

# Wahpeton City Council

August 20, 2018

5:00 p.m.

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

**Absent:** McNary

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

## **CALL TO ORDER**

Meeting called to order by Mayor Dale.

## **PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Public Hearing Authorizing the Issuance of Bonds by the Duluth Economic Development Authority on Behalf of Essentia Health & Affiliates – Resolution No. 3704** ó Huwe explained she was contacted by Ronni Tansey of Chapman & Cutler LLP who is representing Essentia Health, a Minnesota nonprofit corporation. They are refinancing some municipal development bonds that were issued on behalf of the Duluth Economic Development Authority and some of the investments were invested in our local Essentia Health Clinic. In order for them to proceed with the refinancing of that bond issue they need to get permission from each of the jurisdictions where the money was actually used. Resolution No. 3704 has been prepared. Essentia Health is now proposing that the Duluth Economic Development Authority issue revenue bonds to refund all or a portion of the Series 2008D Bonds and the Series 2008E Bonds. Section 147(f) of the Internal Revenue Code requires that the City of Wahpeton conduct a public hearing relating to the issuance of such bonds and that the City Council of the City of Wahpeton approve the issuance of such bonds. Huwe said she has not received any inquiries. A public notice was published. She requested the Council consider the adoption of Resolution No. 3704.

Council member Bajumpaa offered the following and moved its adoption:

### **RESOLUTION NO. 3704**

#### **RESOLUTION APPROVING THE ISSUANCE OF BONDS BY THE DULUTH ECONOMIC DEVELOPMENT AUTHORITY ON BEHALF OF ESSENTIA HEALTH AND ITS AFFILIATES**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McCann. Motion carried with a roll call vote 7-0. Dale then asked if there was anyone present to address this topic, of which there was none.

## **CONSENT AGENDA ITEMS (presented by the Mayor) ó**

**Approval of minutes of regular meeting held August 6, 2018**

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

Eagles Club Site Authorization

Red Door Art Gallery Raffle Permit

**Presentation/Approval of Reports**

July 2018 Financial Reports

July 2018 Bill Pay Report \$2,090,244.34 (\$1,309,114.06 payments to contractors) ó see below

John Randall Field Improvement Project

Mayor 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**

**Recommendation on Private Placement Bonds** ó Huwe said two weeks ago the City of Wahpeton issued a Request For Proposals for the debt financing of \$115,000 for the permanent financing for improvements in the Evergreen Development and the 2017 Alley Improvement Project. The RFP was sent to each of the City’s designated depositories within the city and only one bid was received, which was submitted by Bremer Bank at a competitive rate less than anticipated in a letter of communications to the property owners. The amount they are quoting is at 4.20%. **Motion by Bohn, seconded by McCann, to approve the Proposal Submitted by Bremer Bank at 4.20% for up to \$115,000 in Private Placement Bonds. Motion carried with a roll call vote of 7-0.**

**Demolition Permit Fees – request referral to Finance Cmt.** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**2019 Preliminary Budget – request referral to both Committees** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee, and also to the Public Works & Public Safety Committee.

**ND League of Cities Annual Conference Sept. 14<sup>th</sup>-15<sup>th</sup>** ó Huwe said the ND League of Cities Annual Conference is scheduled for September 14<sup>th</sup> & 15<sup>th</sup> in Grand Forks. So far three people have registered. The agenda is available in the CityScan magazine or on the ND League of City’s website. Anyone interested in attending should contact Huwe so accommodations can be made.

**City Offices Closed Monday September 3<sup>rd</sup> for Labor Day** ó Huwe gave a reminder with the closure of City Hall on Monday, September 3<sup>rd</sup> in observance of Labor Day, the next City Council meeting will be held Tuesday, September 4<sup>th</sup>.

### **ASSESSOR/BUILDING CODES**

**State Board of Equalization Update** ó Broadland provided an update on the State Board of Equalization held Tuesday, August 14<sup>th</sup> at 9:30 a.m. She said the tolerance levels remain the 90 to 100%. She also noted out of the 65 jurisdictions, 10 of them were not within tolerance and the State Board will continue to work with those jurisdictions. She stated Wahpeton was within tolerance and there were no appeals. Discussion held.

### **COMMUNITY DEVELOPMENT DIRECTOR**

#### **Community Development Report**

**BND Pace Interest Buydown – Brew** ó DeVries said this was a time sensitive item of which he was requesting action be taken, regarding a BND Pace Interest Buydown for the Brew. Because the Council was familiar with the project, rather than being recommended to committee he was requesting approval tonight. The total PACE benefit to the borrower (The Brew II, Inc.) is \$285,714.32. The Community Buydown amount is 30% or \$85,714.32. **Motion by Bertsch, seconded by Wateland, to approve up to \$85,714.32 for the Community Share of a Bank of ND PACE Interest Buydown for Brew II, Inc.** DeVries noted the initial proposal was in 2016 and this is their final piece of financing. **Motion carried with a roll call vote of 7-0.**

**BND Pace Interest Buydown – Community Homes Acquisition – requested referral to Finance Cmt.** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries also requested referral to the Finance Committee of a BND Pace Interest Buydown request received from a party interested in purchasing Wahpeton Glass & Paint. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Chahinkapa Park Christmas Lighting Attraction – request motion to proceed** ó DeVries explained a couple of months ago he had asked for permission to create a lighting attraction at Kidder Recreation Area. Due to the old power plant that had been located in that area and the old concrete still in the ground they were unable to get the electrical where they wanted it. Other options were then considered and a place in Chahinkapa Park was decided on. DeVries said he approached the Park Board on changing that location and they approved it. He requested approval to move forward with an RFP for the electrical for that part of Chahinkapa Park for the lighting attraction. **Motion by McCann, seconded by Lambrecht, to approve proceeding with a Request For Proposal for the Electrical for the Chahinkapa Park Christmas Lighting Attraction Area.** Discussion held regarding the location. **Motion carried with a roll call vote of 7-0.**

**Buxton Retail Recruitment Contract – request referral to Finance Cmt.** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported all the library summer programming is now complete. The fall programming will begin on September 4<sup>th</sup> with a story time for preschoolers at 10 a.m. and a new Coding Club for children at 3:30 p.m. A Computer Class featuring simple questions and answers will be held on September 6<sup>th</sup> at 5:30 p.m. On Saturday, September 8<sup>th</sup> a Books to Movies Program will be held at 10 a.m. A Library Board meeting will be held Thursday, August 23<sup>rd</sup> at 4 p.m. in the lower level of the library and the public is welcome to attend. Bakken said she attended the ND State Library Summer Summit in Grand Forks, and learned more about their benefits regarding the completion of the State Aid Report and Public Library Survey. Bakken announced that the Leach Public Library was awarded the 2018 Star Library Award at the Summer Summit. This is the second time the library has been awarded this award which indicates the library is working above and beyond the service they provide for their community. Leach Library ranked in the top three categories based on circulation, service hours, program attendance, combined computer and WiFi usage, and meeting the top percentage of the North Dakota Library Coordinating Council standards for public libraries. Bakken was congratulated on this achievement. Bakken then noted the library will be closed on Labor Day, September 3<sup>rd</sup>.

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

Miranowski requested referral to Public Works Committee of **16<sup>th</sup> Avenue & Hwy. 210 Storm Lift Station Reconfiguration.** Mayor Dale will refer this item back to the Public Works & Public Safety Committee.

When asked Miranowski provided an update on 16<sup>th</sup> Avenue paving, and also the Water Plant Improvement Project which he stated the slaker is up and running and the changeover went well.

### **COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Dale said there have been several concerns regarding the odors in town and assured residents it's not falling on deaf ears. Dale has been in communication with the Division Chief from the State Health Department who would be willing to come to Wahpeton for a public meeting to provide an update on the odor situation. Dates will be considered.

### **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 August 13<sup>th</sup>.  
**John Randall Field Renovations – discussion**

**Mini-Match Fund Recapitalization – motion** to recommend approval of \$75,000 from Sales Tax for Economic Development ó **Motion by McCann, seconded by Bohn, to approve \$75,000 from Sales Tax for Economic Development to Recapitalize the Mini-Match Plus Program. Motion carried with a roll call vote of 7-0.**

**Dakota Ave. Vacant Lot Sale – discussion**

**2019 Preliminary Budget - discussion**

**Public Works & Public Safety Committee Report**

Lambrecht said the Public Works & Public Safety Committee met at noon on August 14<sup>th</sup>.

**3<sup>rd</sup> Ave. N. Reconstruction Project Parking Concerns at 82 & 86 3<sup>rd</sup> Ave. N. – discussion**

**2019 Preliminary Budget – discussion**

**Chickens Within City Limits – discussion**

**Revisions to Ordinance Regarding Off-Street Parking/Front Yard Parking - discussion**

**ND State Water Commission Aquifer Survey Report – motion** to recommend to proceed with test well exploration up to \$200,000 ó **Motion by Lambrecht, seconded by Bajumpaa, to approve proceeding with the Test Well Exploration up to \$200,000 for the ND State Water Commission Aquifer Project. Motion carried with a roll call vote of 7-0.**

**Dakota Ave. Traffic Signal Timing – discussion**

**Revisions to Ordinance Regarding Parking/Licensing of Recreational Vehicles**

**Revisions to Policy to Disconnect Water & Sewer Service Lines to Demo Buildings**

**Revisions to Policy for Ownership of Water & Sewer Service Lines from Main to Property Line**

**16<sup>th</sup> Ave. & Hwy. 210 Storm Lift Station Reconfiguration – motion** to recommend to proceed expending up to \$50,000 funded by TIF ó This item was referred back to Public Works Committee earlier in the meeting.

**Yard/Clutter Updates – discussion**

**Building Official Updates – discussion**

July 2018 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$272,123.91	\$31,104.70	\$303,228.61
201 WATER OPERATING FUND	\$72,289.85	\$45,808.27	\$118,098.12
202 SANITARY SEWER OPERATING FUND	\$70,198.66	\$27,366.21	\$97,564.87
203 WASTE REMOVAL OPERATING FUND	\$29,634.21	\$989.44	\$30,623.65
204 WASTE REDUCTION FUND	\$827.77		\$827.77
205 VECTOR CONTROL FUND	\$14,995.72	\$4,838.03	\$19,833.75
206 STREET LIGHTING	\$11,340.32		\$11,340.32
209 LIBRARY LEVY FUND	\$5,620.07	\$12,646.64	\$18,266.71
216 AIRPORT 4-MILL LEVY FUND	\$732.01	\$494.96	\$1,226.97
227 ANNUAL RESERVE WH FUND		-\$2,203.34	-\$2,203.34
229 CAPITAL IMPROVEMENTS FUND	\$18,183.62		\$18,183.62
234 SPECIAL STREET MAINT FUND	\$34,080.01		\$34,080.01
236 LEVEE MAINTENANCE	\$5,751.94	\$11,160.05	\$16,911.99
253 METER DEPOSITS TRUST FUND	\$81.46		\$81.46
271 ECONOMIC DEVEL DEPT FUND	\$2,306.06	\$13,920.88	\$16,226.94
303 MISCELLANEOUS FUND	\$4,909.47		\$4,909.47

315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$7,163.00		\$7,163.00
318 WEED MAINT LEVY FUND	\$1,480.00		\$1,480.00
319 LODGING TAX FUND	\$1,482.84		\$1,482.84
320 SALES TAX OPERATING FUND	\$26,529.17		\$26,529.17
321 SALES TAX RESERVE FUND	\$11,323.31		\$11,323.31
325 SALES TAX H.E.L.P. HOUSING FUND	\$160.00		\$160.00
326 REVOLVING LOAN FUND	\$2,416.67		\$2,416.67
328 150TH ANNIVERSARYRESERVE	\$129.97		\$129.97
365 PD SPEC EQUIP SINKING FUND	\$349.18		\$349.18
393 1% RESTAURANT TAX FUND	\$11,410.89		\$11,410.89
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
574 5-2-97 (FLOOD PHASE II)	\$20,654.44		\$20,654.44
622 3RD AVE N. RECON PROJ	\$482,065.88		\$482,065.88
639 E. SANITARY SEWER 13-02-02	\$341,224.71		\$341,224.71
649 WTP LIME SILO & SLAKER	\$485,823.47		\$485,823.47
659 RIVER POINTE ACRES	\$4,080.89		\$4,080.89
<b>TOTAL</b>	<b>\$1,944,118.50</b>	<b>\$146,125.84</b>	<b>\$2,090,244.34</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. August 27<sup>th</sup>, 12:00 Noon
- b. Public Works Cmt. August 28<sup>th</sup>, 12:00 Noon

### **ADJOURNMENT**

**Motion by McCann, seconded by Lambrecht, to adjourn at 5:26 p.m. Motion carried with all voting 'aye'.**

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Mayor Dale

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Lynelle Amos, Finance Assistant