

Wahpeton City Council
May 16, 2016
5:00 p.m.

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

Absent: Mitskog and Bajumpaa

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Top Dog Award – Chief of Police Scott Thorsteinson, K9 Officer Dustin Hill & Gypsy ó Police Chief Thorsteinson recognized K9 Officer Hill, the handler of Gypsy who recently received overall Top Dog Award at Camp Ripley. Hill explained the training accomplishments Gypsy achieved to receive the award. Thorsteinson expressed how pleased they are with Hill and Gypsy, and what a valuable tool they are for keeping this a safe community. Appreciation was shown through a round of applause.

Request for Council Permission of Permitted Use in B-3 Zoning – Greg Meide ó Hansey said this item would be referred to the Planning Commission, then Greg Meide addressed the Council. Meide provided maps of the area along with copies of the zoning ordinance. He said he thought he was going through the proper channels a couple of months ago when he talked to City Building Official Johnson about relocating to the north side of Wahpeton since his dad sold the warehouse on the south side. He referred to the map noting there were similar business in the area he is considering locating to. He said Johnson did not think it would be a problem at that time, then a week after he purchased the property he received an e-mail from Johnson saying City Council approval was needed for open storage because of B-1 zoning. Meide pointed out it was zoned B-3, but was told it refers back to B-1 in B-3. Meide also pointed out B-3 refers to anything in B-1 and B-2, which allows for open storage, and said he would have some open storage just like those already located in that area. Meide said he would eventually fence his area in but not right away due to limited funds. **Motion by Lambrecht, seconded by DeVries, to refer Greg Meide’s request for Permitted Use in B-3 Zoning to the Planning Commission on May 19th. Motion carried with all voting ‘aye’.**

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held May 2, 2016

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Hockey Association Site Authorization ó Sportsman’s Lounge
Wahpeton Hockey Association Site Authorization ó Firehouse Pub
Wahpeton Hockey Association Site Authorization ó BDSGC Grille Room
Knights of Columbus Games of Chance ó Raffle Permit

Other Games of Chance and/or special permits

Wahpeton Aerie 2749 F.O.E. Site Authorization ó Wahpeton Eagles Club
Wahpeton Huskies Trap Team Games of Chance ó Raffle Permit
Evans Support Games of Chance ó Raffle Permit

Presentation/Approval of Reports

Dilapidated Property Report
April 2016 Bill Pay Report \$2,532,393.69 (includes \$1,668,474.62 in bond payments) ó see below
April 2016 Financial Reports
Bremer Bank Charity Golf Tournament June 23rd ó benefitting Wahpeton Fire Dept.

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bertsch, seconded by Schmidt, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Law Enforcement Center Lease Agreement ó Huwe said the City of Wahpeton and Richland County co-owned the Law Enforcement Center until 1997 when both parties agreed the County would buyout the City's 40% interest in the building. Effective January 1, 1999 the Police Department became a tenant of Richland County in the building, and the County paid the City \$288,210 for its ownership interest. The initial lease agreement term was for six years from January 1, 1999 to December 1, 2005, with up to five two year automatic renewals which ended December 31, 2015. The Council approved the purchase of Willow Creek Chapel to be used as a Police Station on June 1st 2015 with an anticipated real estate closing date by November 1st 2016. Preparations for the transition of the Police Department location from the Law Enforcement Center to 920 3rd Avenue North include a request to keep the currently assigned telephone numbers for the Police Department and to provide notice of termination of the lease agreement with Richland County. Huwe requested a motion to proceed with the notice of termination effective December 31, 2016. **Motion by Schmidt, seconded by Bertsch, to approve proceeding with the notice of termination of the Law Enforcement Center Lease Agreement with Richland County effective December 31, 2016. Motion carried with a roll call vote of 6-0.** [Lambrecht exited meeting at 5:14 p.m.]

Professional Services Agreement PD Relocation Proj. – request referral to PW Cmt. ó Huwe said preparations for the relocation of the Police Department will include remodeling of the existing building, and requested proposals for professional services agreements be referred to the Public Works Committee. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Utility Rates – request referral to Finance Cmt. & PW Cmt. ó Huwe said each July 1st residential utility bills are adjusted to reflect a 3% increase in residential waste removal rates as agreed to in our contract with Waste Management. She requested the Finance and Public Works Committees both evaluate the street light rates and sanitary sewer basis. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

Board & Commission Appointments (information only) ó Huwe said the City is required to conduct a reorganizational meeting on the fourth Tuesday of June in each even numbered year to coincide with City elections. Current appointments and term expiration years have been provided. If the appointment is related to an elected position we will wait until the June 14th election to consider re-appointments. If the appointment is not related to an elected position, contact will be made with incumbents to see if they are interested in continuing. Those interested in serving on a board may contact City Hall for additional information.

City Election reminder June 14th ó Huwe said the City election is scheduled for Tuesday, June 14th. Sample ballots were provided. Polls will be open from 7 AM to 7 PM. Wahpeton citizens are required to vote in the ward they live in, with ward maps available on the City website or on the ND Secretary of State website. If you would like to receive an absentee ballot they may be requested via the Secretary of State website which is also linked on the City's home page. Identification is required for voting and must reflect your name, current residential street address and date of birth.

City Hall Closed Monday, May 30th in observation of Memorial Day ó Huwe said City Hall will be closed on Monday, May 30th on observance of Memorial Day. Additionally, there are no regularly scheduled meetings for the week of May 30th.

ATTORNEY

Proposed Ordinance No. 973 – Prohibiting Refusal to Halt ó City Attorney Lies explained he had two ordinance upgrades for consideration and requested they be referred to Public Works Committee whether or not the Council would like to offer first reading tonight.

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

ORDINANCE NO. 973 **AN ORDINANCE PROHIBITING REFUSAL TO HALT**

Proposed Ordinance No. 974 – Restriction on Use, Possession & Marijuana Paraphernalia

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

ORDINANCE NO. 974 **AN ORDINANCE ADOPTING RESTRICTIONS ON THE USE & POSSESSION OF MARIJUANA PARAPHERNALIA**

Mayor Hansey will refer these items to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said a written Economic Development Department activity report had been provided. She then talked about the Marketplace for Kids event taking place on the NDSCS campus tomorrow, May 17th, from 9 a.m. to 1:30 p.m., with an estimated 1,100-1,200 kids attending. With the construction currently taking place on the campus there is a need for volunteers to hand out ribbons to participants in some of the activities and also help with traffic control/safety to guide students to the various classrooms around campus. Those available to help should meet at the Redwood Room in the Student Center at 9:00 a.m. or any time during the morning.

LIBRARY DIRECTOR

Renovation & Repair Grant – request referral to Finance Cmt. ó Guck requested referral to the Finance Committee of a Renovation and Repair Grant the Library recently received from the ND Library Coordinating Council, which is a one to one match grant. The Library received \$25,000 for this grant which will be used to repair the plaster walls of the library basement (the story time room and children's library) that sustained water damage and in 2012 the exterior walls were waterproofed so there will not be any further damage but would like to have those walls repaired. It would also be used to replace the storm windows with energy efficient double paned storm windows. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Guck announced the Summer Reading Program will have a sports theme this year with many activities planned through-out the summer. Pre-registration will be June 2nd and 3rd, with the program running June 6th through July 29th. A total of almost \$1,300 in donations have been received from local business to support the Summer Reading Program, and those business were recognized and thanked for their support and generosity.

POLICE CHIEF

Request for Street Closure June 4, 2016 8 am to Midnight at 8th St. N. from 1st Ave. N. to 2nd Ave. N. Rib contest associated with Blue Goose Days ó Thorsteinson said in conjunction with Blue Goose Days, the Manager of the Family Dollar Store is requesting permission to hold a rib contest on Saturday, June 4th and is requesting street closure from 8:00 a.m.-12:00 midnight at 8th St. N. from 1st Ave. N. to 2nd Ave. N. He did not foresee any issues. **Motion by Bertsch, seconded by Schmidt, to**

approve the street closure at 8th Street North from 1st Avenue North to 2nd Avenue North from 8:00 a.m. to 12:00 midnight on Saturday, June 4th for the Rib Contest being held in conjunction with Blue Goose Days. Motion carried with all voting ‘aye’.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee of **Creating a Focus Group for Wastewater System Odor Control Issues**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported some residents are dumping grass clippings outside of the intended dumpsters and into the wood pile. The site will be monitored and it is hoped can get back on track. The 16th Avenue project continues and they are installing storm sewer. The contractor doing replacement of the infrastructure at NDSCS has requested closure of 8th Avenue at 6th Street from Thursday through Saturday this week for connection of utilities to the city system.

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 May 9th. **West Briarwood Development Alternative - discussion**

Public Works & Public Safety Committee Report

Schmidt said the Public Works & Public Safety Committee met at noon on May 10th.

Bus Loading Area at St. John’s School – motion to recommend approval of proposed plan ó **Motion by Schmidt, seconded by Dale, to approve the proposed plan for and to allow signage for a bus loading area on the north side of St. John’s School. Motion carried with all voting ‘aye’.**

SEMCA Agreements – motion to recommend approval ó **Motion by Schmidt, seconded by Dale, to approve the SEMCA Joint Powers Agreement. Motion carried with a roll call vote of 5-0.**

Request for Sidewalk Removal at 404 3rd St. S. – discussion

Wastewater Pond 1 Diffuser Repairs – discussion

3rd Ave. N. Project - discussion

Dilapidated Properties Report

April 2016 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$277,764.19	\$27,214.86	\$304,979.05
201 WATER OPERATING FUND	\$22,866.16	\$36,199.82	\$59,065.98
202 SANITARY SEWER OPERATING FUND	\$20,100.78	\$22,203.05	\$42,303.83
203 WASTE REMOVAL OPERATING FUND	\$21,045.60	\$845.04	\$21,890.64
204 WASTE REDUCTION FUND	\$4,000.00		\$4,000.00
205 VECTOR CONTROL FUND	\$2,466.34	\$942.18	\$3,408.52
206 STREET LIGHTING	\$10,371.87		\$10,371.87
209 LIBRARY LEVY FUND	\$10,889.08	\$15,493.18	\$26,382.26
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$55.99		\$55.99
227 ANNUAL RESERVE WH FUND		-\$1,974.00	-\$1,974.00
229 CAPITAL IMPROVEMENTS FUND	\$36,703.29		\$36,703.29
234 SPECIAL STREET MAINT FUND	\$5,396.53		\$5,396.53
235 SNOW/FLOOD EMERG LEVY FUND	\$1,169.00		\$1,169.00
236 LEVEE MAINTENANCE	\$1,259.97	\$7,402.82	\$8,662.79
253 METER DEPOSITS TRUST FUND	\$105.57		\$105.57
261 UNEMPLOYMENT COMP RESERVE FUND	\$132.35		\$132.35
271 ECONOMIC DEVEL DEPT FUND	\$2,027.20	\$14,088.42	\$16,115.62
303 MISCELLANEOUS FUND	\$95.04		\$95.04
316 1% LODGING TAX (ADDTL 1/1/08)	\$250.00		\$250.00
318 WEED MAINT LEVY FUND	\$5,000.00		\$5,000.00

319 LODGING TAX FUND	\$1,624.68		\$1,624.68
320 SALES TAX OPERATING FUND	\$124,323.26		\$124,323.26
321 SALES TAX RESERVE FUND	\$65,936.00		\$65,936.00
324 SALES TAX MINI MATCH RSRV FUND	\$3,741.82		\$3,741.82
326 REVOLVING LOAN FUND	\$3,792.48		\$3,792.48
366 PD CANINE UNIT FUND	\$652.70		\$652.70
390 CLUBHOUSE MAINTENANCE	\$735.30		\$735.30
393 DOWNTOWN CARE & MTC FUND	\$3,286.98		\$3,286.98
453 R/I #10708 WESTSIDE TIF	\$185,802.50		\$185,802.50
454 R/I #10809 REFI 5 ISSUES	\$253,462.75		\$253,462.75
455 R/I #10910 SERIES 2010	\$466,746.87		\$466,746.87
456 R/I #11011 SERIES 2011	\$146,319.25		\$146,319.25
457 R/I #11111 SERIES B 2011	\$272,940.75		\$272,940.75
458 R/I #11212 SERIES A 2012	\$223,055.75		\$223,055.75
459 R/I #11314 SERIES 2014	\$120,146.75		\$120,146.75
574 5-2-97 (FLOOD PHASE II)	\$86,439.46		\$86,439.46
636 16TH AVE. 11TH ST TO HWY 210	\$773.60		\$773.60
648 WTP FACILITY PLAN	\$28,003.50		\$28,003.50
TOTAL	\$2,409,483.36	\$122,910.33	\$2,532,393.69

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission May 19th, 4:00 P.M.
- b. Finance Cmt. May 23rd, 12:00 Noon
- c. Public Works Cmt. May 24th, 5:00 P.M.

Motion by Bertsch, seconded by Schmidt, to adjourn at 5:35 p.m. Motion carried with all voting 'aye'.

Mayor Hansey

Lynelle Amos, Finance Assistant