

Wahpeton City Council
October 17, 2016
5:00 p.m.

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

Absent: Bertsch and Bajumpaa

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Retirement of Police Sergeant Dan Nordick ó Mayor Hansey expressed congratulations and gratitude to Sergeant Dan Nordick in appreciation of the benefits to the public through his dedication and expertise during his 34+ years of law enforcement service to our community from 1982 ó 2016. Nordick was congratulated on his retirement from the Wahpeton Police Department. Appreciation was shown through a round of applause. In his absence, his wife, Carla Broadland-Nordick received an engraved oar as a token of appreciation and expressed thanks on his behalf.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held October 3, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

Red Door Art Gallery ó Raffle Permit - Quilt raffle to promote art

WB Chamber of Commerce ó Raffle Permit - Travel voucher raffle to sponsor Chamber programs

Presentation/Approval of Reports

Polling Locations Map ó Note 4th Ward Change

Financial Reports September 2016

Bill Pay Report September 2016 \$1,047,555.45 ó see below

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, seconded by DeVries, to approve the Consent Agenda items as presented.** Discussion held as to the polling location Change in 4th Ward. **Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Bank of ND Capital Infrastructure Loan Closing ó Huwe said the City will be closing a \$600,000 15 year loan at 2% with the Bank of ND on October 20th. The funds were expended on the Westdale Phase I Project extending 17th Avenue & 19th Street North. The BND Infrastructure Loan Fund was created in 2015 and originally was capitalized with \$150,000,000 dedicated to the construction of water treatment plants, sewer and water lines, transportation infrastructure, and other infrastructure needs to support new growth in a community. Wahpeton is one of the first four communities to access this financing tool and will continue to look for projects that are a good match for the program requirements.

Police Dept. Relocation Update ó Huwe said the real estate closing on the City's purchase agreement to acquire Willow Creek Chapel is scheduled for October 20th. The Notice to Proceed has been prepared and a construction schedule is being coordinated with Mel Tangen, the general contractor.

General Election November 8th ó Huwe said there are only 22 days until the November General Election. North Dakota does not require voter registration but does require each voter to provide identification reflecting their name, current address and date of birth. People wishing to vote absentee can complete an application at the Richland County Auditor's Office. City of Wahpeton voters will vote at their regular polling places as assigned in the four City wards. Voters may pre-view their ballot by visiting the ND Secretary of State website and entering their street address. Wahpeton polls will be open from 7 AM to 7 PM.

City License Renewals ó Huwe said the City licenses for liquor, tobacco, cabaret, taxi cabs, amusement devices, itinerant merchants, second hand goods dealers, house movers and waste haulers are issued on a calendar year basis. Renewal applications will be sent out in early November and presented to Council at the first meeting in December.

Red Door Art Gallery Proposal – request referral to Finance Cmt. ó Huwe reported the Red Door Gallery would like to discuss a proposal to provide visitor center services on a year round basis, and requested this topic be referred to the Finance Committee. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Police Dept. Project Financing Options – request referral to Finance Cmt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Payroll Processing for Wahpeton Park Board – request referral to Finance Cmt. ó Huwe explained this is an ongoing discussion pending additional information, and requested this topic be referred to the Finance Committee. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Payment Services Network Electronic Payment Update ó Huwe said a November 1st go live date is being targeted to offer expanded electronic payment options to our utility customers. New payment services available will include email bills (paperless billing), telephone payments and customer initiated electronic payments. The agreed upon fee per transaction is 2.75%. The current merchant agreement allows credit card payments only and charges an average of 3.57% per transaction. Information on these new services will be included with the next utility billing cycle.

ATTORNEY

Library Board Composition Ordinance Review – 2nd Reading of Ordinance No. 978 ó City Attorney Lies explained this ordinance changes the makeup of the Library Board to permit one non-City but County resident to be appointed to the Board. Council member Miller offered the second reading of the following Ordinance:

ORDINANCE NO. 978
AN ORDINANCE AMENDING
SECTION 32-21 COMPOSITION OF LIBRARY BOARD

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Schmidt. Motion carried with a roll call vote of 5-0.

[Lambrecht entered at 5:13 p.m.]

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A written Economic Development activity report was provided. Priebe said consideration has been given to an idea for a Tour of Empty Buildings which was brought about by a recent webinar series. This is a program where empty places and spaces are identified, information is gathered about each location, such as square footage and cost to rent or the sales price, the buildings are cleaned up to be tour-ready, and any history is included. She gave examples of how other communities have conducted these tours. Priebe said she has started a list of buildings and asked

that any suggestions as to what buildings should be included on the tour be communicated to her office. She said she would like to hold the tour before the holiday season, however, that will depend on how long it will take to gather the information. Along those same lines, Priebe announced there will be a live broadcast webinar called "Downtown After 5" on Wednesday, October 19th at 6 p.m. and she has the link for anyone interested in watching. It can be replayed on demand from October 20th to November 2nd. She noted this was the most requested topic in a recent survey, and stated 70% of all consumer retail spending takes place after 6:00 p.m.

LIBRARY REPORT

Library Report ó Bakken thanked the community for their support of another successful Chocolate Day last Thursday. She reported the next project is the renovation of the Children's Library.

POLICE CHIEF

Mutual Aid Agreement – request referral to PW Cmt. ó Huwe said Chief Thorsteinson was unable to attend the meeting tonight and requests a proposed mutual aid agreement for police services with the City of Breckenridge be referred to the Public Works & Public Safety Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Police Dept. Relocation Project – request referral to PW Cmt. to review bids for furniture,

fixtures & equipment and misc. quotes ó Huwe also requested the Police Department Relocation Project review of bids for furniture, fixtures, equipment and misc. quotes be referred to the Public Works & Public Safety Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski gave an update on Pond #1 reporting this morning they started replacing the clamps that were broken when the membranes were replaced. He said hydrant flushing will begin tomorrow morning in the northwest part of the City working south through town to be completed on Thursday. Miranowski also gave an update on the Zoo Encroachment Project Phase I, saying all the trees that needed to be removed have been, the fence is down that needed to be taken down, and Wednesday the contractor will start working on the access manholes for the toe drain. They will also start doing the stump removals. Miranowski announced a Flood Committee meeting will be held Wednesday, October 19th at noon to discuss Phase II of the Zoo Encroachment Project.

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 October 10th.

2017 Legislative Session Planning – motion to recommend scheduling mtg. with Legislators Nov. 21st ó **Motion by DeVries, seconded by Miller, to approve scheduling a meeting with local Legislators for November 21st following the City Council meeting. Motion carried with all voting 'aye'.**

Police Dept. Project Financing – motions to recommend:

1) Selection of option A to include financing garage and backup power for a total project of \$815,000 ó **Motion by DeVries, seconded by Wateland, to approve Police Department Relocation Project Financing Option A to include financing the garage construction and backup power generator for a total project cost of \$815,000.** Discussion held. Dale expressed concern for the timing of the backup generator and garage as he believed in time there would be grant money available. With the garage he wasn't sure the exact needs are known at this point, and if there is opportunity to partner with NDCS in a couple of years for its construction and their needs are known after they have moved

in he would be more receptive to the garage construction at that time. Wateland felt that the price of building supplies generally does not decrease, and the generator is needed to keep them running 24 hours a day even during a power outage. He felt the project should all be done at once so everything is aged the same, noting it was an \$800 difference per month cost factor. Lambrecht agreed with Dale, saying the PD is gaining a 3-stall garage so felt if they could save money by building a garage at a later date they should wait, and he said grants could be available for the generator. Lies suggested that since there was a divided Council to consider putting off the vote until the next meeting or special meeting as the Police Chief was not present to express his feelings/input to the full Council and two Council members were absent from tonight's meeting. Dale agreed and felt it was important for the Police Chief to be able to express his concerns/feelings. **Motion by Wateland, seconded by Lambrecht, to table this motion until the next City Council meeting. Motion carried with all voting 'aye'.**

2) Proceeding to request proposals for a capital lease amount of \$515,000 ó **Motion by DeVries, seconded by Lambrecht, to approve proceeding with Request for Proposals for a Bank Qualified Capital Municipal Lease in an amount up to \$515,000 for the Police Department Relocation Project. Motion carried with a roll call vote of 5-1; with DeVries, Dale, Wateland, Schmidt and Lambrecht voting 'aye', and Miller voting 'nay'.**

3) Proceed to award bids on items below \$25,000 as stated ó **Motion by DeVries, seconded by Wateland, to approve proceeding to award bids to the lowest bidder on items identified as 'Quotes received – award pending' items less than \$25,000 as presented not to exceed amounts listed on the Police Department Relocation Project Expense Estimate sheet. Motion carried with a roll call vote of 5-1; with DeVries, Dale, Wateland, Schmidt and Lambrecht voting 'aye', and Miller voting 'nay'.**

Payroll Processing for Wahpeton Park Board – discussion

Scheduling of Committee Meetings - discussion

Public Works & Public Safety Committee Report

Schmidt said the Public Works & Public Safety Committee met at noon on October 11th. **17th Ave./Oak Ct. & Woodland Dr. Stop Sign Request** – Schmidt expressed his safety concerns when speed limits are not obeyed in Wahpeton, as did DeVries.

False Alarms Calls for Fire Dept. – discussion

Central Power Coop. Easement Request – motion authorizing the Mayor to sign the easement with Central Power Coop. – **Motion by Schmidt, seconded by Lambrecht, to approve authorizing the Mayor of Wahpeton to sign the easement with Central Power Cooperative for the route designated by the Public Works Department. Motion carried with a roll call vote of 6-0.**

PD Relocation Project

Waste Water System Focus Group Update

Building Official Updates

Scheduling of Committee Meetings

September 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$236,011.68	\$14,272.76	\$250,284.44
201 WATER OPERATING FUND	\$188,043.83	\$36,902.90	\$224,946.73
202 SANITARY SEWER OPERATING FUND	\$53,235.84	\$25,024.62	\$78,260.46
203 WASTE REMOVAL OPERATING FUND	\$22,763.18	\$845.04	\$23,608.22

204 WASTE REDUCTION FUND	\$506.90		\$506.90
205 VECTOR CONTROL FUND	\$16,481.80	\$4,216.84	\$20,698.64
206 STREET LIGHTING	\$10,903.09		\$10,903.09
209 LIBRARY LEVY FUND	\$6,033.53	\$11,288.07	\$17,321.60
213 ADVERTISING LEVY FUND	\$229.95		\$229.95
216 AIRPORT 4-MILL LEVY FUND	\$122.28	\$494.96	\$617.24
226 EMPLOYEE SAFETY COMMITTEE	\$500.00		\$500.00
227 ANNUAL RESERVE WH FUND		-\$3,279.00	-\$3,279.00
229 CAPITAL IMPROVEMENTS FUND	\$37,727.82		\$37,727.82
233 REAL ESTATE LEVY FUND	\$447.93	\$4,467.20	\$4,915.13
234 SPECIAL STREET MAINT FUND	\$7,577.37	-\$4,467.20	\$3,110.17
236 LEVEE MAINTENANCE	\$2,020.78	\$9,152.28	\$11,173.06
240 SPECIAL TRANSPORTATION FUNDING	\$1,867.10		\$1,867.10
253 METER DEPOSITS TRUST FUND	\$123.02		\$123.02
271 ECONOMIC DEVEL DEPT FUND	\$7,833.59	\$14,088.42	\$21,922.01
303 MISCELLANEOUS FUND	\$88.00		\$88.00
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
318 WEED MAINT LEVY FUND	\$9,566.97		\$9,566.97
319 LODGING TAX FUND	\$1,011.70		\$1,011.70
320 SALES TAX OPERATING FUND	\$68,397.39		\$68,397.39
326 REVOLVING LOAN FUND	\$131,400.00		\$131,400.00
393 DOWNTOWN CARE & MTC FUND	\$4,444.42		\$4,444.42
572 SALES TAX FOR FLOOD FUND	\$43,493.93		\$43,493.93
574 5-2-97 (FLOOD PHASE II)	\$21,885.11		\$21,885.11
622 3RD AVE N. RECON PROJ	\$8,386.48		\$8,386.48
636 16TH AVE. 11TH ST TO HWY 210	\$1,826.00		\$1,826.00
643 LIBRARY ROOF, WALLS & DOOR	\$949.40		\$949.40
647 WESTDALE PROJECT	\$440.00	\$39,314.53	\$39,754.53
649 WTP LIME SILO & SLAKER	\$6,144.94		\$6,144.94
651 WESTDALE 2ND ADDITION	\$1,020.00		\$1,020.00
TOTAL	\$895,234.03	\$152,321.42	\$1,047,555.45

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. October 24th, 12:00 Noon
- b. Public Works Cmt. October 25th, 5:00 PM

Motion by Wateland, seconded by Dale, to adjourn at 5:48 p.m. Motion carried with all voting ‘aye’.

Mayor Hansey

Lynelle Amos, Finance Assistant