

Wahpeton City Council
October 1, 2018
5:00 p.m.

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

Absent: None

Also Present: Huwe, Lies, Miranowski, DeVries, Bakken, Amos, and Cain

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Public Hearing – CDBG Project Closeout Kennedy Park Townhomes ó Mitch Calkins, Program Manager of Lake Agassiz Regional Council, was present to hold the final Public Hearing to close out the grant for the Kennedy Park Townhomes. Lake Agassiz Regional Council is the oversight agency for Community Development Block Grants in Wahpeton. The project was awarded \$370,000 in CDBG funds in 2016 that went toward the acquisition of the land upon which a 40 unit multi-family project available to low moderate income households was built. Calkins asked for any questions or comments on the performance of the grant, and there were none. **Motion by McCann, seconded by Miller, to approve the close out of the Kennedy Park Townhomes CDBG Project. Motion carried with a roll call vote of 8-0.**

Joint Public Hearing with Planning Commission – Proposed Zoning Ordinance Amendment to Allow Storage Buildings in B1 and B2 Zoning Districts – Postponed to October 15th

Proclamation for Manufacturing Day October 3rd, 2018 ó Dale read a Proclamation Declaring Manufacturing Day in the City of Wahpeton Wednesday, October 3, 2018.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held September 17, 2018

Games of Chance Licenses, Site Authorizations & Special Permits:

Red Door Art Gallery Raffle Permit

Red Door Art Gallery Raffle Permit (2)

Other Games of Chance and/or Special Permits:

Chahinkapa Zoo Association Raffle Permit

Presentation/Approval of Reports

ND DOT Transportation Alternative Program Announcement 2020-2021

ND Water & Pollution Control Conference Operator Award

WSI Training Participation Q3 2018

Fall Clean-up Week Oct. 1st ó 5th

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

REPORTS FROM CITY OFFICERS AND STAFF
FINANCE DIRECTOR

Private Placement Bond Issue 2018E for the 2017 Alley Reconstruction Project and the Evergreen West Project. Request motion to approve Resolution 3706 Appropriating Special Assessments and Resolution 3707 Creating the Fund for the Payment Thereof ó Huwe explained bids were solicited for this issue because it is small in size. The bid submitted by Bremer Bank was awarded at 4.5% for 15 years, and two resolutions needed to be adopted to formalize that.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3706
CREATING THE FUNDS OF IMPROVEMENT DISTRICTS PROVIDING FOR AND APPROPRIATING SPECIAL ASSESSMENTS FOR THE SUPPORT AND MAINTENANCE OF THE FUNDS, AND AUTHORIZING THE ISSUANCE OF IMPROVEMENT WARRANTS THEREON

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

Council member Wateland offered the following and moved its adoption:

RESOLUTION NO. 3707
AUTHORIZING THE ISSUANCE OF \$115,000 REFUNDING IMPROVEMENT BONDS, SERIES 2018E, PRESCRIBING THE TERMS AND COVENANTS THEREOF, AND CREATING A FUND FOR THE PAYMENT THEREOF

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

Insurance Policy Renewals Update ó Huwe said the City of Wahpeton utilizes the North Dakota Insurance Reserve Fund for general liability, business auto and inland marine (public assets) insurance coverage. The City's insurance agent for these policies is Matt Baker with Bremer Insurance. The policies renew on October 4th annually. The City has filed five claims this year so far, three general liability claims and two auto claims. She said she will meet with the City's agent this week to review its coverage in force and evaluate recommendations for risk management in the coming year.

Review of Draft Employee Policy Manual – Request Referral to Finance Cm.t ó Huwe said the City of Wahpeton Employee Policy Manual update has been a work in progress for some time, and felt the draft was ready for review. She requested the Draft Employee Policy Manual be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

ASSESSOR/BUILDING CODES

Update on Special Assessment Commission Process – Public Hearing to Certify Special Assessments Oct. 15th at 5:00 PM ó In City Assessor Broadland's absence, Huwe gave a reminder that the Special Assessment Commission will meet to hold a Public Hearing on October 15th at 5:00 p.m. for the certification of the Special Assessments for the 2017 Alley Reconstruction Project and the Evergreen West Project. A letter of notification will be sent out tomorrow with approximately 20 unique property owners that will receive notification of their special assessments. After the hearing concludes on October 15th they will have until November 1st to pay their assessment in full without interest or admin.

ATTORNEY

Request Motion to Approve Execution of Mortgage Subordination Agreement ó Lies explained as part of the negotiations by the Wahpeton Community Development Corporation on the Penney's building they are leasing the building to the east of the Golden Rule to Hub International, which is an insurance company, who is putting approximately \$100,000 into improvements to the building. He said it is rather standard they are seeking an agreement with the City as mortgagee, meaning the City has a mortgage from CDC on the building, that the City allow them to continue with the lease under the terms that are in that lease if there was to be a default by the CDC and the City has to foreclose on the mortgage. This would assure them their investment isn't going to be short term. **Motion by Miller, seconded by Bajumpaa, to approve the Execution of a Mortgage Subordination Agreement with Hub International at 409 Dakota Avenue as presented by Attorney Lies.** Discussion held. **Motion carried with a roll call vote of 8-0.**

COMMUNITY DEVELOPMENT DIRECTOR

Planning Commission Recommendations on Proposed Zoning Ordinance Amendments to Allow Storage Buildings in B1 and B2 Zoning Districts ó DeVries explained as referenced earlier in the meeting the public hearing for this item was postponed, and he asked for first reading of Ordinance No. 997 to allow storage buildings in B1 and B2 zoning districts.

Council member Lambrecht offered the first reading of the following Ordinance:

ORDINANCE NO. 997
AN ORDINANCE PROVIDING
FOR STORAGE BUILDINGS
IN B-1 AND B-2 ZONED DISTRICTS

DeVries then provided more information regarding Manufacturing Day. He said almost 300 senior students from around the area will be touring the participating manufacturing facilities to learn more about what those businesses do and the careers they offer.

LIBRARY DIRECTOR

Library Report ó Bakken reported on happenings at the library. She announced after two years of fundraising the Wahpeton Literary Club donated the guardian lion statues located at the library entrance. She said she was proud the community has organizations that keep our library in their interests. She gave a reminder Chocolate Chocolate Day and Book Sale is October 11th from 1:00-6:00 p.m. Memberships for Friends of the Library will also be taken that day. They are still in need of five more desserts if anyone is interested in donating them. They are also accepting donated books for their book sale. October programming for children, teens and adults will begin October 8th, and the outreach story times to daycares will begin on October 12th.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to the Public Works Committee **of Change Order #2 for the 3rd Avenue North Reconstruction Project for extension of the substantial completion date from October 1st to November 1st.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Master Plan for the Trails and Shared Use Paths – Request Referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Capital Improvements Sub-Committee ó Dale said three Council members have volunteered to sit on this sub-committee: Bohn, Bajumpaa, and McCann. In about a month meetings will start to be held and will try to get materials sent out for review prior to meeting time.

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 September 24th.

Gateway Improvements/Monuments – motion to recommend approval of bid awards to Comstock Construction, Inc. up to \$105,000 each for the west and north gateways ó **Motion by McCann, seconded by Bertsch, to approve award as bid by Comstock Construction Inc. of up to \$210,000 (\$105,000 per monument) from the 1% Restaurant Tax Fund for two gateway monument signs and sites, tentatively on the North End and West End of Wahpeton.** Much discussion and debate was held, with the main topics of concern being cost and location of the signs. Comments were heard from each of the Council members present as well as member of the public present: Jim Sturdevant, Roger Jensen, Jim Oliver and Wayne Ward. **Motion carried with a tied roll call vote of 4-4 (McCann, Bertsch, Wateland, and Bohn voting ‘aye’; Lambrecht, McNary, Miller, and Bajumpaa voting ‘nay’), Mayor Dale broke the tie by voting ‘aye’.**

Joint Powers Agreement with Wahpeton Park Board on Financing Improvements at John Randall Field – motion to recommend approval of the agreement ó **Motion by McCann, seconded by Miller, to approve the Joint Powers Agreement Between the City of Wahpeton and the Wahpeton Park Board for Financing of Improvements at John Randall Field.** **Motion carried with a roll call vote of 8-0.**

2018 Capital Improvement Budget Reallocation – motion to recommend approval of the expansion of the City Hall security camera system up to \$10,000 ó **Motion by McCann, seconded by McNary, to approve the 2018 Capital Improvements Budget Reallocation of the \$10,000 for the City Hall Roof Repair to the City Hall Security Camera Expansion.** Discussion held. **Motion carried with a roll call vote of 8-0.**

Pre-Legislative Session – discussion

400 Block Development Agreement Update – discussion

Public Works Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on September 25th.

Flashing Beacons at the 9th St. N. & Hwy 210 Bypass Intersection – motion to recommend to proceed ó **Motion by Lambrecht, seconded by Bajumpaa, to approve proceeding with a capital project to add the advance notification flashing beacons to the Intersection of 9th Street North and the ND Hwy. 210 By-Pass, with permanent financing to be determined at year end.** Discussion held regarding financing options. **Motion carried with a roll call vote of 8-0.**

Crosswalk Safety Concerns at 11th St. N. & Westmore Ave. – motion to recommend to proceed to evaluate alternatives ó **Motion by Lambrecht, seconded by Bohn, to approve proceeding to evaluate alternatives to address crosswalk safety concerns at the intersection of 11th Street North and Westmore Avenue by directing Interstate Engineering Inc. to put together a recommendation for DOT concurrence for review.** **Motion carried with a roll call vote of 8-0.**

Draft Ordinance Regulating Chickens Within City Limits – discussion

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

Dakota Ave. Traffic Signal Timing – discussion

Revision to Ordinance Regarding Parking/Licensing of Recreational Vehicles

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

Yard/Clutter Updates

Building Official Updates

UNFINISHED BUSINESS

Discussion was held regarding audio/video issues with the broadcasting of City Council meetings.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 8th, 12:00 Noon
- b. Public Works Committee October 9th, 12:00 Noon

Adjournment

Motion by McCann, seconded by McNary, to adjourn at 6:35 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant