & Westmore Ave. – Miranowski visited with Jacobson about the city's proposed changes. **Motion by Lambrecht, seconded by Bohn, to recommend that the city council approve proceeding to prepare and submit an application for the Safe Routes to School Grant Program for the High School Crosswalk Project. Motion carried with all voting “aye”.**

Draft Ordinance Regulating Chickens within City Limits – Discussion to defer second reading of Ordinance No. 998.

Revisions to Ordinance Regarding Off-Street Parking/Front Yard Parking - discussion

Dakota Ave. Traffic Signal Timing – Motion by Lambrecht, seconded by McNary to proceed with Interstate Engineering Inc. gathering additional information. **Motion carried with all voting “aye”.**

Revision to Ordinance Regarding Parking/Licensing of Recreational Vehicles - discussion

Revision to Policy on Water & Sewer Line Disconnection Requirements on Demolition Properties

Inquiry on city parking lot at 200 Blk of 6th St S - discussion

Yard/Clutter Updates - discussion

Building Official Updates – discussion

October 2018 Bill Pay Report

101 GENERAL FUND	\$299,903.59	\$320,663.49	\$620,567.08
201 WATER OPERATING FUND	\$61,133.43	\$46,520.30	\$107,653.73
202 SANITARY SEWER OPERATING FUND	\$42,601.48	\$26,001.37	\$68,602.85
203 WASTE REMOVAL OPERATING FUND	\$31,088.91	\$989.44	\$32,078.35
204 WASTE REDUCTION FUND	\$1,748.72		\$1,748.72
205 VECTOR CONTROL FUND	\$17,946.56	\$1,747.03	\$19,693.59
206 STREET LIGHTING	\$14,042.45		\$14,042.45
209 LIBRARY LEVY FUND	\$6,984.37	\$13,311.40	\$20,295.77
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$3,374.61	-\$3,374.61
229 CAPITAL IMPROVEMENTS FUND	\$455.00		\$455.00
233 REAL ESTATE LEVY FUND	\$38,390.00		\$38,390.00
234 SPECIAL STREET MAINT FUND	\$2,167.26		\$2,167.26
236 LEVEE MAINTENANCE	\$78,422.68	\$8,732.07	\$87,154.75
240 SPECIAL TRANSPORTATION FUNDING	\$3,092.00		\$3,092.00

271 ECONOMIC DEVEL DEPT FUND	\$2,303.87	\$13,920.88	\$16,224.75	FUND ACCTS PAYABLE
303 MISCELLANEOUS FUND	\$1,000.00		\$1,000.00	
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00	PAYROLL & GL
316 1% LODGING TAX (ADDTL 1/1/08)	\$5,774.60		\$5,774.60	
318 WEED MAINT LEVY FUND	\$1,140.00		\$1,140.00	TOTAL
319 LODGING TAX FUND	\$1,376.36		\$1,376.36	
320 SALES TAX OPERATING FUND	\$104,984.43		\$104,984.43	
321 SALES TAX RESERVE FUND	\$163.59		\$163.59	
325 SALES TAX H.E.L.P. HOUSING FUND	\$555.00		\$555.00	
326 REVOLVING LOAN FUND	\$3,490.24		\$3,490.24	
366 PD CANINE UNIT FUND	\$1,287.99		\$1,287.99	
391 SIDEWALK MAINT FUND	\$4,500.00		\$4,500.00	
393 1% RESTAURANT TAX FUND	\$17,304.35		\$17,304.35	
453 R/I #10708 WESTSIDE TIF	\$9,044.00		\$9,044.00	
456 R/I #11011 SERIES 2011		-\$172,248.78	-\$172,248.78	
457 R/I #11111 SERIES B 2011	\$18,122.25		\$18,122.25	
458 R/I #11212 SERIES A 2012	\$4,703.50		\$4,703.50	
459 R/I #11314 SERIES 2014	\$13,144.50		\$13,144.50	
461 R/I #11516 SERIES 2016	\$23,881.50		\$23,881.50	
462 R/I #11617 SERIES 2017	\$43,948.00		\$43,948.00	
464 R/I #11817 BND LOAN 2017	\$8,892.19		\$8,892.19	
467 R/I# 12118 SSERIES 2018E		-\$6,128.91	-\$6,128.91	
574 5-2-97 (FLOOD PHASE II)	\$847.00		\$847.00	
622 3RD AVE N. RECON PROJ	\$624,261.58		\$624,261.58	
639 E. SANITARY SEWER 13-02-02	\$454.60		\$454.60	
649 WTP LIME SILO & SLAKER	\$61,317.70		\$61,317.70	

October 2018 Bill Pay Report Continued

			FUND ACCTS PAYABLE
653 ALLEY RECONSTRUCT ST17-232	\$693.86	-\$45,992.28	-\$45,298.42
654 EVERGREEN WEST ST17-234	\$1,095.79	-\$62,878.81	-\$61,783.02
655 WESTSIDE MASTER PLAN 2017	\$126.50		\$126.50
			PAYROLL & GL TOTAL
656 16TH AVE. N. MILL OVERLAY TIF	\$262,410.48		\$262,410.48
659 RIVER POINTE ACRES	\$69.00		\$69.00
663 LS. NO. 1/PLC SS18-240	\$15,154.50		\$15,154.50
TOTAL	\$1,831,273.83	\$141,757.55	\$1,973,031.38

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. November 26th, 12:00 Noon
- b. Public Works Cmt. November 27th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by Bohn, to adjourn at 5:30 p.m. Motion carried with all voting ‘aye’.

_____ Mayor
Dale

Jerrilyn Cain, Auditorø Assistant