

**Wahpeton City Council**  
**September 18, 2017**  
**5:00 p.m.**

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

**Absent:** None

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

**CALL TO ORDER**

Meeting called to order by City Council President Dale.

**PUBLIC HEARING/CITIZENS CONCERNS/ETC.**

**Public Hearing – 2018 City Budget Ordinance No. 981** ó Regarding the 2018 Preliminary Budget, Huwe said she had received inquiries but had received no points to be contested or discussed. She then reviewed the highlights of the 2018 preliminary budget. She explained the 2018 budget is different from 2017 which had a bit of austerity. The 2018 Preliminary Budget premises was to support the Council Goals. Some other highlights were Capital Improvements Projects were prioritized and integrated into the 2018 budget, funding for additional activities related to community image and dilapidated properties, and lessen dependency on property taxes with the 7<sup>th</sup> consecutive year of reduced mill rate for city services. The Preliminary Budget Statement was reviewed. The 2018 Revenue and Expenses Summary was also reviewed. There was a change of \$1,003,679 or 7% from 2017 to 2018. In 2018 money is used differently than in the past. There is also some significant grant money being received. 2017/2018 Expense Comparisons were then reviewed and there is a 10% increase with projected expenses of \$13,104,709. Fund Position Summary was then explained, with 2018 having a projected increase in fund position. Inter-fund Transfer Summary was then reviewed, and it was noted the volume of transfers is up in 2018. Regarding Projected Mills Levied, the City is looking at reducing mills from 109.26 to 104.70. The value of the mill is projected to increase 4.13% and the number of mills levied will decrease by approximately the same amount, so this would be a hold level budget. 2018 Levy for City Services is projected to decrease -4.56 mills. The elimination of the 12% property tax discount formerly funded by the State is not fully absorbed by the City's projected decreased mill rate. The projected net amount paid by property owners for City services in 2018 is projected to increase \$37 for every \$100,000 of valuation. The 2018 estimate of \$448 equals \$37.34/month for City services funded by property taxes. The General Fund Budget increased in 2018 by \$465,296 or 14%. Sales Tax Funds were then reviewed, including the Flood Mitigation project. Enterprise Funds were also reviewed, along with the Capital Improvements Plan integrated for 2018. The Compensation Summary was also reviewed, with the 2018 budget including the final phase of implementation of the revised compensation plan adopted in 2015. The net change from 2017 is a 7% growth in payroll, and approximately 10% growth in the number of FTE's. The salary for 2018 includes a 1.8% COLA increase. Huwe then asked for any questions and discussion was held. Dale expressed concern in adopting the budget as he wanted to be clear that before moving forward with equipment and things identified in the CIP that they be brought to the appropriate committee and there's adequate discussion on them and not just because they are in the budget ó that there is justification. Huwe said it was good point as the City had a change in their purchasing agreement and in the ordinance regarding budget if an item is budgeted it's in appropriation and the City would proceed to carry out the plan unless some additional requirement applied. She said what she is hearing the City needs to amend their process and when integrating a CIP project into action it needs to come to Council first. Further discussion held.

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

**ORDINANCE NO. 981**  
**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF  
WAHPETON, NORTH DAKOTA FOR THE YEAR 2018**

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

**CONSENT AGENDA ITEMS (presented by the City Council President) ó**

**Approval of minutes of regular meeting held September 5, 2017**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Games of Chance Raffle Permit ó Chahinkapa Zoo

Other Games of Chance and/or special permits:

Games of Chance Raffle Permit ó NDSCS Welding Club

**Presentation/Approval of Reports**

August 2017 Financial Reports

August 2017 Bill Pay Report \$1,183,646.20 ó see below

Clean Up Week October 9<sup>th</sup> ó 13<sup>th</sup>

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**NDIRF General Liability Insurance New Limits – Request referral to Finance Cmt.** ó City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**CDC Request for Loan Modification – Request referral to Finance Cmt.** ó City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Sale of Chicks in City Limits – Request referral to PW Cmt.** ó City Council President Dale will refer this item to the Public Works & Public Safety Committee.

**Update on Assistance to Firefighters Grant Award – Request referral to Finance and PW Cmts.** ó City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee and also to the Public Works & Public Safety Committee.

Huwe requested suspension of the rules for a cabaret license application she received this afternoon. **Motion by Lambrecht, seconded by Bertsch, to suspend the rules to discuss an item not on the meeting agenda. Motion carried with all voting ‘aye’.** Huwe explained she received a completed Cabaret License application for the Boiler Room. They have an event planned for October 7<sup>th</sup> and have a two-part request, the first being approval of the cabaret license. **Motion by Wateland, seconded by Schmidt, to approve a Cabaret License application for the Boiler Room. Motion carried with all voting ‘aye’; and Miller abstaining.**

Huwe said they also made a request for a street closure which she referred to Police Chief Thorsteinson. Thorsteinson said Matt Reasoner, manager of the Boiler Room, made the request on behalf of the business as they would like to hold a street dance in conjunction with NDSCS

Homecoming events. The dance would require the closure of 4<sup>th</sup> Street from Dakota Avenue to 2<sup>nd</sup> Avenue North between 6:30 p.m. and 12:30 p.m. on October 7<sup>th</sup>. The east and west alley may also be blocked off to avoid traffic through there. The dance would be held from 8:00 p.m. to midnight. Thorsteinson said he did not recall a dance being held on 4<sup>th</sup> Street but felt it would be easier than being held on Dakota Avenue as far as emergency vehicles. He did not foresee any issues. Discussion held. **Motion by Bajumpaa, seconded by Schmidt, to approve the request from the Boiler Room for the street closure of 4<sup>th</sup> Street from Dakota Avenue to 2<sup>nd</sup> Avenue North on October 7<sup>th</sup>, 2017 from 6:30 p.m. to 12:30 p.m. for a street dance to be held in conjunction with NDSCS Homecoming events. Motion carried with all voting ‘aye’; and Miller abstaining.**

### **ASSESSOR/BUILDING CODES**

#### **Update on Special Assessment Commission Process**

Broadland provided a brief update, saying there will be a Special Assessment Commission hearing will be held tonight on 16<sup>th</sup> Avenue North at 6:00 p.m. and Westdale 2<sup>nd</sup> Addition at 6:30 p.m. Broadland then requested a motion to set a public hearing for the City Council confirmation of special assessments for October 16<sup>th</sup> at 5:00 p.m. **Motion by Bajumpaa, seconded by Wateland, to schedule a Public Hearing for the City Council Confirmation of Special Assessments on October 16<sup>th</sup>, 2017 at 5:00 p.m. Motion carried with all voting ‘aye’.**

### **ATTORNEY**

**Flood Mitigation Project – Resolution No. 3655** ó Lies explained this resolution relating to the Flood Mitigation Project was discussed at both Council Committees last week. The Corps is trying to wrap up its part of the project and then FEMA comes in with their wrap up. The Corps has requested the City do a commitment to have the flowage easements done by September 30, 2020. Council member Schmidt offered the following and moved its adoption:

#### **RESOLUTION NO. 3655** **RESOLUTION COMMITTING TO COMPLETION DATE** **SECTION 205 LOCAL FLOOD REDUCTION PROJECT**

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

**Amended Liability Insurance Required – First Reading Ord. 982 refer to PW Cmt.** ó Lies explained the legislature, as of August 1<sup>st</sup>, has changed the penalty and clarified driving without insurance. It now makes it very clear that an owner of a vehicle that is not insured that allows or directs someone to use a vehicle without insurance is now also liable for the offense. And it reduced a first offense to an infraction and the City cannot have penalty that is greater than State Law. This ordinance would allow the City to become compliant with State Law. Council member Lambrecht offered the first reading of the following Ordinance:

#### **ORDINANCE NO. 982** **AN ORDINANCE AMENDING SECTION 42-204** **LIABILITY INSURANCE REQUIRED**

### **LIBRARY REPORT**

**Library Report** ó Bakken thanked the City for the beautiful plant memorial for her father-in-law. She reported programs this week include Story Time and also Get Creative at Your Library on Tuesday. The Leach Reads Book Club meets Wednesday at 1:30 p.m. Home School Book Club meets at 2:00 p.m. on Thursday. Movie Monday next week, September 25<sup>th</sup>, at 4:00 p.m. Story Time again next Tuesday at 10:00 a.m. Pinterest Program on Tuesday, September 26<sup>th</sup> at 5:30 p.m.

Friends of the Library members will be sent postcards requesting chocolate desserts for Chocolate Chocolate on October 12<sup>th</sup>.

### **PUBLIC WORKS DIRECTOR**

Miranowski requested referral to Public Works Committee to review a proposal from Dr. Lin of NDSU. City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski was then asked to give an update on the 1<sup>st</sup> Street North project. He said in the next few weeks they will be assessing the project and decide whether or not they will move forward with the street reconstruction. It all depends on the weather.

### **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 11<sup>th</sup>.

#### **2018 Preliminary Budget – discussion**

#### **Housing Study Draft Report – discussion**

**Proposed Fund Transfers – motion** to recommend transfer of \$364,847.07 from paid in full sinking fund no. 454 to general fund. **Motion** to recommend transfer of \$145,000 from the general fund to sinking fund no. 456. **Motion** to recommend proceeding with a bond call notice on sinking fund no. 456 ó **Motion by DeVries, seconded by Bertsch, to approve the transfer of \$364,847.07 from the paid in full sinking fund No. 454 to the General Fund. Motion carried with a roll call vote of 8-0. Motion by DeVries, seconded by Bertsch, to approve the transfer of \$145,000 from the General Fund to sinking fund No. 456. Motion carried with a roll call vote of 8-0. Motion by DeVries, seconded by Bertsch, to approve proceeding with sending a Bond Call Notice prior to March 1, 2018 to payoff bonds payable in sinking fund No. 456. Motion carried with a roll call vote of 8-0.**

#### **Referrals – discussion**

#### **Public Works & Public Safety Committee Report**

Bajumpaa said the Public Works & Public Safety Committee met at noon on September 12<sup>th</sup>.

**2018 Preliminary Budget Review – discussion** – Regarding the EDD regional position and the funding the City has allocated of the JDA funds, Lambrecht clarified that he was in favor of the position but wants it to be clear the City wants to look at a budget in the future and how it can work its way out.

#### **4<sup>th</sup> St. & 2<sup>nd</sup> Ave. N. Intersection sight distance – discussion**

#### **School Resource Officer Position Description & Memorandum of Understanding – discussion**

ó Discussion held regarding the SRO starting their position today and it was wondered how the salary would be paid, which it was answered would be through the Police Department until January 2018. Thorsteinson felt the position was a benefit to both the school and the Police Department. He felt it was a sacrifice worth making.

#### **Residential Waste Hauling Contract Renewal – discussion**

#### **ROW Consideration Adjacent to Bank of the West**

## NDESCS Easements for City Water & Sewer Mains

August 2017 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$208,801.72	\$21,809.39	\$230,611.11
201 WATER OPERATING FUND	\$171,273.20	\$41,600.99	\$212,874.19
202 SANITARY SEWER OPERATING FUND	\$56,557.03	\$25,743.99	\$82,301.02
203 WASTE REMOVAL OPERATING FUND	\$23,264.65	\$924.90	\$24,189.55
204 WASTE REDUCTION FUND	\$1.40		\$1.40
205 VECTOR CONTROL FUND	\$7,841.43	\$4,469.44	\$12,310.87
206 STREET LIGHTING	\$9,326.37		\$9,326.37
209 LIBRARY LEVY FUND	\$5,970.92	\$12,386.63	\$18,357.55
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
227 ANNUAL RESERVE WH FUND		-\$715.00	-\$715.00
233 REAL ESTATE LEVY FUND	\$34.50		\$34.50
234 SPECIAL STREET MAINT FUND	\$11,029.90		\$11,029.90
236 LEVEE MAINTENANCE	\$2,031.21	\$9,477.96	\$11,509.17
253 METER DEPOSITS TRUST FUND	\$312.64		\$312.64
261 UNEMPLOYMENT COMP RESERVE FUND			\$0.00
271 ECONOMIC DEVEL DEPT FUND	\$1,406.35	\$15,609.13	\$17,015.48
303 MISCELLANEOUS FUND	\$80.58		\$80.58
305 VECTOR CONTROL DIST LEVY FUND	\$4.80		\$4.80
315 TAX INCREMENT FUND	\$23.00		\$23.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$5,510.50		\$5,510.50
318 WEED MAINT LEVY FUND	\$1,053.33		\$1,053.33
319 LODGING TAX FUND	\$896.56		\$896.56
320 SALES TAX OPERATING FUND	\$186,037.90		\$186,037.90
325 SALES TAX H.E.L.P. HOUSING FUND	\$120.00		\$120.00
326 REVOLVING LOAN FUND	\$45,236.63		\$45,236.63
365 PD SPEC EQUIP SINKING FUND	\$2,189.17		\$2,189.17
393 1% RESTAURANT TAX FUND	\$7,529.26		\$7,529.26
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
463 R/I #11716 SERIES 2016	\$46,686.65		\$46,686.65
574 5-2-97 (FLOOD PHASE II)	\$132,888.79		\$132,888.79
622 3RD AVE N. RECON PROJ	\$100,170.91		\$100,170.91
636 16TH AVE. 11TH ST TO HWY 210	\$7,505.85		\$7,505.85
639 E. SANITARY SEWER 13-02-02	\$13,365.32		\$13,365.32
649 WTP LIME SILO & SLAKER	\$836.00		\$836.00
650 PD RELOCATION	\$100.00		\$100.00
653 ALLEY RECONSTRUCT ST17-232	\$258.24		\$258.24
<b>TOTAL</b>	<b>\$1,051,843.81</b>	<b>\$131,802.39</b>	<b>\$1,183,646.20</b>

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. September 25<sup>th</sup>, 12:00 Noon
- b. Public Works Cmt. September 26<sup>th</sup>, 12:00 Noon

### ADJOURNMENT

**Motion by Bertsch, seconded by Schmidt, to adjourn at 5:57 p.m. Motion carried with all voting 'aye'.**

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City Council President Dale

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Lynelle Amos, Finance Assistant