

Wahpeton City Council
October 21, 2019
5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Oath of Office – Police Officer Jonathan Kaatz ó Police Chief Thorsteinson administered Oath of Office to recently hired Wahpeton Police Officer Jonathan Kaatz who was congratulated and welcomed by a round of applause.

Proclamation – Extra Mile Day ó Wateland read a Proclamation declaring November 1, 2019 as óExtra Mile Dayö.

Proclamation – 2019 Hatfield Award Winner, Don Wald ó Miranowski provided a background of the William D. Hatfield Award, and Bohn read a Proclamation Recognizing Don Wald as the 2019 Hatfield Award recipient. Congratulations was shown through a standing ovation.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held October 7, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Richland-Wilkin Kinship Raffle Permit

Other Games of Chance and/or Special Permits:

Freedom For Our Officers, Inc. ó Raffle Permit

Humane Society of Richland-Wilkin Counties ó Raffle Permit

Wahpeton American Legion Post #20 ó Raffle Permit

NDSCS Wahpeton Welding Club ó Raffle Permit

Bobcat - United Way Campaign ó Raffle Permit

Presentation/Approval of Reports

September 2019 Bill Pay Report \$1,048,557.53 ó see below

September 2019 Financial Reports

Q3 2019 1% Restaurant Tax Report

Legacy Fund Earnings Committee ó Public Input Meetings Nov. 12 & Nov. 13

Richland County Jobs Development Authority Housing Initiative

ND Housing Finance Agency Affordable Housing Facts & Programs

Census 2020 ó Key Player in Disaster Response

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City License Renewals ó Huwe explained 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, presented to the Council for approval at the first meeting in December, and become effective on January 1st. The liquor license renewal will require each of the Class C license holders to provide a statement from a certified public accountant certifying gross food sales are greater than 50% of the licensees total sales. Discussion held.

City Insurance Policy Summary – request referral to Finance Cmt. ó Huwe stated the City of Wahpeton purchases general liability, public asset and auto insurance through the North Dakota Insurance Reserve Fund. Real Property and outdoor property coverage is underwritten by the ND State Fire & Tornado Fund. Boiler and machine breakdown coverage is provided by Hartford Steam Boiler, and the ND State Bonding Fund provides fidelity bond coverage for political subdivisions. Annually the City pays approximately \$90,000 for risk management insurance coverage excluding Workforce Safety premiums. The City's primary policy renewal date is October 4th. Huwe requested to have the Finance Committee review the policies in force and coverage limits. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Former Central School Site Request for Proposals – request referral to Finance Cmt. ó Huwe said the City is in the process of finalizing the purchase agreement for the former Central School Site. Several inquiries have been received about potential development of the site. She requested a draft request for proposals be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Capital Asset Policy Revision – request referral to Finance Cmt. ó Huwe said the City has acquired approximately 1,200 acres of occasional flowage easements. Easements are considered intangible assets and must be considered in the city's financial statements, so we will need to amend our capital asset policy to include a new category of assets. She requested a draft policy be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Legacy Fund Earnings Cmt. Input – request referral to Finance Cmt. ó Huwe explained the Legacy Fund was created by ND voters in 2010. The fund has grown in excess of 6 billion dollars and the state legislature is looking for input on ways the public would like to see the funds used. There are 2 public meetings scheduled in Fargo on November 12th and 13th. Huwe said she would like to hear input from the Council on possible uses of the fund prior to the public meetings. She requested this be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó Pages Ago 2020 – request referral to Finance Cmt. ó DeVries said Janet Gagelin has created a destination for those interested in Wahpeton history called Pages Ago located on the corner of 6th Street South and Dakota Avenue. The 150th Committee is paying rent on the building to the end of year however Gagelin would like to continue operation and has plans for the future. DeVries requested discussion on plans for Pages Ago for 2020 be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Convention & Visitors Bureau Requests for Appointments ó DeVries explained an At-large member of the Wahpeton Convention & Visitors Bureau has resigned, and Renelle Bertsch was serving on the committee as the City Council representative, so he proposed Bertsch be appointed to

the At-large position. In speaking with Council Member Bohn, DeVries said she has agreed to serve as the City Council representative on the committee so asked for approval of these two appointments. **Motion by McCann, seconded by McNary, to approve appointing Renelle Bertsch as an At-Large Member and Tiana Bohn as Council Representative to the Wahpeton Convention and Visitors Bureau. Motion carried with all voting ‘aye’.**

Holiday Lights Parade Nov. 29th ó DeVries announced a Holiday Lights Parade through Chahinkapa Park will be held Friday, November 29th at 6:00 p.m. as part of the 150th celebration. Any lighted float entry is welcome to participate and should contact DeVries for more information or to enter. There will be a prize for Best Entry voted on by spectators. Following the parade will be Santa, cider, music and a fireworks show at the Chalet. Spectators can utilize any of the park parking lots except for the golf course where the floats will be lining up. There will be free rides on the Prairie Rose Carousel from 4:00-6:00 p.m. and Holiday Lane in Chahinkapa will be open.

Fireworks Display Nov. 29th – request motion to approve ó DeVries requested approval for the fireworks display to be held November 29th, 2019 following the Holiday Lights Parade as part of the 150th celebration event. **Motion by Lambrecht, seconded by Wateland, to approve the Fireworks Display in Chahinkapa Park on November 29th, 2019 following the Holiday Lights Parade from the 150th Event Fund. Motion carried with all voting ‘aye’.**

DeVries announced Wahpeton was the recipient of the Community of the Year Award from the North Dakota State Forest Service for the 2019 North Dakota öTrees Awardö, which the Mayor accepted last Saturday. Discussion held. He also noted there will be a multi-grade band concert tonight at 7:00 p.m. at the Wahpeton High School Auditorium for those interested in attending.

LIBRARY DIRECTOR

Library Report ó Bakken thanked those who attended the Library’s Chocolate Chocolate Day and Book Sale, which was a great success. She announced she and Kercher will be attending training in West Fargo on Tuesday through Thursday on their upcoming new circulation system. The library will be hosting a Haunted Library event on Saturday, October 26th, which is the same day as the Kinship Holiday Shop At Home for those who would like to participate in both. A free Pinterest class on decoupage will be held Tuesday evening at 5:30 p.m. Bakken also reported the library received a grant from the ND State Library and the ND Library Coordinating Council for the upgrading of their technology and networking infrastructure to make it more secure.

PUBLIC WORKS DIRECTOR

Public Works Report

Miranowski said due to the prolonged wet weather a Public Service Announcement was sent out requesting residents to direct sump pump discharge in the street or their yard and not into the sanitary sewer, which is only permitted from November 15 to March 15, as it may cause overload issues with the sanitary lift stations.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

McCann said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on October 14th.

BND Flex PACE Loan Participation Request Northland Apartments – continue discussions

Wahpeton Park Board Request for Funding for Sculpture Garden – motion to approve \$5,000 from 1% Restaurant Tax Fund ó Motion by McCann, seconded by Miller, to approve \$5,000 for the Sculpture Park from the 1% Restaurant Tax. Motion carried with a roll call vote of 7-0.

Water Capacity Planning Project Funding – motion to approve up to \$365,000 from Sales Tax for Economic Development Fund ó **Motion by McCann, seconded by Bajumpaa, to approve up to \$365,000 from Sales Tax for Economic for a Water Capacity Planning Project. Motion carried with a roll call vote of 7-0.**

Water Capacity Planning Agreements – motion to approve the Land Option Agreement. **Motion** to approve the professional services agreement with Interstate Engineering ó **Motion by McCann, seconded by Lambrecht, to approve the Land Option Agreement with the Landowner for the Water Capacity Planning Project with funding from the \$365,000 allocation. Motion carried with a roll call vote of 7-0.**

Motion by McCann, seconded by Bohn, to approve the Professional Services Agreement with Interstate Engineering, Inc. for the Water Capacity Planning Project with funding from the \$365,000 allocation. Motion carried with a roll call vote of 7-0.

Natural Gas Capacity Planning Agreement – motion to approve agreement with ProSource Technologies, LLC not to exceed \$50,000 ó **Motion by McCann, seconded by McNary, to approve a Professional Services Contract with ProSource Technologies, LLC and Dave Yexley, P.E. for Natural Gas Distribution Capacity Planning not to exceed \$50,000 from Sales Tax for Economic Development. Motion carried with a roll call vote of 7-0.**

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on October 15th.

Fairview Cemetery Request for Assistance with Snow Removal & Black Dirt – motion to offer first reading of Ord. 1013 –

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

ORDINANCE NO. 1013
AN ORDINANCE AUTHORIZING
CITY MAINTENANCE AND ASSISTANCE TO CEMETERIES
LOCATED WITHIN THE CITY LIMITS
AND PROHIBITING TYPES OF CONDUCT

Front Yard Parking Enforcement - discussion

ND DOT Maintenance Agreement – motion to approve ó **Motion by Bohn, seconded by Bajumpaa, to approve signing the ND DOT Annual Maintenance Agreement. Motion carried with all voting ‘aye’.**

Professional Services Agreement with Interstate Engineering, Inc. for the Loy Ave. & 12th St. N. Reconstruction and 8th Ave. N. Reconstruction Projects – pending additional information

Review Snow Removal Policy - discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates

Wheatland Rd. Shared Use Path Bid Award – motion to approve and award bid to Northern Improvement Co. \$529,647.05. **Motion** to increase TIF committed funds to \$342,000 ó **Motion by Bohn, seconded by McNary, to approve awarding the Wheatland Road Shared Use Path**

Project to Northern Improvement Co. in the amount of \$529,647.05. Discussion held. Motion carried with a roll call vote of 7-0.

Motion by Bohn, seconded by Bajumpaa, to approve increasing the TIF committed funds to the Wheatland Road Shared Use Path project from \$230,000 to \$342,000. Motion carried with a roll call vote of 7-0.

September 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$240,166.11	\$56,748.88	\$296,914.99
201 WATER OPERATING FUND	\$46,953.98	\$42,530.70	\$89,484.68
202 SANITARY SEWER OPERATING FUND	\$70,029.33	\$27,763.53	\$97,792.86
203 WASTE REMOVAL OPERATING FUND	\$27,560.49	\$1,041.34	\$28,601.83
204 WASTE REDUCTION FUND	\$1,403.17		\$1,403.17
205 VECTOR CONTROL FUND	\$944.99	\$3,177.62	\$4,122.61
206 STREET LIGHTING	\$11,786.29		\$11,786.29
209 LIBRARY LEVY FUND	\$7,650.37	\$13,936.78	\$21,587.15
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$779.96	-\$779.96
229 CAPITAL IMPROVEMENTS FUND	\$380.90		\$380.90
231 FD BLDG & EQUIP LEVY FUND	\$6,471.87		\$6,471.87
234 SPECIAL STREET MAINT FUND	\$41,793.37		\$41,793.37
236 LEVEE MAINTENANCE	\$8,197.31	\$9,212.10	\$17,409.41
253 METER DEPOSITS TRUST FUND	\$44.43		\$44.43
271 ECONOMIC DEVEL DEPT FUND	\$2,105.83	\$10,626.58	\$12,732.41
303 MISCELLANEOUS FUND	\$80.00	\$6.84	\$86.84
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$11,500.00		\$11,500.00
317 JOB DEVELOPMENT LEVY FUND	\$5,428.04		\$5,428.04
318 WEED MAINT LEVY FUND	\$429.18		\$429.18
319 LODGING TAX FUND	\$284.99		\$284.99
320 SALES TAX OPERATING FUND	\$28,784.94		\$28,784.94
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARY RESERVE	\$6,289.45		\$6,289.45
329 BULL RIDING EVENT	\$20,775.16		\$20,775.16
365 PD SPEC EQUIP SINKING FUND	\$271.00		\$271.00
389 GOLF COURSE DONATIONS	\$1,200.00		\$1,200.00
390 CLUBHOUSE MAINTENANCE	\$1,013.00		\$1,013.00
393 1% RESTAURANT TAX FUND	\$1,401.79		\$1,401.79
572 SALES TAX FOR FLOOD FUND	\$58,693.56		\$58,693.56
574 5-2-97 (FLOOD PHASE II)	\$3,257.50		\$3,257.50
622 3RD AVE N. RECON PROJ	\$92,345.89		\$92,345.89
639 E. SANITARY SEWER 13-02-02	\$44,385.29		\$44,385.29
660 WESTGATE COMMONS ST18-238	\$208.80		\$208.80
663 LS. NO. 1/PLC SS18-240	\$126,680.96		\$126,680.96
665 E. SAN. SEWER PH B SS18-243	\$12,889.00		\$12,889.00
670 EDGEWOOD PARK ST18-239	\$724.50		\$724.50
TOTAL	\$883,798.16	\$164,759.37	\$1,048,557.53

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. October 28th, 5:00 P.M.
- b. Public Works Cmt. October 29th, 12:00 Noon

ADJOURNMENT

Motion by McCann, seconded by Wateland, to adjourn at 5:42 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant