

Wahpeton City Council
October 3, 2016
5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey. Hansey then gave a reminder to adhere to the Roberts Rules of Order, such as when a motion is made then a second is needed prior to holding discussion.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Hearing on Community Development Block Grant – Tiny Tykes ó Priebe said Tiny Tykes Daycare Center project received a grant through the ND Childcare Grant Program at the State level through the Department of Commerce and due to budget cuts and constraints that dollar amount was reduced. In order to keep the project moving forward, they worked with Lake Agassiz Regional Development Council for a CDBG grant from the Governor's Discretionary Fund and in combination with the ND Childcare Grant Program other funding sources are the ND Childcare Loan Program, Bank Financing, Intermediary Relending Program (LARDC), and Personal & Business Cash. Priebe said City sponsorship is required with this program. The Governor's office has already signed a commitment contingent upon all other application materials meeting the regulations. Hansey asked if there was anyone present to protest of which there was none. Hansey then asked Huwe if there were any written or oral protests received of which there were none. **Motion by Lambrecht, seconded by Bertsch, to approve allowing the Mayor of Wahpeton to sign documents for the Community Development Block Grant Application for the Tiny Tykes Daycare Center Project. Motion carried with all voting 'aye'.**

Proclamation Declaring Manufacturing Day Oct. 12, 2016 ó Priebe read a Proclamation Declaring Manufacturing Day in the City of Wahpeton October 12, 2016, urging all citizens to recognize that when our manufacturing base, our value added ag industries, and our schools are strong, our entire economy is strong.

BIDS / OFFERS / QUOTES

Leach Public Library Interior Renovations – Recommendation to Award Bid to Comstock Construction \$42,600 ó Regarding the bids for the Leach Public Library interior renovations, recommendation from the Library is to award the bid to Comstock Construction for \$42,600. **Motion by Schmidt, seconded by DeVries, to approve Awarding the Bid for Leach Public Library Interior Renovations to Comstock Construction in the amount of \$42,600. Motion carried with a roll call vote of 8-0.**

Police Dept. Relocation Project – Recommendation to Award Bid (bids to be opened at 11:00 AM Monday, Oct. 3rd) Resolution No. 3611 ó Lies explained this is being done by resolution because financing is being used. He said Resolution No. 3611- Resolution Awarding

Contract For Construction Police Department Relocation Project BLDG16-229 proposes to award the contract to Tangen Construction in the sum of \$99,815, which was the low bid. Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3611
RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION
POLICE DEPARTMENT RELOCATION PROJECT BLDG16-229

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 7-1, with Bajumpaa, DeVries, Dale, Wateland, Schmidt, Lambrecht, and Bertsch voting *aye* and Miller voting *nay*

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held September 19, 2016

Approval of minutes of special meeting held September 27, 2016

Games of Chance Licenses, Site Authorizations & Special Permits:

Woody Keeble VFW Post ó Raffle Permit

March of Dimes ó Raffle Permit

Other Games of Chance and/or special permits:

The Kenney Meyer Benefit ó Raffle Permit

Presentation/Approval of Reports

Fall Cleanup Week ó collection at Waste Management October 10th ó 14th

National League of Cities 2016 Priorities for Washington

LMS Work Force Safety Record Q3 2016

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Schmidt, 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

2017 Legislative Session Planning – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

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

Payroll Processing for Wahpeton Park Board – request referral to Finance Cmt. - Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Payment Services Network Electronic Payment Update ó Huwe said the City Council approved entering into a contract with Payment Services Network earlier this year. Some online training and preparation of getting that online payment portal open and working for City customers has been conducted. Customers will be able to view their utility bills online, which is something currently not available. They may also choose to go paperless. Customers will also be able to initiate ACH payments from their bank account to the City in payment of their public utility bills. It is hoped to be expanding our payment options electronically for our customers. There is a little more training to do in-house to ensure it is working properly but are close to completion.

ATTORNEY

Resolution No. 3612 Approval of Westdale Subdivision Minor Replat No. 1 ó Lies explained the following two resolutions were approved by Council by motion but in order to record them with the County Recorder they need to be done by resolution. Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3612
RESOLUTION APPROVING
THE MINOR REPLAT NO. 1 OF WESTDALE ADDITION
AND REQUESTING THAT IT BE RECORDED
WITHOUT AUDITOR'S CERTIFICATE

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

Resolution No. 3613 Approval of Cenex Addition Minor Replat No. 1

Council member Dale offered the following and moved its adoption:

RESOLUTION NO. 3613
RESOLUTION APPROVING
THE MINOR REPLAT NO. 1 OF CENEX ADDITION
AND REQUESTING THAT IT BE RECORDED
WITHOUT AUDITOR'S CERTIFICATE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember DeVries. Motion carried with a roll call vote 7-0, with Miller abstaining.

Resolution No. 3614 Confirming Special Assessments for Westdale Phase I per

Development Agreement ó Lies explained this resolution confirms the special assessment list for Assessment District 11-02-15, which is the assessment district created where the new apartments are north of Walmart, south of 17th, north of 19th and front row of lots on the north side of 17th. He commented this did not go through the Special Assessment Commission but was a negotiated deal with the development agreement and the owners have waived the regular proceedings. The City Engineering Project Manager and Finance Director calculated the figures on a square footage basis which the property owners agreed to. So the special assessments are being confirmed so they can be certified and levied on the properties in Westdale Addition.

Council member Dale offered the following and moved its adoption:

RESOLUTION NO. 3614
RESOLUTION CONFIRMING SPECIAL ASSESSMENT LIST
FOR ASSESSMENT DISTRICT 11-02-15
SANITARY SEWER, STORM SEWER, WATER, STREET
AND STREET LIGHT IMPROVEMENT DISTRICT 11-02-15
(WESTALE ADDITION PROJECT NO. ST16-223)

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

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A printed Economic Development Department Activity Report was provided. Priebe reported that the WCDC approved up to \$63,000 in support of the City of Wahpeton signing the Red River Valley Water Supply Project Development Agreement. Since that meeting, the cost has been reduced significantly as more and more cities and water districts submit their nominations for water supply, so are currently at \$42,000 for 4.5 cfs. Richland County JDA nominated for 2cfs and Southeast Water Users District nominated for 3 cfs. Breckenridge has opted out of the project.

Priebe explained that each year the City of Wahpeton Economic Development office applies for a \$1,000 grant to offset expenses incurred from the local Manufacturing Day event. To receive the grant, the MOU must be signed and In-kind contributions recorded in the form of time each and every individual involved in the event spends preparing, attending meetings, materials created and printed, travel, etc. The grant can be used to pay for meals for the students, or gas for buses, marketing and so forth. Priebe requested a motion from the City Council ratifying her signing the MOU as part of receiving this funding. **Motion by DeVries, seconded by Bertsch, to approve Economic Development Director Priebe Signing the Memorandum Of Understanding as Part of Receiving the Grant Funding for the Local Manufacturing Day Event. Motion carried with all voting ‘aye’.**

Priebe announced a Meet the Candidates Forum is scheduled for Tuesday, October 4th at 6pm at City Hall in the Council Chambers. It will be televised live on Public Access Channel 12, to be replayed the followin day at noon and 5pm. It is sponsored by AAUW (American Association of University Women).

Priebe reported she is working on a proposal to hold the EDND Summer Conference 2017 in Wahpeton. The summer conference has been held in this corner of the state two other times. Wahpeton did host a winter conference in about 1996 that was shortened due to a snowstorm. Priebe said Wahpeton would benefit from the recognition and increased visibility that comes as a result of new visitors coming into the area and learning from our achievements. The dates being considered are June 21, 22 and 23, 2017 at Hughes Shelter. Priebe requested authority to sign the MOU. **Motion by Schmidt, seconded by DeVries, to approve authorizing Economic Development Director Priebe to Sign a Memorandum Of Understanding if the Proposal to Hold the EDND Summer Conference 2017 in Wahpeton is Awarded. Motion carried with all voting ‘aye’.**

Priebe said the ND Dairy Coalition is partnering with South Dakota on a research project to determine the possibility of a new milk processing plant in the I-29 corridor. The study will cover advantages and disadvantages of the region, where the processor should be located, and what type of plant (cheese, yogurt, dry milk, etc.) would make the most sense. Steps that need to be taken will also be identified. If North Dakota were considered it was felt Wahpeton could be a prime location. The study is expected to wrap up the end of October.

LIBRARY DIRECTOR

Library Report – Chocolate Chocolate October 13th - Bakken announced Chocolate Chocolate Day & Book Sale will be held Thursday, October 13th from 1:00-7:00 pm. She noted there are still a number of spots open for dessert donations. Anyone residents and/or Friends of the Library interested in helping to deliver a dessert for the event can contact the library at 642-5732 and it would be greatly appreciated.

POLICE CHIEF

Police Dept. Relocation Project – request permission to advertise for bids for furniture, fixtures & equipment ó Thorsteinson explained along with the Police Department Relocation they are at the point to request permission to advertise for bids for furniture, fixtures and equipment. **Motion by Wateland, seconded by Dale, to approve proceeding to Advertise for Bids for Furniture, Fixtures and Equipment for the Police Department Relocation Project. Motion carried with a roll call vote of 7-1, with Wateland, Schmidt, Lambrecht, Bertsch, Bajumpaa, DeVries and Dale voting ‘aye’; and Miller voting ‘nay’.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski gave an update on the status of the project at Pond #1 saying it is about 80% complete with the membrane replacements and it is hoped that will be completed by the end of the day Wednesday. Then each of the membranes needs to be leveled which will probably take 3-4 days. It is anticipated that they will be filling the pond the beginning of next week, transferring water from #2 adjacent to it. The water flow from the lift stations will be diverted from #3 back into #1. It may take about 20 days for the pond to get to its normal operating level. Lambrecht suggested doing an editorial in the Daily News to show the progress with the lagoon/pond project.

Miller brought up an issue regarding the lack of Midcontinent cable television and internet services in Oakwood Court. City Attorney Lies explained he has been looking into the issue.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Request Waiver of Building Permit Fee – Mayor ó Hansey requested excusing the \$527 building permit fee for the bathrooms at the zoo area, but in order to create a paper trail to show when it was done to charge a flat \$25 fee. **Motion by Miller, seconded by Bajumpaa, to approve Waiving the \$527 Building Permit Fee for the Bathroom Project in the Zoo Area, and to charge a flat \$25 fee. Motion carried with Miller, Schmidt, Lambrecht, Bertsch, Bajumpaa, and DeVries voting ‘aye’; and Dale and Wateland voting ‘nay’.**

Scheduling of Committee Meetings – Council Member Miller ó Miller said Council meetings are held the 1st and 3rd weeks of the month and Committee meetings the 2nd and 4th weeks, and with his business travel schedule he is gone a week at a time and it’s hard to be gone or he misses scheduled meetings and he takes his attendance seriously. He suggested holding the Finance and PW Committee meetings the same week as the Council meetings. He also felt some of the Finance Committee agenda items could be handled at the Council level without prior discussion/recommendation at the Committee level. Ideally he felt it could be reduced to one Finance and PW Committee meeting a month, with additional meetings held as necessary. He admitted it may result in longer City Council meetings. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee, and also to the Public Works Public Safety 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 September 26th.

Police Dept. Relocation – discussion

Bertsch expressed reassurance that due diligence was done in choosing the new Police Department location, and that earnest money has been paid toward the purchase of the new facility.

Library Board Composition Ordinance Review – motion to recommend 1st Reading of Ord. No. 978

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

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

Vector Control Policy Review - discussion

Public Works Public Safety Committee Report

Bajumpaa said the Public Works Public Safety Committee met at noon on September 27th.

False Alarm Calls for Fire Dept. – discussion

Central Power Coop. Easement Request – discussion

Health Dept. Ammonia Issues at Waste Water Ponds – discussion

NDSCS and City Combined Storm Sewer – discussion

PD Relocation Project – discussion

Waste Water Ponds Odor Concerns Update – discussion

Utility Easements Adjacent to NDSCS – motion to recommend approval of proposal from Bolten & Menk for \$8,300 – Motion by Bajumpaa, seconded by Lambrecht, to approve the Proposal from Bolten & Menk in the amount of \$8,300 for the Utility Easements Adjacent to NDSCS. Motion carried with a roll call vote of 8-0.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 10th, 12:00 Noon
- b. Public Works Committee October 11th, 12:00 Noon

Motion by Wateland, seconded by Bertsch, to adjourn at 5:50 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant