

Wahpeton City Council
March 20, 2017
5:00 p.m.

Present: Schmidt (via Skype), Lambrecht, Bertsch, Hansey, DeVries, Dale, Miller, and Wateland

Absent: Bajumpaa

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

CALL TO ORDER

Meeting called to order by Mayor Hansey.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held March 6, 2017

Approval of minutes of Committee of the Whole meeting held March 6, 2017

Games of Chance Licenses, Site Authorizations & Special Permits

Bois de Sioux Golf Club ó Raffle Permit

Presentation/Approval of Reports

February 2017 Bill Pay Report \$685,913.60 ó see below

February 2017 Financial Statements

2016 Safe Drinking Water Act Certificate of Achievement

NDSCS Advisory ó Aggressor Drill on Wahpeton Campus

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

C-6(a) April 1 – October 31 Liquor License – Bois de Sioux Golf Club ó Huwe said the Bois de Sioux Golf Club has submitted an application for a City Liquor License, and all requirements for a license have been satisfied. She requested a motion to issue a 2017 C-6(a) Liquor License to the Bois de Sioux Golf Club. **Motion by Miller, seconded by Lambrecht, to approve issuing a 2017 C-6(a) Liquor License to the Bois de Sioux Golf Club. Motion carried with all voting ‘aye’.**

American Linen Service Contract ó Huwe said the City has utilized rental services of floor mats and restroom maintenance incidentals for many years. With the addition of the Police Department facility the AmeriPride sales representative has presented a 24 month contract for City Hall, the Library and the Police Department with consistent pricing for all locations. The actual costs incurred depends on the services requested with occasionally a more frequent service required in the winter months. The estimated cost savings is approximately 20% with a 1 year price freeze in a 24 month agreement. The City may cancel for cause with 60 days notice. The 2016 expense for 2 locations was approximately \$4,800 and the estimated cost for 2017 with 3 locations is \$3,202. She requested approval of the proposed contract. **Motion by DeVries, seconded by Schmidt, to approve the Proposed AmeriPride Service Contract as presented. Discussion held. Motion carried with a roll call vote of 7-0.**

2016 Transportation Funding Report ó Huwe explained NDCC 54-27-26 requires each political subdivision receiving funding from the ND Department of Transportation file an annual report of

funding and expenditures related to transportation. The reporting may vary widely dependent upon capital improvement projects, grants funds and debt re-financings. Revenue received from the State for Transportation decreased \$342,641 with significant declines in Highway Tax and State Aid Distributions. Expenses were notably higher mostly attributed to a bond refinancing of \$3,305,000.

Motion by DeVries, seconded by Dale, to approve the 2016 Transportation Funding Report.

Motion carried with all voting 'aye'.

City Council Retreat Friday, April 7th 12:00 – 5:00 ó Huwe requested the Council to plan to attend the City Council Retreat on Friday, April 7th from 12:00 ó 5:00 p.m. at Hughes Shelter and asked that those who cannot attend on this date to notify her. The preliminary agenda will be reviewed at committee meetings next week.

Legislative Update ó Huwe reported today is the 50th day of the 65th Legislative Session. The most notable win to date appeared on March 17th with the approval of Senate Bill 2178 expanding the eligible uses for the Bank of ND Capital Infrastructure Revolving Loan Fund to include the replacement of existing infrastructure. The most concerning bill still being evaluated is House Bill 1361 capping the growth in property tax levies to 3%. We will continue to watch for action on other bills. Discussion held regarding HB 1361.

ASSESSOR/BUILDING CODES

Reminder of Board of Equalization Meeting Tuesday, April 11th ó Broadland gave a reminder that the Board of Equalization meeting will be held Tuesday, April 11th at 5:00 p.m. and asked those unable to attend to let her know as a quorum is needed.

Broadland then requested referral of the Bois de Sioux Golf Club Cart Lease to the Finance Committee. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

ATTORNEY

Easement Negotiations Update ó Lies said a revised easement agreement from OtterTail Power on the power line by the City's lagoon has been received and requested referral to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe circulated a recognition plaque presented to the Wahpeton Economic Development Commission last week for dollars donated to Project Lead the Way. She said three years ago 117 students were taking a course in the STEM program and currently there are 252 students in seven elementary, middle school and high school classes that are participating in the program. She explained sponsorships are key in getting these courses to the students, with the total amount of money being pledged so far at \$135,000. This is the EDC's first year to contribute to Project Lead the Way, and she felt the award was a nice recognition.

Priebe then requested referral of the Minn-Dak petition for appropriation of water from ground water sources public notice to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Priebe reported the Wahpeton Community Development Corporation met at noon today and one of the matters discussed was the JCPenney closing. She said a letter from the JCP corporate office was received this afternoon and JCP locally will cease operations on or before June 18th of this year. In the lease agreement between the CDC (landlord) and JCP (tenant) there was a 12 month lease termination notice so the effective date of the lease termination is 12 months from the announcement

which was made Friday, March 17, 2017, so the termination date will be March 17, 2018. In reviewing the list of 138 JCPenney stores that are scheduled to close it appears eight are in a downtown setting, with the majority in a mall setting, and a few scattered throughout that are free-standing buildings, so it didn't look like any were spared. Priebe said the store will be business as usual until about mid-April then will begin to liquidate. She reported the WCDC did begin to form a sub-committee and will reach out to representatives of the CDC, City, County, Port Authority, Daily News, and JCPenney employees to be part of the future planning process and brainstorming that may occur for this particular location and space. Priebe explained this is a different deal than in 2006 as there wasn't a list of store closings. The 2006 re-opening of JCP was based on a change in ownership and remodeling of the facility. She said we were able to turn it around then but did not feel it was going to happen this time. Discussion held regarding how the lease termination date may affect new tenants.

Priebe said the Commerce Department is coordinating a media visit with a manufacturing reporter from 'Industry Week' the dates of April 25 to 28. This initiative is part of the State's national media strategy designed to increase economic investment in the State and enhance the perceptions of the national talent base by showing examples of innovation, entrepreneurship, and resources driving both in North Dakota. Industry Week reporter Michele Nash-Hoff will be in North Dakota working on manufacturing trend and expansion stories. Industry Week provides coverage of US manufacturing everyday and has a monthly audience of 754,000 so is a big circulation.

Miller then provide an update on the Tractor Supply Company saying he visited their facility a few days ago with another member of the CDC Board and met the manager who said they are set to have a grand opening the last weekend of April so are on course and things are progressing nicely. They are still looking for a business/businesses to fill the east side.

LIBRARY REPORT

Library Report - Bakken reported the Library Board will meet Thursday, March 23rd, at 4:00 p.m. She said the new shelving is up and is being refilled with library items. All programming is being held, including a Facebook class tomorrow evening at 5:30 p.m. and Wednesday at 1:30 p.m., and a Pinterest class Thursday evening of melted crayon art. Bakken reported the Hankinson Public Library purchased two of the old shelving units from the library basement at \$100. Other particle board shelving and items no longer needed will be placed on the Library's Facebook page for sale for free will offering/donation. An open house is planned for the week of National Library Week in mid-April, the 9th through the 15th, but no date has been decided as of yet. Bakken said she is working on the annual report to the State Library at this time, which is due March 31st. She gave a big 'Thank You' to the NDSCS Library and her husband, Steve Bakken of Breckenridge Schools, for the generous use of their book carts which was very helpful during the renovation. She also thanked AJ Johnson for his donation of a small ceiling repair in the story time room so they were able to continue to paint and get the project completed.

POLICE CHIEF

PD Report - Police Chief Thorsteinson reported local music icon Billy D & the Crystals is celebrating their 50th year of entertaining and Kirk Peterson of the Firehouse Pub is requesting to hold a street dance on July 29th from 6:00-11:00 p.m., and would like to close Dakota Avenue from 3rd Street to 4th Street beginning at 5:30 p.m. and re-opening at midnight. Thorsteinson said similar dances have been held in the past and have coordinated with the street department to make them work. He did not foresee any issues. **Motion by Miller, seconded by Bertsch, to approve the request from Firehouse Pub to hold a street dance in celebration of Billy D & the Crystal's 50th year on July 29th from 6:00-11:00 p.m. with street closures on Dakota Avenue from 3rd Street to 4th Street beginning at 5:30 p.m. until midnight. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of a **Petition from the Residents between 2nd Street and 3rd Street North and 7th Avenue and 8th Avenue North to reconstruct their alley.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported he was contacted by the Corps of Engineers and the inspection for certification of the levy will take place on April 3rd, 4th and 5th. This inspection triggers the Periodic Inspection Report (PIR) which then goes back to the Corps in St. Paul, MN, and they put together the Levy Safety Evaluation Report (LSER) which is then forwarded to FEMA. FEMA uses the LSER to do the Letter of Map Revision (LOMR). The Corps is expecting to be done with their portion of it by September 2017, assuming all the projects in the zoo are completed and the breakout easements are acquired. Discussion held regarding some issues with the levy sliding/sloughing in some areas near the Volunteer Park.

Discussion was also held regarding the petition for alley reconstruction. Dale asked about researching the concrete alley behind Bank of the West between 5th Street and 6th Street to find out who owns what and who is responsible for what. Miranowski said from inquiries he has made, records show Bank of the West owns that alleyway.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (No meeting held March 13th)

Public Works & Public Safety Committee Report

Lambrecht said the Public Works & Public Safety Committee met at noon on March 14th.

Levee Adjacent Building Demolition/Sale – motion to recommend to proceed with sale – Lambrecht said according to City Attorney Lies this item needs to go back to the Public Works Committee for the City Assessor's valuation of the building as it cannot be sold for less than its assessed value.

Speed Alert Signs on Dakota Ave. – motion to recommend approval of additional sign ó **Motion by Lambrecht, seconded by Miller, to approve Purchasing a Second Solar Speed Alert Sign for \$3,796 using Special Transportation Fund.** Discussion held. Dale wondered if this was the best use for that money. When asked, Police Chief Thorsteinson felt the signs have some value, but have more value where there is single lane traffic and particularly around schools. Where there are multiple lanes, such as on Dakota Avenue, it's often not clear which motorist is being targeted by the radar. He wasn't opposed to the idea if the signs could be used in other locations, such as in the areas around the schools. He felt the problem with speeding on Dakota Avenue the PD could address more effectively with more aggressive radar but would need to know the particular times of day the excessive speeding is occurring. Dale felt the adjustment to the timing of the stop lights on Dakota Avenue has helped deter speeding. Addition costs to erect the speed alert signs were also discussed. **Motion carried with a roll call vote of 7-0.**

Storm Sewer Manhole Repairs 4th Ave. S. – discussion

Supplemental Agmt. No. 5 with Interstate Engineering for 3rd Ave. N. Reconstruction Proj. No. ST11-180 Phase (B) \$158,457 – motion to recommend approval of agreement ó **Motion by Lambrecht, seconded by Dale, to approve Supplemental Agreement No. 5 with Interstate Engineering for 3rd Avenue North Reconstruction Project No. ST11-180 Phase (B) in the amount of \$158,457. Motion carried with a roll call vote of 7-0.**

Professional Services Agmnt. With Interstate Engineering for E. Side Sanitary Sewer Imp. Project Phase (A) 1st St. N from Dakota Ave. to 5th Ave. N. \$293,557 – motion to recommend approval of agreement ó Motion by Lambrecht, seconded by Schmidt, to approve the Professional Services Agreement Supplemental Agreement No. 6 with Interstate Engineering for East Side Sanitary Sewer Improvement Project Phase (A) 1st Street North from Dakota Avenue to 5th Avenue North in the amount of \$293,557. Motion carried with a roll call vote of 7-0.

Yard Waste Composting Agmnt. with Jay Schnell – discussion

Stop Sign at Loy Ave. & 12th St. N. – motion to recommend approval of additional sign ó Motion by Lambrecht, seconded by Miller, to approve the Addition of a Stop Sign to the North Side of the 12th Street North and Loy Avenue Intersection. Discussion held regarding the location of the sign. Motion carried with all voting ‘aye’.

Public Works Operations Review

Nuisance Mosquito Control – motion to recommend approval of additional equipment & chemical for barrier spraying up to \$3,500 ó Motion by Lambrecht, seconded by Schmidt, to approve Authorizing up to \$3,500 from the Vector Control Project Fund for Additional Equipment & Chemical for Barrier Spraying for Nuisance Mosquito Control. Discussion held regarding barrier spraying. Motion carried with a roll call vote of 7-0.

Building Official Updates – discussion

Policy Discussion for Consultant Selection

Referral Process

February 2017 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$212,734.74	\$26,865.88	\$239,600.62
201 WATER OPERATING FUND	\$33,718.10	\$37,605.30	\$71,323.40
202 SANITARY SEWER OPERATING FUND	\$31,181.10	\$24,375.07	\$55,556.17
203 WASTE REMOVAL OPERATING FUND	\$22,352.85	\$914.10	\$23,266.95
205 VECTOR CONTROL FUND	\$10,505.46	\$1,069.06	\$11,574.52
206 STREET LIGHTING	\$12,372.01		\$12,372.01
209 LIBRARY LEVY FUND	\$8,944.63	\$12,258.15	\$21,202.78
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$150.00		\$150.00
227 ANNUAL RESERVE WH FUND		-\$2,862.50	-\$2,862.50
233 REAL ESTATE LEVY FUND	\$655.50		\$655.50
234 SPECIAL STREET MAINT FUND	\$700.00		\$700.00
236 LEVEE MAINTENANCE	\$1,836.02	\$8,013.32	\$9,849.34
237 CITY SHARE OF SPECIALS FUND	\$33,038.88		\$33,038.88
271 ECONOMIC DEVEL DEPT FUND	\$1,934.89	\$14,504.72	\$16,439.61
303 MISCELLANEOUS FUND	\$80.50		\$80.50
318 WEED MAINT LEVY FUND	\$425.00		\$425.00
319 LODGING TAX FUND	\$7,185.85		\$7,185.85
320 SALES TAX OPERATING FUND	\$18,871.25		\$18,871.25
326 REVOLVING LOAN FUND	\$37,025.00		\$37,025.00
393 DOWNTOWN CARE & MTC FUND	\$1,691.19		\$1,691.19
395 CERT	\$315.00		\$315.00
574 5-2-97 (FLOOD PHASE II)	\$30,370.28		\$30,370.28
622 3RD AVE N. RECON PROJ	\$28,747.50		\$28,747.50
643 LIBRARY ROOF, WALLS & DOOR	\$12,587.73		\$12,587.73
649 WTP LIME SILO & SLAKER	\$1,249.50		\$1,249.50
650 PD RELOCATION	\$49,835.81		\$49,835.81
652 DANGEROUS BLDG 120 6TH ST N	\$4,166.75		\$4,166.75
TOTAL	\$562,675.54	\$123,238.06	\$685,913.60

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. March 27th, 12:00 Noon
- b. Public Works Cmt. March 28th, 12:00 Noon
- c. Planning Commission April 3rd, 4:00 P.M.

ADJOURNMENT

Motion by Bertsch, seconded by Lambrecht, to adjourn at 5:52 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant