

Wahpeton City Council
September 16, 2019
5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

2020 Budget Hearing ó Huwe provided a summary of the 2020 Preliminary Budget. Some points of interest were noted as: Decrease or hold level in dollars levied for city services for the 6th consecutive year at \$1,761,408; Decrease in the number of mills levied for city services for the 9th consecutive year down to 95.78 mills; Decrease in General Fund Expenses of \$94,187 or (-2%); Property Taxes represent 16% of all City revenues before transfers; and Special Assessments represent 9% of all City revenues before transfers, 100% committed to debt service. She then reviewed 2019 to 2020 comparisons for revenue, expense, and budgeted Fund Equity. Additional considerations for 2020 were: City property taxes on a \$200,000 home 2020 equal \$68 per month down from \$70 per month; Utility Rates remain unchanged since January 1, 2018 with the exception of the Waste Removal annual increase; Sales Tax collections are trending up 6% and the allocations remain unchanged for Economic Development, Flood, Recreation, and Infrastructure; Enterprise Fund revenues are down 2%, Enterprise Fund balances are expected to remain over 50% of revenues; Payroll expenses are expected to increase \$39,889 or 1% and the FTE count remains level at 42.8.

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

ORDINANCE NO. 1012
AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF
WAHPETON, NORTH DAKOTA FOR THE YEAR 2020

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

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held September 3, 2019

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

NDSCS Dental Hygiene Club ó Raffle Permit

Presentation/Approval of Reports

August 2019 Bill Pay Report \$1,352,032.03 ó see below

August 2019 Financial Statements

Census QuickFacts

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none.

Motion by Bajumpaa, 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

Request Second Reading of 2020 Budget Ordinance 1012 ó Addressed early in meeting.

Request Special Assessment Confirmation Hearing at 5:00 p.m. Oct. 7th, 2019 ó Huwe explained the Special Assessment Commission has reviewed the proposed special assessments for the Eastside Sanitary Sewer Project Phase A at \$409,801.85, the 3rd Avenue North Reconstruction project at \$2,041,297.57, and the Westgate Commons project at \$77,749.75. The total of the proposed special assessments is \$2,528,849.17 with the costs allocated over 744 parcels. The payback period is 25 year at 3.5% interest. Affected property owners will receive letter notifications of the special assessments and the pre-payment period to avoid interest charges. Huwe requested a motion for the Council to schedule a public hearing on October 7th at 5:00 p.m. to confirm and direct the assessment of these projects.

Motion by Wateland, seconded by McNary, to approve scheduling a Public Hearing for October 7th, 2019 at 5:00 p.m. to confirm and direct the assessment of the Eastside Sanitary Sewer Project Phase A, 3rd Avenue North Reconstruction Project, and Westgate Commons Project. Motion carried with all voting ‘aye’.

Central School Purchase Agreement – request referral to Finance Cmt. ó Huwe said the Wahpeton Public School Board approved the sale of the former Central School property to the City. The City Attorney will draft a purchase agreement for the Council and the School Board to review. Huwe requested the Central School Purchase Agreement be referred to the Finance Committee for discussion. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

ND League of Cities Annual Conference Sept. 19th-21st – The ND League of Cities Annual Conference will be held September 19th-21st in Bismarck. Major topics include details on the Prairie Dog infrastructure funding bill, financing housing developments, and Bank of North Dakota finance programs. Huwe hopes to bring back some new ideas to share with the Council.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries provided an overview of the weekend's events. He felt it was a very successful and good weekend. The Car Show had 70 entrants. The Red Door Art Gallery and Richland County Museum had several visitors. About 700 meals were served at the BBQ ó Farming Fun Fest. The Bull Bash had about 1,500 tickets sold and the Fire Department is making plans for next year. There were a lot of good comments regarding this event. DeVries thanked all of the volunteers as well as those who took part in the events. He noted there is one more 150th celebration event that will take place in November.

POLICE CHIEF

Patrol Vehicle Request – request referral to PW Cmt. ó Thorsteinson explained there is a situation with two patrol cars that are safety/liability concerns and requested this item be referred to Public Works. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to Public Works Committee **of an Engineering Agreement for the Safe Routes to School Project for the High School Crosswalk.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski said there is a need to schedule a Flood Committee meeting and suggested it be held prior to the Public Works meeting on Tuesday, September 24th at 11:30 a.m. to award a project and provide an update on acquiring closure easements.

Miranowski also provided a public service announcement regarding Red River Valley & Western Railroad doing an upgrade to the crossing at 16th Avenue North with detour routes set up to direct traffic around the work zone. Motorists can expect the road closure and detour routes starting September 18th, 2019 and going through September 20th, 2019.

[Lambrecht exit at 5:23pm]

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Council Member Bertsch, Ward 2 - Resignation ó Dale read a letter from Council Member Bertsch requesting acceptance of her resignation as Council representative for Ward 2 effective September 30, 2019. Appreciation for Bertsch's service and dedication was shown through a standing ovation. When asked how to proceed with the open position at the end of the month, Lies explained a motion should be made to officially accept the resignation, then he reviewed some of the options. He said the Council could decide tonight to call a special election, or could wait 15 days to see if there is a petition signed by 5% of those that voted in the last election from Ward 2 and after that 15 day period if no one petitions asking for a special election the City has the option of appointing someone to fill that position until the next election in June 2020, or the Council can deem to leave it vacant until the election in June 2020. **Motion by Wateland, seconded by Bohn, to accept the resignation of Council Member Bertsch of Ward 2 effective September 30, 2019. Motion carried with all voting 'aye'. Motion by Bohn, seconded by Bajumpaa, to approve waiting 15 days as advised by City Attorney Lies to decide how to proceed with the vacant Council position. Motion carried with all voting 'aye'.**

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 9th.

Retail Programming Request – motion to approve \$10,000 from Sales Tax for Economic Development ó Motion by McCann, seconded by Miller, to approve \$10,000 from Sales Tax for Economic Development to fund Twin Towns Business Partners proposed scheduled events in 4th Quarter 2019. Motion carried with a roll call vote of 7-0.

Residential Lot Marketing – discussion

Special Assessment Assistance Policy Review – motion to designate the East Side Sanitary Sewer Ph. A and 3rd Ave. N. Projects eligible for individual assistance ó Motion by McCann, seconded by Wateland, to approve designating the East Side Sanitary Sewer Improvement Phase A and 3rd Avenue North Reconstruction as eligible projects for the Special Assessment Assistance Program. Discussion held regarding funding. Motion carried with all voting 'aye'.

Fiscal Policy Review – discussion

Fraud Risk Assessment ó discussion

2020 Preliminary Budget - discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at noon on September 10th.

Fairview Cemetery Request for Assistance with Snow Removal & Black Dirt – discussion

Final Pay Application from Northern Plains Contracting for Lift Station No. 1 Wet Well Lining Proj. \$126,680.96 – motion to approve ó Motion by Bohn, seconded by Bajumpaa, to approve the Final Pay Application from Northern Plains Contracting for the Lift Station No. 1 Wet Well Lining project in the amount of \$126,680.96. Motion carried with a roll call vote of 7-0.

Water Treatment Plant Reroof – tabled to Spring 2020

Policy on Residential Driveway Design & Placement – motion to amend ó Motion by Bohn, seconded by Bertsch, to approve the amendments to the Parking Policy as suggested. Motion carried with all voting ‘aye’.

Ordinances 1005 & 1006 Parking in Front Yards – motion to amend and offer second readings ó Council member Bohn offered the second reading of the following Ordinance as amended:

ORDINANCE NO. 1005
AN ORDINANCE
PROHIBITING PARKING IN FRONT YARDS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bajumpaa. Discussion held. Motion carried with a roll call vote 7-0.

Council member Bohn offered the second reading of the following Ordinance as amended:

ORDINANCE NO. 1006
AN ORDINANCE AMENDING ZONING ORDINANCE
SECTION 46-264 - APPLICABILITY

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Discussion held. Motion carried with a roll call vote 7-0.

Ordinance 1011 Abatement of Overflowing Dumpsters – motion to offer second reading ó Council member Bohn offered the second reading of the following Ordinance as amended:

ORDINANCE NO. 1011
AN ORDINANCE GOVERNING THE ALLOWING CITY TO ABATE
OVERFLOWING DUMPSTERS OR EQUIVALENT CONTAINERS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McCann. Motion carried with a roll call vote 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3730
RESOLUTION ESTABLISHING ABATEMENT FEES FOR
OVERFLOWING DUMPSTERS OR OTHER CONTAINERS OF REFUSE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McNary. Discussion held. Motion carried with a roll call vote 7-0.

2020 Preliminary Budget

Police Dept. Vacancies – motion to proceed to fill the 3 vacancies ó Motion by Bohn, seconded by Bajumpaa, to approve proceeding to fill three Police Officer vacancies. Motion carried with all voting ‘aye’.

Storm Pipe Removal Kidder Rd. & Gate Valve on Red River Ct.

Yard Junk/Clutter Updates

Building Official Updates

August 2019 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$246,557.56	\$33,453.51	\$280,011.07
201 WATER OPERATING FUND	\$180,748.64	\$42,146.29	\$222,894.93
202 SANITARY SEWER OPERATING FUND	\$139,348.38	\$27,091.27	\$166,439.65
203 WASTE REMOVAL OPERATING FUND	\$27,470.33	\$1,041.34	\$28,511.67
204 WASTE REDUCTION FUND	\$1,347.79		\$1,347.79
205 VECTOR CONTROL FUND	\$8,730.82	\$4,481.28	\$13,212.10
206 STREET LIGHTING	\$10,578.71		\$10,578.71
209 LIBRARY LEVY FUND	\$12,174.87	\$13,623.25	\$25,798.12
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$169.99		\$169.99
227 ANNUAL RESERVE WH FUND		\$109.12	\$109.12
229 CAPITAL IMPROVEMENTS FUND	\$3,581.72		\$3,581.72
234 SPECIAL STREET MAINT FUND	\$6,132.60		\$6,132.60
236 LEVEE MAINTENANCE	\$9,022.79	\$10,545.36	\$19,568.15
240 SPECIAL TRANSPORTATION FUNDING	\$8,603.20		\$8,603.20
253 METER DEPOSITS TRUST FUND	\$135.16		\$135.16
261 UNEMPLOYMENT COMP RESERVE FUND	\$60.20		\$60.20
271 ECONOMIC DEVEL DEPT FUND	\$3,077.54	\$10,626.10	\$13,703.64
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$14,200.00		\$14,200.00
318 WEED MAINT LEVY FUND	\$1,194.16		\$1,194.16
319 LODGING TAX FUND	\$484.99		\$484.99
320 SALES TAX OPERATING FUND	\$107,260.33		\$107,260.33
324 SALES TAX MINI MATCH RSRV FUND	24,904.01	\$115.15	\$25,019.16
325 SALES TAX H.E.L.P. HOUSING FUND	\$495.00		\$495.00
326 REVOLVING LOAN FUND	416.67		\$416.67
328 150TH ANNIVERSARYRESERVE	\$4,213.24		\$4,213.24
329 BULL RIDING EVENT		\$25.00	\$25.00
365 PD SPEC EQUIP SINKING FUND	\$2,045.25		\$2,045.25
390 CLUBHOUSE MAINTENANCE	\$41,750.00		\$41,750.00
393 1% RESTAURANT TAX FUND	\$956.23		\$956.23
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
463 R/I #11716 BND LOAN 2016	\$46,686.65		\$46,686.65
465 R/I #11918 SERIES 2018A DWSRF	\$3,945.98		\$3,945.98
468 R/I# 12219 DWSRF 2018 SERIES C	\$5,431.56		\$5,431.56
469 R/I# 12319 CWSRF 2018 SERIES D	\$10,901.77		\$10,901.77
574 5-2-97 (FLOOD PHASE II)	\$4,798.22		\$4,798.22
622 3RD AVE N. RECON PROJ	\$125,099.37		\$125,099.37
639 E. SANITARY SEWER 13-02-02	\$3,862.64		\$3,862.64
662 GATEWAY SIGNAGE/IMP.	\$42,517.16		\$42,517.16
663 LS. NO. 1/PLC SS18-240	\$102,790.05		\$102,790.05
670 EDGEWOOD PARK ST18-239	\$1,836.82		\$1,836.82
TOTAL	\$1,208,279.40	\$143,752.63	\$1,352,032.03

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. September 23rd, 12:00 Noon
- b. Flood Cmt. September 24th, 11:30 A.M.
- c. Public Works Cmt. September 24th, 12:00 Noon

ADJOURNMENT

Motion by Bertsch, seconded by McNary, to adjourn at 5:41 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant