

Wahpeton City Council
November 21, 2016
5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey.

BIDS / OFFERS / QUOTES

Resolution 3621 Awarding a Contract for Construction in Flood Mitigation District 5-1-97 Ph. II (Zoo Encroachments, Toe Drain and Flowage Easements) ó Hatting explained this was a resolution awarding contract for construction of an improvement in Flood Mitigation District 5-1-97 Phase II for zoo encroachments, toe drain, reimbursement and flowage easements to Comstock Construction in the amount of \$1,450,490.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3621
RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION
OF AN IMPROVEMENT IN FLOOD MITIGATION DISTRICT 5-1-97
PHASE II (ZOO ENCROACHMENTS, TOE DRAIN,
REIMBURSEMENT AND FLOWAGE EASEMENTS)

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

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held November 7, 2016
Games of Chance Licenses, Site Authorizations & Special Permits
NDSCS Auto Club ó Raffle Permit
Other Games of Chance and/or special permits:
Chahinkapa Zoo ó Raffle Permit

Presentation/Approval of Reports

Financial Reports October 2016
Bill Pay Report October 2016 \$2,008,744.21 ó see below
Tree & Star Lighting at Heritage Square 5:30 pm November 22nd

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

[Bertsch enter meeting at 5:03pm]

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR ó Huwe expressed thanks to Brian and Scott from Minn-Kota Communications for their prompt response in getting the camera working again allowing the Council meetings to be broadcast once again.

General Fund Year End Projection ó Huwe said some significant budget amendments with reductions to the General Fund had been requested in April based on State Aid dollars received from the State. She said as of the end of October we are benchmarking cautiously well in the General Fund. There will be no surplus in the General Fund as has happened in past years but with the expense reductions and the reallocations of revenue into the General Fund we should be fine. She expressed appreciation to the department heads who have been careful in controlling elective expenditures while still providing essentials services. Huwe said explained it is a combined effort of revised revenue projections and revised expense projections. More detail will be provided to the Finance Committee.

Employee Assistance Program provider change – request referral to Finance Cmt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Request for Proposals for Primary Depository Services – request referral to Finance Cmt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

City Hall Closed November 24th in Observation of Thanksgiving (also closed November 25th as employee vacation day)

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report & Referral from Economic Development Commission ó A written Economic Development activity report was provided. Priebe said the Economic Development Commission met on November 9th and presented two recommendations from that meeting. She said Chamber Vice-President Wanda Seliski appeared before the Commission to request \$10,000 to help with the Shop Local campaign and holiday promotion advertising. She will be putting ads in the Daily News, KFGO, KBMW, and a few local papers. The Chamber already did an ad in the Southern Valley magazine regarding Shop Local. There is also a Chamber promotion called Dash for Cash that is strictly a Chamber funded event and it complements the other promotions. The Breckenridge Port Authority will be asked for \$2,000 and the Chamber membership will put in \$5,000 toward the annual promotion. The EDC voted unanimously to recommend the City Council approve a \$10,000 grant to the Wahpeton-Breckenridge Chamber of Commerce for the annual Holiday Promotion event. **Motion by DeVries, seconded by Dale, to approve a \$10,000 grant to the Wahpeton-Breckenridge Chamber of Commerce for the annual Holiday Promotion event.** Discussion held. **Motion carried with a roll call vote of 8-0.**

Priebe reported Justin Neppel was not present to request funding for the 2017 SBDC budget, so EDC member Randy Pope presented on his behalf. The budget has been set for 2017 and Neppel is asking for the same dollar amount as last year of \$12,500. Other partners in supporting the local office are: Enderlin CDC - \$5,000/year; Wahpeton CDC - \$12,500/year; Wahpeton EDC - \$12,500/year; Richland County JDA - \$12,500/year; Lisbon STAR - \$5,000/year; and NDSCS - \$9,000/year plus in-kind rent, supplies, utilities, internet, and phone. Neppel will also request \$5,000 from Sargent County JDA as NDSCS reduced their pledge by \$1,000 and Enderlin CDC decreased from \$8,000 to \$5,000. Pope reported that the CDC did approve their share of \$12,500. The EDC voted unanimously to recommend the City Council approve the request of \$12,500 for the 2017 SBDC budget. **Motion by Dale, seconded by Lambrecht, to approve the request of \$12,500 for the 2017 Small Business Development Center budget.** It was verified that the JDA account does have sufficient funding for this request. **Motion carried with a roll call vote of 8-0.**

LIBRARY REPORT

Library Report ó Bakken gave an update on the renovation project of the Children's Library saying the work started last Wednesday and has progressed fairly quickly. It is expected to be done the end of December. They are working with a company who does library fixtures and shelving and hope to have a design by the end of this week. She wanted the public to know the Children's Library is still

accessible. She welcomed anyone to stop in and view the project. Bakken then announced the Library will be closed Thursday and Friday for Thanksgiving.

POLICE CHIEF

Police Department Relocation Project – tour of the new facility immediately following Council

Thorsteinson reported the Police Department relocation project is going along very well and a tour of the new facility will be conducted immediately following tonight's Council meeting.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of **Review of the City Snow Plow Policy**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested the Council schedule a Committee of the Whole meeting for December 5th at 3:00 p.m. to review a presentation of the East Side Sanitary Sewer Project and also the 3rd Avenue North Project Update.

Miranowski announced the dumpsters will be removed from the compost site this week. He also reported Pond #6 has been completely discharged and are now discharging Pond #2 into Pond #6. Some discussion held regarding the handling of the compost dumpsters, and also regarding snow removal protocol.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Dale requested referral to the Finance Committee of the review of the CIP Policy (Capital Improvement Policy) as there are parts that need to be updated. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

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 November 14th.

Police Dept. Relocation Capital Lease Proposals – motion to recommend to approve the 15 year proposal submitted by American Federal Bank ó **Motion by DeVries, seconded by Bertsch, to approve the 15 Year Capital Lease Proposal submitted by American Federal Bank for the Wahpeton Police Department Relocation. Motion carried with a roll call vote of 8-0.**

Payroll Processing for Wahpeton Park Board – discussion

DeVries expressed gratitude to City Staff/Leadership Team and Council Members for all that they do.

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on November 15th.

Change 6th St. N. from One-Way Street to Two-Way Street between 2nd & 3rd Ave. N. – motion to recommend approval of change ó **Motion by Bajumpaa, seconded by Lambrecht, to approve Changing 6th Street North from a One-Way Street to a Two-Way Street between 2nd and 3rd Avenues North. Motion carried with all voting 'aye'.**

Adoption of 2015 International Building Codes and Revised Bldg. Permit Fee Schedule – discussion

Dangerous Building at 120 6th St. N. – motion to recommend proceeding with a Request for Proposals – **Motion by Bajumpaa, seconded by Miller, to approve proceeding with Requests for**

Proposals for Demolition of Building at 120 6th Street North. Discussion held regarding the possibility of coordinating this demolition with the demolition of Central School to possibly save some money, and need for the City to acquire the property and the steps that need to be taken in order to do that and proceed with the demolition. **Motion carried with all voting ‘aye’.**

PD Relocation Project Planning & Financing – motion to recommend incremental approval of bid submitted by Reardonø for the patrol office, sergeantsøoffice, supply & evidence room and multi-purpose room not to exceed \$41,244.53 **6 Motion by Bajumpaa, seconded by Schmidt, to approve an Incremental Approval of Bid Submitted by Reardon’s for the Patrol Office, Sergeants’ Office, Supply and Evidence Room, and Multi-purpose Room in an amount not to exceed \$41,244.53. Motion carried with a roll call vote of 8-0.**

Waste Water System Focus Group Update – discussion

Flood Mitigation (ad-hoc)

Motion to recommend approval of Contract Change Order No. 1 Riley Bros. Construction for the net amount of \$3,172.27 – Miranowski reported the Flood Committee met November 16th to consider Change Order #1 for the Trench Drain and Encroachment Project. The eight items considered were additions for: 1) Otter Building Electrical; 4) 7ft Chain Link Fence; 5) 8ft Chain Link Fence; 6) 8ft Temp Chain Link Fence; 7) Additional Work at Otter Enclosure; and 8) Flap Gate 12IN. There were also deducts for: 2 & 3) 8 ft Vinyl Fence. The net Change Order is an addition of \$3,172.27, of which the Flood Committee recommends approval from the City Council. **Motion by Lambrecht, seconded by Schimdt, to approve the Contract Change Order No. 1 Riley Bros. Construction for the net amount of \$3,172.27. Motion carried with a roll call vote of 8-0.**

October 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$284,404.88	\$16,059.15	\$300,464.03
201 WATER OPERATING FUND	\$38,937.81	\$36,971.77	\$75,909.58
202 SANITARY SEWER OPERATING FUND	\$62,275.59	\$24,299.28	\$86,574.87
203 WASTE REMOVAL OPERATING FUND	\$22,443.21	\$845.04	\$23,288.25
204 WASTE REDUCTION FUND	\$927.00		\$927.00
205 VECTOR CONTROL FUND	\$334.25	\$3,104.54	\$3,438.79
206 STREET LIGHTING	\$10,083.93		\$10,083.93
209 LIBRARY LEVY FUND	\$6,887.57	\$11,552.88	\$18,440.45
213 ADVERTISING LEVY FUND	\$477.88	-\$107.83	\$370.05
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$150.00		\$150.00
227 ANNUAL RESERVE WH FUND		-\$2,619.00	-\$2,619.00
229 CAPITAL IMPROVEMENTS FUND	\$4,367.67		\$4,367.67
233 REAL ESTATE LEVY FUND	\$1.00		\$1.00
234 SPECIAL STREET MAINT FUND			\$0.00
235 SNOW/FLOOD EMERG LEVY FUND	\$27,500.00		\$27,500.00
236 LEVEE MAINTENANCE	\$817.16	\$8,275.15	\$9,092.31
240 SPECIAL TRANSPORTATION FUNDING		\$17,395.00	\$17,395.00
253 METER DEPOSITS TRUST FUND	\$399.34		\$399.34
271 ECONOMIC DEVEL DEPT FUND	\$4,063.41	\$9,741.21	\$13,804.62
303 MISCELLANEOUS FUND	\$1,254.96		\$1,254.96
316 1% LODGING TAX (ADDTL 1/1/08)	\$300.00	\$107.83	\$407.83
318 WEED MAINT LEVY FUND	\$8,634.24		\$8,634.24
319 LODGING TAX FUND	\$343.66		\$343.66
320 SALES TAX OPERATING FUND	\$141,884.59		\$141,884.59
321 SALES TAX RESERVE FUND	\$10,062.58		\$10,062.58
324 SALES TAX MINI MATCH RSRV FUND	\$1,258.18		\$1,258.18
325 SALES TAX H.E.L.P. HOUSING FUND	\$5,882.50		\$5,882.50
326 REVOLVING LOAN FUND	\$5,876.74		\$5,876.74
390 CLUBHOUSE MAINTENANCE	\$798.40		\$798.40
393 DOWNTOWN CARE & MTC FUND	\$11,347.51		\$11,347.51
453 R/I #10708 WESTSIDE TIF	\$16,923.00		\$16,923.00
454 R/I #10809 REFI 5 ISSUES	\$4,512.00		\$4,512.00
456 R/I #11011 SERIES 2011	\$4,927.25		\$4,927.25
457 R/I #111111 SERIES B 2011	\$21,513.75		\$21,513.75
458 R/I #11212 SERIES A 2012	\$7,103.75		\$7,103.75
459 R/I #11314 SERIES 2014	\$14,398.50		\$14,398.50
461 R/I #11516 SERIES 2016	\$30,676.63		\$30,676.63

574 5-2-97 (FLOOD PHASE II)	\$2,093.41		\$2,093.41
636 16TH AVE. 11TH ST TO HWY 210	\$90,703.22		\$90,703.22
639 E. SANITARY SEWER 13-02-02	\$1,165.00		\$1,165.00
643 LIBRARY ROOF, WALLS & DOOR	\$1,531.44		\$1,531.44
647 WESTDALE PROJECT	\$603,147.50		\$603,147.50
649 WTP LIME SILO & SLAKER	\$5,378.00		\$5,378.00
650 PD RELOCATION	\$426,836.72		\$426,836.72
TOTAL	\$1,882,624.23	\$126,119.98	\$2,008,744.21

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. November 28th, 12:00 Noon
- b. Public Works Cmt. November 29th, 12:00 Noon

Motion by Wateland, seconded by DeVries, to adjourn at 5:40 p.m. Motion carried with all voting ‘aye’.

Mayor Hansey

Lynelle Amos, Finance Assistant