

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

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

Absent: Hansey

Also Present: Huwe, Hatting, Miranowski, Broadland, Bakken, Amos and Cain

CALL TO ORDER

Meeting called to order by City Council President Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Bruce Weeda, Wahpeton Community Development Corp. President ó In an effort to provide common communication, Weeda reviewed a summary of the Economic Development Direction Committee meetings held to date giving a background of the economic development activity they have been working on. He said organization documents are in the process with expected drafts for review in early September. Dale, who is a member of the EDD Committee, said better efforts would be made to provide the EDD Committee meeting minutes to the Wahpeton City Council members to improve communications between the two organizations.

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

Approval of minutes of regular meeting held August 21, 2017

Games of Chance Licenses, Site Authorizations & Special Permits:

Games of Chance Raffle Permit ó ND Youth Archery Advisory Committee

Games of Chance Raffle Permit ó Stuart Schumacher Foundation

Other Games of Chance and/or special permits:

Games of Chance Raffle Permit ó Woody Keeble VFW Post 4324

Games of Chance Raffle Permit ó Karlie Hoggarth Benefit

Games of Chance Raffle Permit ó NDSCS Dental Club

Presentation/Approval of Reports

ISO Rating Notification

Red River Valley Water Supply Project Update

NDLC Annual Conference Agenda

ND Dept. of Health RE: Former Central School Site

Council President Dale asked if there were any items to be removed from the consent agenda and there were none. Wateland commented on the ISO Rating giving kudos to the Wahpeton Fire Department for their achievement. **Motion by Bertsch, 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

NDLC Annual Conference ó Huwe gave a reminder that the NDLC Annual Conference will be held in Fargo September 28-30. She said no one has registered yet and no rooms have been reserved, however a copy of the agenda was provided and anyone interested in attending should contact herself or Jerri Cain by September 13th.

Housing Study Draft Report – request referral to Finance Cmt. ó Huwe said the Housing Study Draft has been prepared and is available for viewing on the City’s website. Any questions or

suggestions can be directed to Huwe prior to September 20th. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Proposed Fund Transfers – request referral to Finance Cmt. ó City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2018 Preliminary Budget Review Continued Discussion – request referral to both committees
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.

Lambrecht took the opportunity to thank Huwe, Miranowski and any other City staff who assisted the Fire Department in accomplishing their ISO Rating. Huwe said she would post the full ISO summary report on the City's website for viewing.

ASSESSOR/BUILDING CODES

Update on Special Assessment Commission Process ó Broadland reported the Special Assessment Commission met August 28th and reviewed two projects, and on August 30th letters were mailed to the property owners that were within those districts. The two districts are 16th Avenue North ó 210 to 11th Street Reconstruction, and Westdale 2nd Addition. The next meeting of the Special Assessment Commission will be held September 18th at 6:00 p.m. for 16th Avenue North residents and 6:30 p.m. for the Westdale 2nd Addition. Broadland said she has been contacted by quite a few individuals who are interested in making their prepayments, and a few who have indicated they will be in attendance at the upcoming meetings. If any property owners have questions on special assessments they can contact Broadland or Rogahn at City Hall. Discussion held.

Request motion to approve appointment of Jane Priebe to the Special Assessment Commission for term ending June 2023 ó Motion by Bertsch, seconded by Schmidt, to approve the appointment of Jane Priebe to the Special Assessment Commission for term ending June 2023. Motion carried with all voting 'aye'.

LIBRARY DIRECTOR

Library Report ó Bakken reported the library kicked off fall programming today. This week and next week there will be Tuesday Story Times only at 10:00 a.m., and a pre-school fun day tomorrow at 10:00 a.m. Today a new juvenile book club was started. Starting next week movies will be shown on Mondays at 4:00 p.m. The following Tuesday afterschool STEM will be held with quite a few STEM projects going on this fall. The first Chess Club will be held Saturday from 10:00 a.m. ó 1:00 p.m. This Saturday the library will also start fall hours of 9:00 a.m. ó 1:00 p.m. There is a new home school book club starting on September 21st. For adults a Computer Basics class is being offered. Leach Reads Program starts on September 20th and the books are available for check out. Friends of the Library meet Wednesday, September 13th at 10:00 a.m. Chocolate Chocolate will be held October 12th from 1:00-6:00 p.m. Bakken noted September is library card sign up month with the 10th and 20th applications receiving a free book bag along with their new library card.

PUBLIC WORKS DIRECTOR

Miranowski requested referral to Public Works Committee **to discuss concerns regarding the intersection of 4th Street and 2nd Avenue North sight distance.** City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported 16th Avenue North by Walmart by the railroad tracks is open to traffic. 4th Avenue South should be open late this week or early next week. On 8th Avenue North the manholes were set today and should be open by the end of week.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met August 28th at noon.

2018 Preliminary Budget – motion to recommend offering first reading of 2018 Budget Ord. No. 981 ó

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

ORDINANCE NO. 981

AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF WAHPETON, NORTH DAKOTA FOR THE YEAR 2018

Liquor License Fee Review – motion to recommend adhering to current practices until Dec. 31, 2017, then adhering to the Ordinance effective Jan. 1, 2018 ó **Motion by DeVries, seconded by Wateland, to adhere to current practices for Liquor License Fees until December 31, 2017, then adhere to the Ordinance effective January 1, 2018. Motion carried with all voting ‘aye’.**

Community Development Director Position – motion to recommend proceeding with the hiring process ó **Motion by DeVries, seconded by Bertsch, to approve proceeding with the hiring process for the Community Development Director position with the start date or offer of employment date as early as September 21st, 2017.** Miller wondered about the possibility of having someone from the CDC Board or business community as part of the hiring committee, which Huwe said answered it was a possibility ó whatever was felt was best. **Motion carried with all voting ‘aye’.**

Dilapidated Property at 120 6th St. N. Mitigation – motion to recommend approval of \$1,000 fee request from bankruptcy attorney for administration costs ó **Motion by DeVries, seconded by Schmidt, to approve \$1,000 of the \$200,000 set aside for the project for administrative costs related to the project at 120 6th Street North. Motion carried with a roll call vote of 8-0.** Discussion held regarding a timeline and the possibility of expediting the process.

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on August 29th.

2018 Preliminary Budget Review

16th Ave. N. Mill & Overlay & Storm Rebuild Project – motion to recommend to proceed with project planning ó **Motion by Bajumpaa, seconded by Lambrecht, to approve proceeding with the 16th Avenue North Mill & Overlay & Storm Rebuild Project Planning. Motion carried with all voting ‘aye’.**

Water Treatment Plant Project – motion to recommend to proceed ó **Motion by Bajumpaa, seconded by Schmidt, to approve proceeding with plans and specs and authorize for bids for the Water Treatment Plant Project as proposed. Motion carried with all voting ‘aye’.**

School Resource Officer Job Description – discussion

Residential Waste Hauling Contract Renewal - discussion

Building Official Updates - discussion

ROW Consideration Adjacent to Bank of the West

NDSCS Easements for City Water & Sewer Mains

UNFINISHED BUSINESS

Huwe asked for suspension of the rules to discuss an item not on the agenda. **Motion by Bajumpaa, seconded by DeVries, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’.** Huwe read a letter received from Mayor Meryl Hansey dated September 5th, 2017, submitting his resignation from the Office of Mayor for the City of Wahpeton due to recent challenges with his health which have limited his ability to perform the duties as Mayor. **Motion by Wateland, seconded by Schmidt, to accept the resignation of Meryl Hansey from the Office of Mayor for the City of Wahpeton. Motion carried with all voting ‘aye’.** Assistant City Attorney Hatting explained the next steps in the process. She said the City Council has two options: 1) Special city election or election of councilmember ó the council may call a special city election to fill such vacancy for the unexpired term or may, after 15 days from the date of such vacancy, elect one of its members to act as mayor, the member so elected shall possess all the rights and powers of the mayor until the next election and until a mayor is elected and qualified; 2) Petition for special election; city council president to act as interim mayor ó upon petition of five percent of the qualified electors, as determined by the total number of votes cast in the city in the last general election, the council shall call a special election to fill a vacancy occurring more than six months prior to the next city election; provided such petition is submitted within 15 days of the date of such vacancy. During the interim between the date when a vacancy occurs in the office of mayor and the election and qualification of a successor, the president of the city council shall be the acting mayor. Discussion held. **Motion by Wateland, seconded by Bajumpaa, to approve bypassing the special city election and wait 15 days from the date of the vacancy of office of mayor. Motion carried with all voting ‘aye’.**

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

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

Adjournment

Motion by Wateland, seconded by DeVries, to adjourn at 5:52 p.m. Motion carried.

City Council President Dale

Lynelle Amos, Finance Assistant