

WAHPETON CITY COUNCIL RETREAT
March 24, 2011

Present: Mayor Sturdevant, Bajumpaa, Bohn, Dale, DeVries, Hansey, Hartman, and Mitskog.

Absent: Bertsch.

Also Present: Broadland, Huwe, Lies, MacIver, Nelson, Priebe, and Thorsteinson.

Mayor Sturdevant called the meeting to order 4:15 p.m., presented the agenda and called on City Attorney Lies for the first agenda item.

Identification of upcoming joint powers agreements and basic City requirements: City Attorney Lies provided an overview on joint powers agreements (JPAs) explaining they are a contract between political subdivisions and typically address cooperation, services or mutual aid between the parties. Lies explained the general provisions of a JPA to include the following: purpose or function, duration, method to terminate, method for disposing of property, organization of board, master administrative structure, manner to finance, establishing a budget, accumulation of funds, share or contribute property, non-monetary financial support, manner of holding/disposing of property, accept gifts & grants, apply for funds, liability and insurance and catchall. Lies noted JPAs cannot be used on legislative matters, taxing matters or eminent domain. Lies provided a listing of pending JPAs:

1. Community Center (City & Park Board *renewal agreement*)
2. Recreational Trails & Areas (City & Park Board *new agreement*)
3. Shared Use Paths (City & Park Board *new agreement*)
4. Payroll Processing (City, Airport Auth., Park Board & Zoo *new agreements*)
5. Street Maintenance (City & Richland County *new agreement*)
6. Drainage Matters (City, Center & Dwight Townships *new agreement*)
7. Flood Control Matters (City, Airport Auth., Park Board & Zoo *new agreements*)
8. Law Enforcement Center/Communications (City & Richland County *renewal agreements*)

Mayor Sturdevant requested the pending agreements be prioritized and pursued with items #6, #4 and #1 as top priorities.

Dakota Ave. Care & Maintenance: Economic Development Director Priebe provided an overview of the Main Street Revitalization process identified in the 2006 Hyett-Palma Study with specific emphasis on the Street-Side Maintenance and Beautification elements. Priebe explained a vibrant downtown is essential to a vibrant community; the term Care & Maintenance (CAM) program is a tool utilized by communities to maintain a public corridor above and beyond general street maintenance. Typical CAM programs may address trees, trash, street furniture, weeds, sweeping, snow removal, vector control, way finding signs, flags, flowers, banners, public art, and Christmas decorations. Additional amenities include the TCS outdoor public plaza, gateway plantings/markers, and specialty street lighting. Priebe explained many of these amenities are newly implemented as a component of the Dakota Ave. project and need a plan for long term preservation and sustainability.

Priebe provided the Council with three options for pursuing the implementation of a Dakota Ave. CAM:

1. Continue with current operations [numerous parties involved; undefined funding sources] and absorb operations into City Dept. schedule
2. Create a special district that would charge a fee to downtown property owners to pay for upkeep of Dakota Avenue; perhaps overseen by a small advisory committee
3. Create a plan that combines a little of both Option 1 & 2; identify and leverage funding sources

Mitskog reiterated the importance of preserving and sustaining the recent improvements in the Dakota Ave. corridor, and also added any proposed funding sources i.e. taxes must provide consistent/dependable service to the property owners. Mitskog added the Fargo Downtown Community Partnership has done a good job engaging property owners to maintain a competitive attractive downtown atmosphere. Sturdevant commented a basic service level must be established, and may be accomplished by using block captains as previously discussed in the Downtown Revitalization Committees. Sturdevant also suggested creating a funding source that includes Convention & Visitors Bureau support, sales tax funding in conjunction with private property owners' investment. Sturdevant commented on the successes of the currently contracted snow removal process, the dedication of the Chamber Ambassadors in downtown activities and the active participation of many businesses in the Downtown Revitalization Committees.

Sturdevant designated council members Mitskog (chair) and DeVries (vice chair) to coordinate with Public Works Chair Hansey and the Chamber Ambassadors to gather additional input for the implementation of a Dakota Ave. CAM District.

Flood Protection System & Land Management: City Engineer Randy Nelson addressed the council regarding the long term flood protection system and lands management. Finance Director Huwe reviewed City Ordinance No. 925 on Flood Plain Districts explaining the following:

Statement of Purpose:

1. To protect human life & health
2. To minimize expenditure of public money for costly flood control projects
3. To minimize the need for flood rescue/relief
4. To minimize prolonged business interruptions
5. To minimize damage to public facilities & utilities
6. To help maintain a stable tax base
7. To ensure potential buyers are aware of flood hazards
8. To ensure that those who occupy the special flood hazard areas assume responsibility for their actions

Method of Reducing Flood Losses:

1. Restrict or prohibit uses which result in damaging increases in erosion, flood heights or velocities; and,
2. Requiring that uses vulnerable to floods be protected against flood damage at the time of initial construction; and,
3. Controlling the alteration of natural flood plains, stream channels, and natural protective barriers; and,

4. Controlling filling, grading, dredging and other development which may increase flood damage; and,
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas

Permanent Flood Control Long Term Planning & Investment:

1. Levee area land use planning
2. Interior flood control improvements
3. Pump station maintenance/improvements
4. Levee lands maintenance
5. Flood of record/levels of protection
6. Flood plain management

Uses of Funding	FEDERAL	LOCAL	TOTAL
Feasibility Study	\$ 429,500.00	\$ 329,500.00	\$ 759,000.00
Flood Control Infrastructure & Engineering	\$ 11,044,500.00	\$ 3,999,500.00	\$ 15,044,000.00
Recreational Amenities	\$ 800,000.00	\$ 938,500.00	\$ 1,738,500.00
LERRDS		\$ 1,947,000.00	\$ 1,947,000.00
Improvements Outside Corps Agreement	\$ -	\$ 2,456,900.00	\$ 2,456,900.00
	\$ 12,274,000.00	\$ 9,671,400.00	\$ 21,945,400.00

Nelson provided a pictorial tour of the flood protection system pump stations, encroachments & relocations, levee lands, park drainage, and the Bois de Sioux River break-out area & floodway. (presentation and photos are included as an addendum to these minutes). Nelson narrated the tour by explaining the current pump station issues, the mandatory 15' set-back from the base of the levee and the subsequent implications, and the challenges of managing the flood plain designation in the break-out area through Summit and Center Townships. Nelson also informed the council the long term investment will require ongoing maintenance and evaluation to maintain the integrity of the flood protection system.

City Owned Properties: Huwe reviewed the current inventory of City owned non-operational properties: 120 4th St. N. Old City Hall, 688 4th Ave. S. former 4-H Bldg., 321 17th Ave. N. former Lenzmeier House and 86 Dakota Ave. N former Rosenberg House plus multiple vacant and in-fill lots. Huwe noted this topic is currently on the Finance Committee's agenda. Sturdevant requested follow-up on the draft requests for proposals on the two residential houses to be reviewed by both the Flood Cmt. and The Finance Cmt.

Old City Hall Status: Nelson presented a series of photos of the former City Hall building at 120 4th St. N. The following process was described for evaluation of the building and potential options:

1. Obtain structural assessment of building.
2. Seal all openings around windows to prevent entry of birds and animals.
3. Demolish garage, seal east wall, seal sand interceptor.
4. Cover ground level windows.
5. Maintain grounds and sidewalks.

Upon receipt of a structural assessment the following subsequent actions will be advised by Nelson:

- Review structural assessment report.
- If structurally feasible for rehabilitation, obtain functional use study for the building for two or three alternatives:
 - a. Public use, e.g. City Hall
 - b. Private uses, e.g. offices, apartments
- If structurally unsound, contract for demolition of the building & sell the empty lot for redevelopment (not for a parking lot).

Mitskog noted the value in the request for proposal process to attain desired results for property redevelopment. **Motion by Mitskog, seconded by Dale to retain Foss Architecture to perform a structural assessment of the former City Hall Building with the estimated \$1,900 cost paid from the Real Estate Levy Fund. Motion Carried 7-0.**

Demographic Trends: Huwe provided a recap of the 2010 census population numbers for Wahpeton (7,766) and Richland County (16,321). Comparison of the numbers with the projections provided in the 2010 Comprehensive Housing Study indicate the 2010 population is greater than expected, the downward trend is slower than previously estimated and the housing study estimates are conservative with slightly understated projections. The council also reviewed the following necessities of an aging population:

1. Preventive health care
2. Nutrition education
3. Age appropriate fitness programs & rec facilities
4. Safe driving assistance
5. Special planning & training for public safety personnel
6. Home modification programs
7. Tax assistance & property tax relief
8. Job training & life long learning opportunities
9. Community engagement opportunities
10. Single point of access to ALL aging information & services in the community

Source <http://seniorliving.about.com>

Huwe noted there are multiple community opportunities with an aging population. Mitskog suggested the creation of a local coalition for an aging population; Bohn added that often times amenities directed at a specific age group may be desired by other age groups such as affordable housing and recreational amenities. Huwe noted that additional 2010 Census information will be provided to the council as it becomes available.

Strengths, Weaknesses, Opportunities & Challenges: DeVries and the council as a whole roundtable discussed the following:

Strengths

1. Committed council & staff
2. Strong community leadership
3. Desirable amenities & parks
4. Financial stability
5. Ongoing long term planning
6. Strong industrial base – committed to our community
7. Responsive to citizens

Weaknesses

1. Declining population
2. Aging buildings
3. lack of intermediate housing
4. Unfunded capital improvements projects
5. Lack of quickly searchable Frequently Asked Questions (FAQs) resources
6. Software shortcomings
7. Overabundance of City owned properties
8. Communications – can always be improved upon
9. Admitting mistakes – being responsive
10. Reactionary on many issues that we could be proactive on
11. Customer service – can always be improved upon

Opportunities (meeting has exceeded scheduled time limits)

1. Permanent flood protection
2. Home remodel/modification programs
3. Partnerships with local banks
4. Use of technology for improved communications

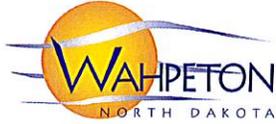
Challenges were not specifically identified or discussed.

2011 Priorities: Mitskog identified the recapture of population and jobs as top priorities. Sturdevant acknowledged and thanked the council for their time commitment and referred further discussion of challenges, priorities and goals to be discussed at both the Public Works and Finance Committees.

Bajumpaa left at 7:00 p.m.

Motion by Mitskog, seconded by Hansey to adjourn at 8:15 p.m. Motion carried.

Submitted by Darcie Huwe, Finance Director



City Council Retreat

3/24/2011

4:00 PM to 8:00 PM

City Hall

----- Agenda Topics -----

Welcome	Mayor	4:00
Identification of upcoming joint powers agreements and basic City requirements	Steve	4:05
Dakota Ave. Care & Maintenance; Coordination of activities with Convention & Visitors Bureau & Chamber of Commerce	Jane	5:00
Flood protection system management & land investments; Golf course, park & zoo areas, salable properties	Randy	5:30
Old City Hall status	Randy	6:30
Addressing changing demographic trends, best practices and senior housing update	Darcie	6:45
Strengths, Weaknesses, Opportunities & Challenges	Group	7:00
2011 Priorities	Group	7:30
Adjourn	Mayor	8:00

Please review the Strengths, Weaknesses, Opportunities and Challenges prior to the meeting in addition to identifying 3 topics that went well in 2010, 3 Topics that did not go well in 2010, & 3 Topics to work on in 2011

Other Information

Supper will be provided at 6:00 from Mrs. J's Sweet Treats

SAMPLE SWOC analysis

STRENGTHS

Strengths: Any internal asset (know-how, motivation, technology, finance, business links), which will help to meet demands and to fight off threats.

KEY questions

- What are we good at?
- How are we doing competitively?
- What are our resources?

TYPICAL examples

- Well-trained man-power
- Well established knowledge base
- Good contact to target group
- Technology, etc.

WEAKNESSES

Weaknesses: internal deficits hindering the organization in meeting demands.

KEY questions

- What are we doing badly?
- What annoys our customers the most?

TYPICAL examples

- Lack of motivation
- Lack of transport facilities
- Problems in distribution of services or products
- Low reputation
- (the lack of a particular strength)

OPPORTUNITIES

Opportunities: Any external circumstance or trend that favors the demand for an organization's specific competence.

KEY questions

- What changes of demand do you expect to see over the next years?

TYPICAL examples

- Increasing purchasing power
- Development of new markets for high quality products
- New technologies that favor our product

CHALLENGES

Challenges: Any external circumstance or trend which will decrease the demand for the organization's competence.

KEY questions

- What do other people do that we don't do?
- What future changes will affect our organization?

TYPICAL examples

- Establishment of strong competitors
- Lack of cash at household level
- Governmental regulations that limit free distribution of our product.

Adapted from The Change Management Toolbook <http://www.change-management-toolbook.com>



"Planning is a process by which we can envision the future and develop the necessary procedures and operations to achieve that future." Clark Crouch

Wahpeton City Council Retreat March 24, 2011



Agenda

- Joint Powers Agreements
- Dakota Ave. Care & Maintenance
- Flood Protection System Management
- Old City Hall
- Changing Demographic Trends
- Strengths, Weaknesses, Opportunities & Challenges
- 2011 Priorities



Dakota Ave. Care & Mtc. Basics

Main Street Revitalization						
Property Rehab	Store Front Program	Street-side Maintenance	Infrastructure	Beautification	Retention & Recruitment	Anchors
Partnerships Enforcement Acquisition Remarketing	Design Asst Loans Grants	-Trees -Trash -Furniture -TCS Plaza -Weeds -Sweeping -Snow/Ice -Vector -Wayfinding Signs	Dakota Ave Side Streets	-Flags -Flowers -Banners -Public Art -Christmas Decorations	Retail Office Residential	-Headwaters Park -Community Center -Arts Center -Farmers Market -Downtown City Hall



Dakota Ave. Care & Mtc. Beautification

- flags
 - ordering/replacing
 - hanging
- flowers
 - ordering
 - hanging
 - watering
- banners
 - ordering/replacement
 - hanging





Dakota Ave. Care & Mtc. Street-side Mtce.

- trees
 - ordering/replacing
 - care/watering-trimming
- furniture
 - benches n bike racks
 - trash receptacles
 - emptying
 - replacement



Dakota Ave. Care & Mtc. Street-side Mtce. continues

- sidewalks
 - sweeping
 - frequency
- snow/ice
- vector control
- way finding signs
- weeds
 - chemical





Dakota Ave. Care & Mtc. TCS Public Space/Plaza

- plaza
 - cleaning/snow removal
 - sweeping
 - repair
- trees/planting
 - removal?
 - watering/trimming
 - replacement
- electrical outlets
- use/functions/events



Dakota Ave. Care & Mtc. Other considerations

- gateways
 - plantings
 - markers & monuments
- trash
 - upkeep
- lights
 - repair





Dakota Ave. Care & Mtc. Discuss Options

1. Continue with current operations [numerous parties involved; undefined funding sources] and absorb operations into City Dept. schedule
2. Create a special district that would charge a fee to downtown property owners to pay for upkeep of Dakota Avenue; perhaps overseen by a small advisory committee
3. Create a plan that combines a little of both Option 1 & 2; identify and leverage funding sources



Dakota Ave. Care & Mtc. Option 1

- Currently the City:
 - puts up and takes down flags
 - Memorial Day; Flag Day; 4th of July; Labor Day; Veteran's Day and special event days
 - puts up and takes down banners that are ordered and paid for by the CVB
 - Spring- up/Fall- take down – including Chahinkapa Park?
 - Christmas Banners up/take down
 - hangs flower baskets that are ordered & sponsored by Chamber Ambassadors
- Snow Removal- Sidewalks
 - trial run winter 2010/2011



Dakota Ave. Care & Mtc. Option 2

- An aldermanic committee creates a special district that would tax downtown property owners a fee to pay for care & maintenance of Dakota Avenue
 - In a CAM District, property owners pay their fair share (per front foot); the proceeds are used for maintenance and other purposes
- Create a Services Advisory committee that would govern a CAM District
 - The advisory committee, made up in part of property owners, decides where the money is spent
 - A CAM District would focus on maintenance, marketability, promotion and economic development in the Wahpeton downtown area.



Dakota Ave. Care & Mtc. Option 3

- Match the CAM fee, dollar for dollar, from a blend of City Sales Tax for Econ Dev and Lodging Tax receipts
- Limit the use of City resources [i.e. equipment & employee time to hang flowers, flags & banners]; recognize the cost as community promotions expense
- Establish a committee to oversee outsource/contract activities [those operations that cannot be absorbed by the City without increasing taxes]



Dakota Ave. Care & Mtc. Research & Study

- Come to a consensus on Care & Mtc. Option – What needs to be done?
- Develop a budget for the corridor maintenance – Who much will it cost?
- Study the results of this year's winter snow removal and it's benefits/drawbacks with respect to City operations



Flood Protection System Management

Statement of Purpose:

1. To protect human life & health
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Flood Protection System Management

Methods of Reducing Flood Losses:

1. Restrict or prohibit uses which result in damaging increases in erosion, flood heights or velocities; and,
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3. Controlling the alteration of natural flood plains, stream channels, and natural protective barriers; and,
4. Controlling filling, grading, dredging and other development which may increase flood damage; and,
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas



Flood Protection System Investment

Permanent Flood Control Long Term Planning:

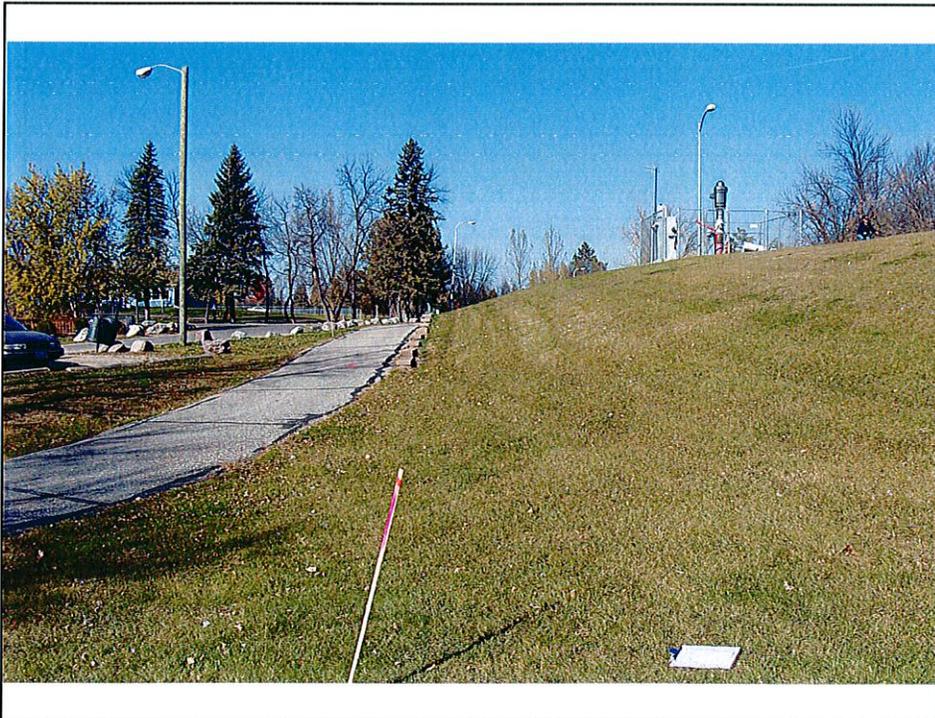
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2. Interior flood control improvements
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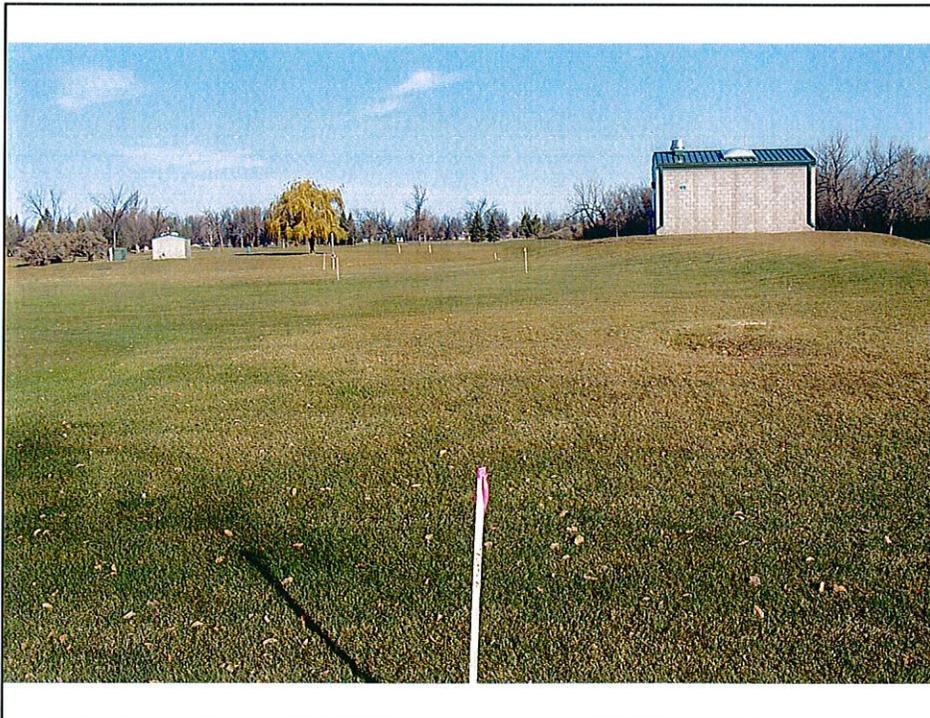
Permanent Flood Control Investment:

Uses of Funding	FEDERAL	LOCAL	TOTAL
Feasibility Study	\$ 429,500.00	\$ 329,500.00	\$ 759,000.00
Flood Control Infrastructure & Engineering	\$ 11,044,500.00	\$ 3,999,500.00	\$ 15,044,000.00
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Flood Protection System Pump Stations



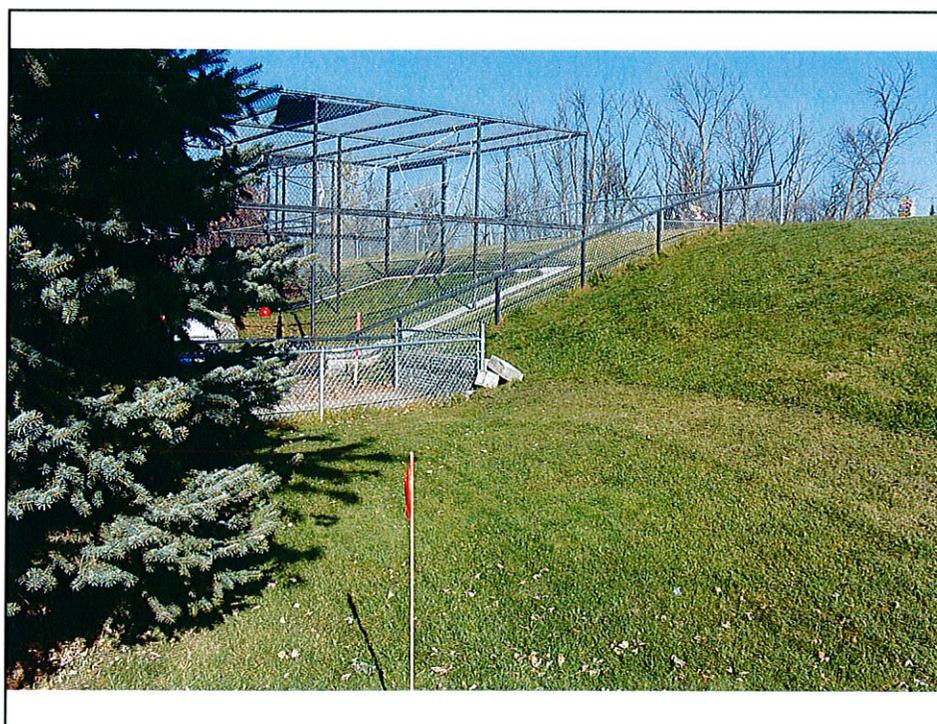
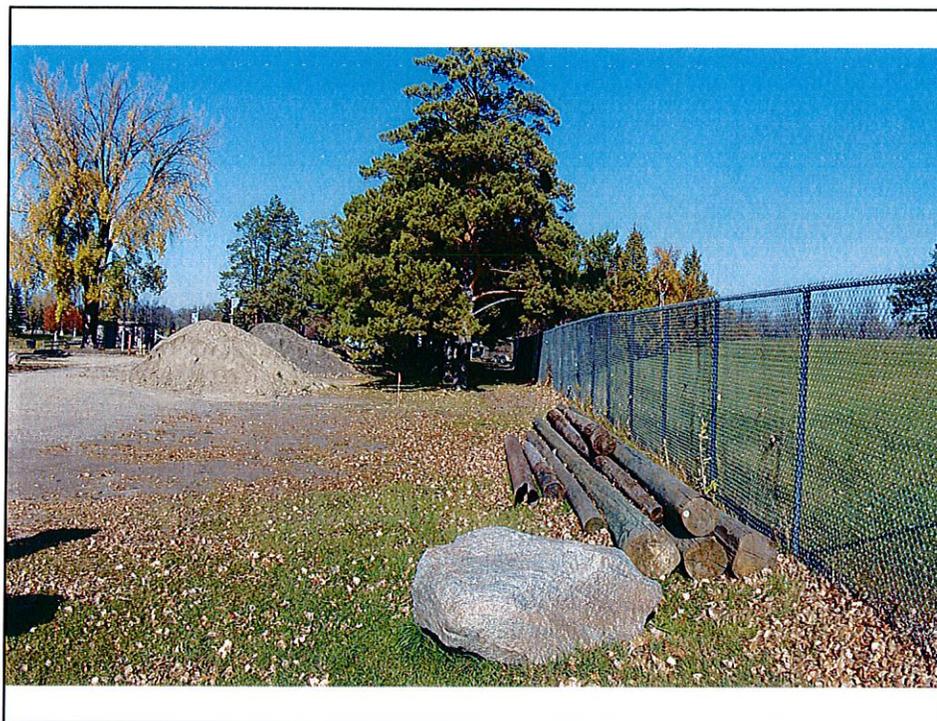


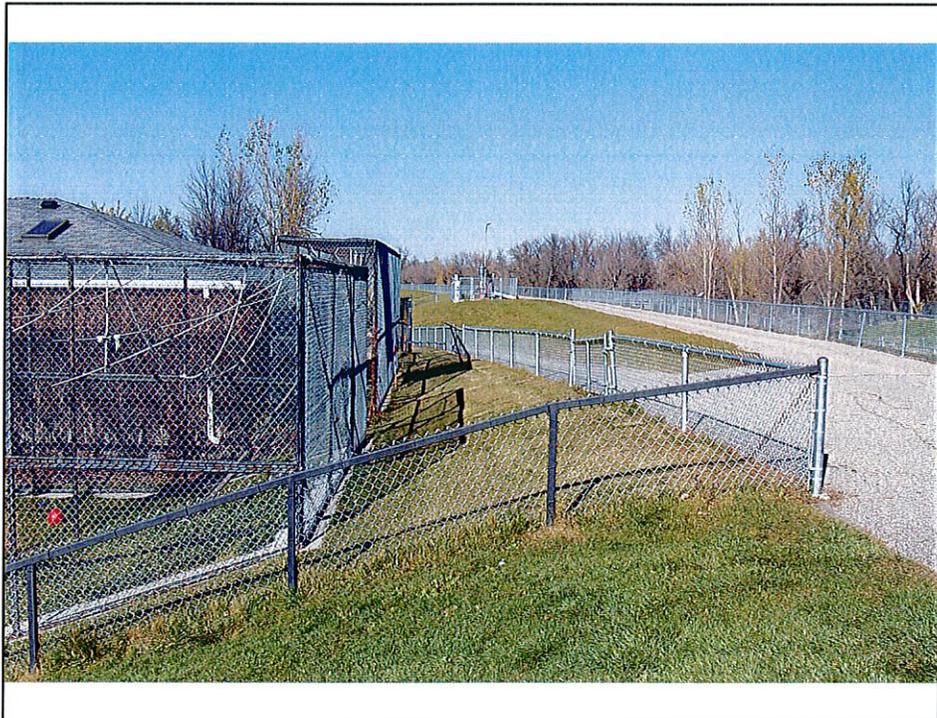


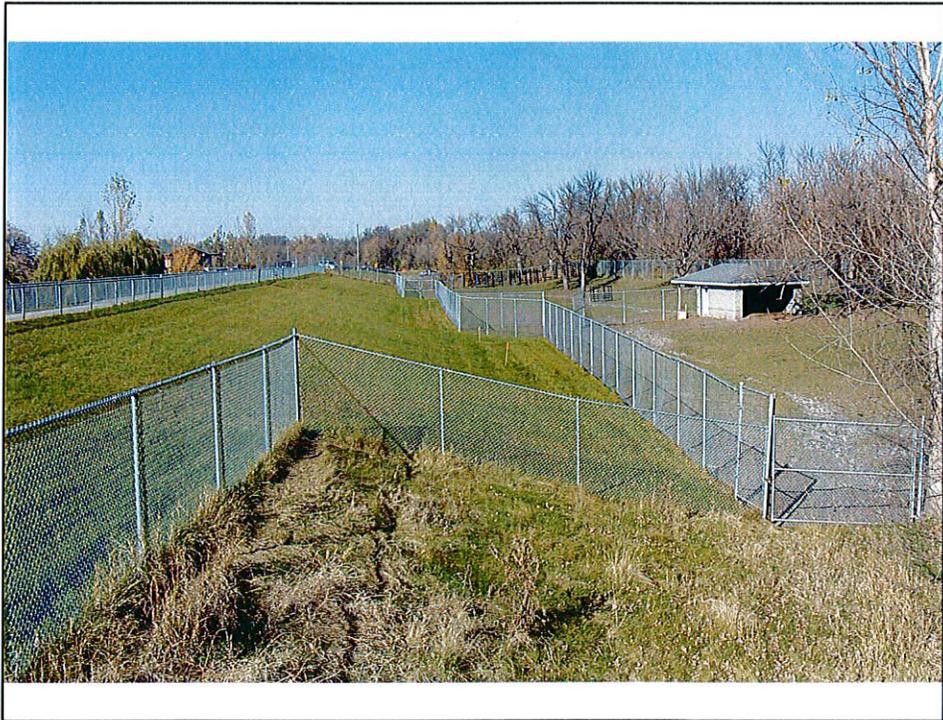


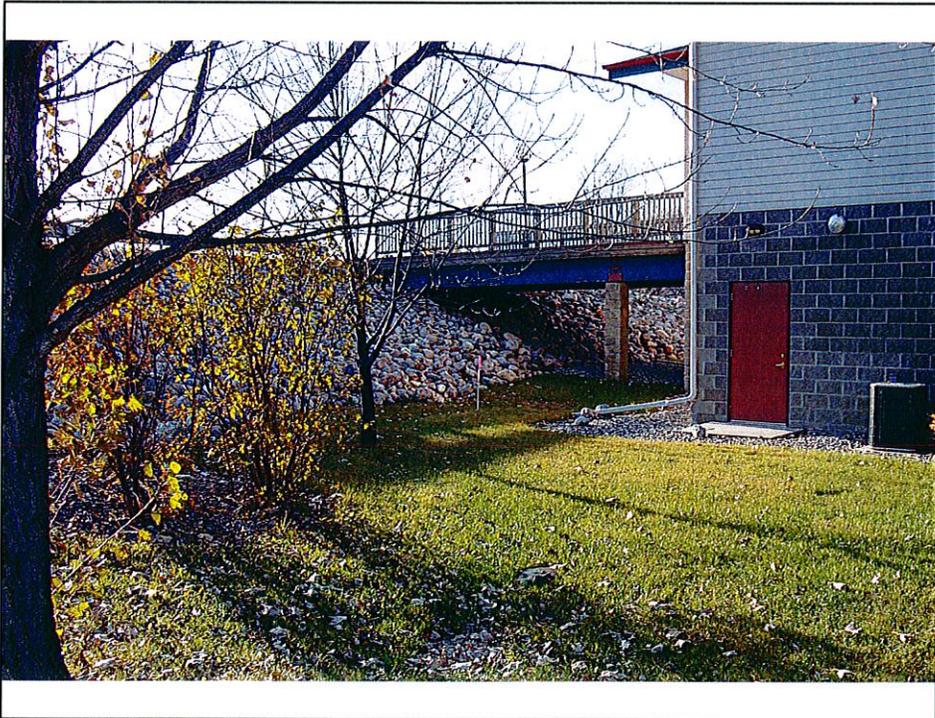
Flood Protection System Encroachments & Relocations

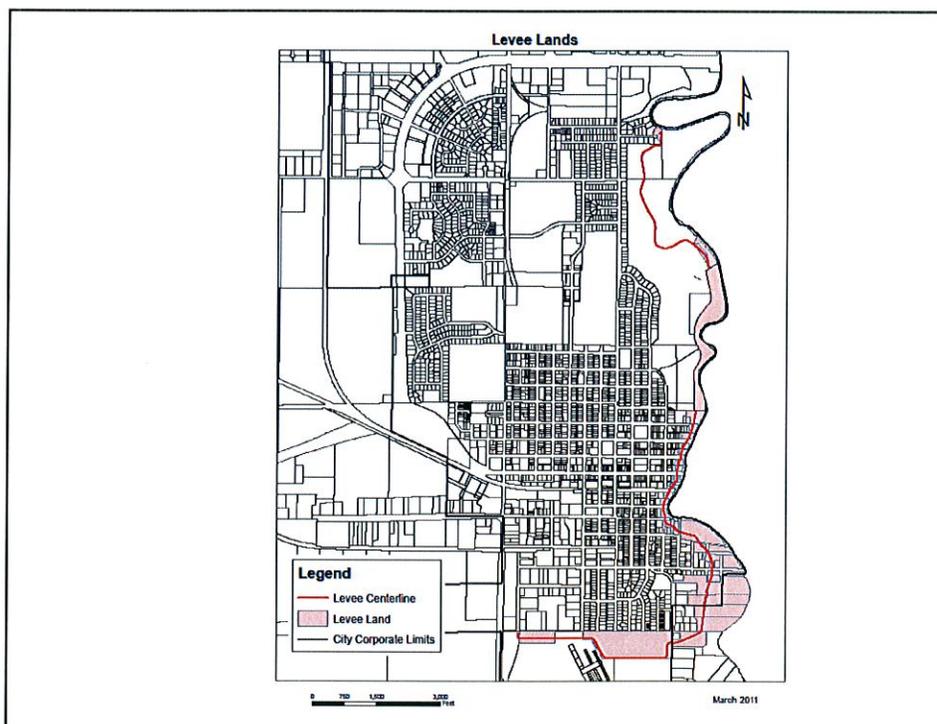


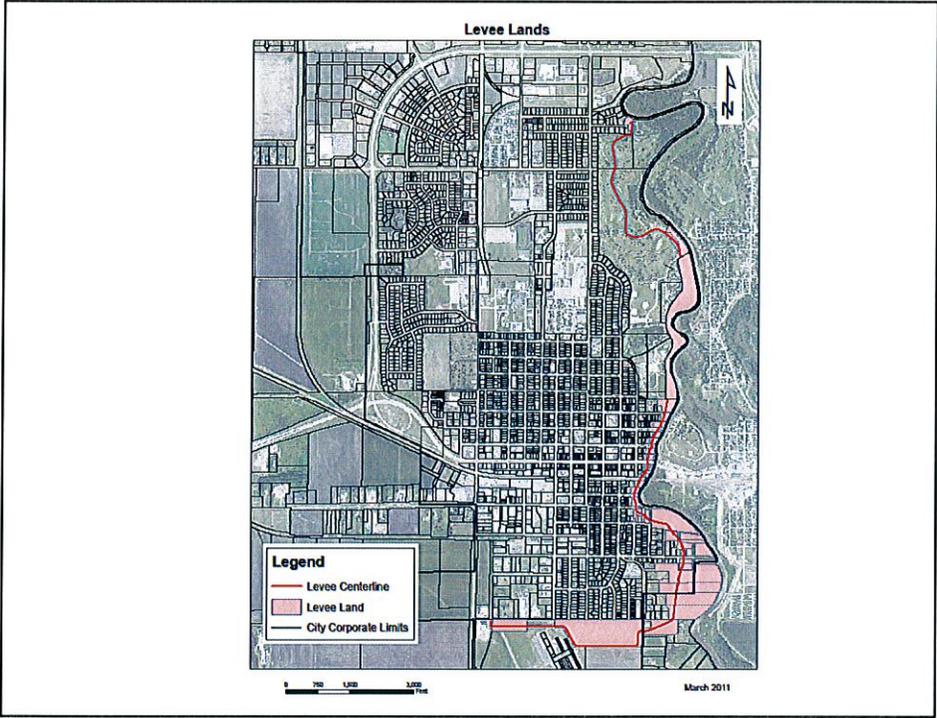
















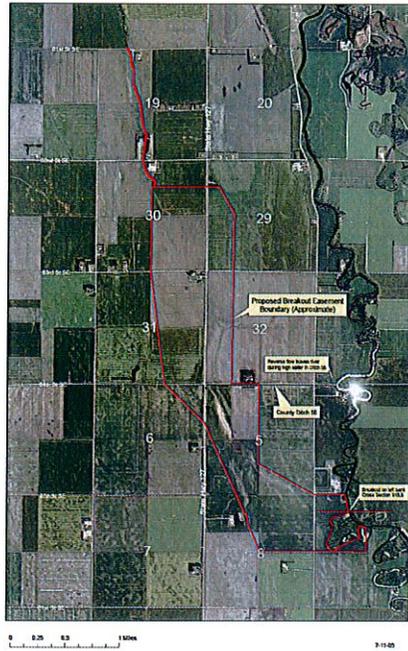
Flood Protection System Park Drainage



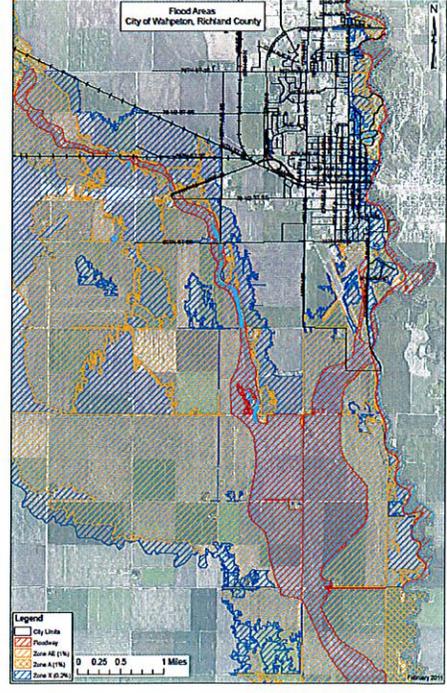
Flood Protection System Break-out Area & Flood Way

- Center Township
- Summit Township
- Approximately 1393.53 acres

Breakout Area

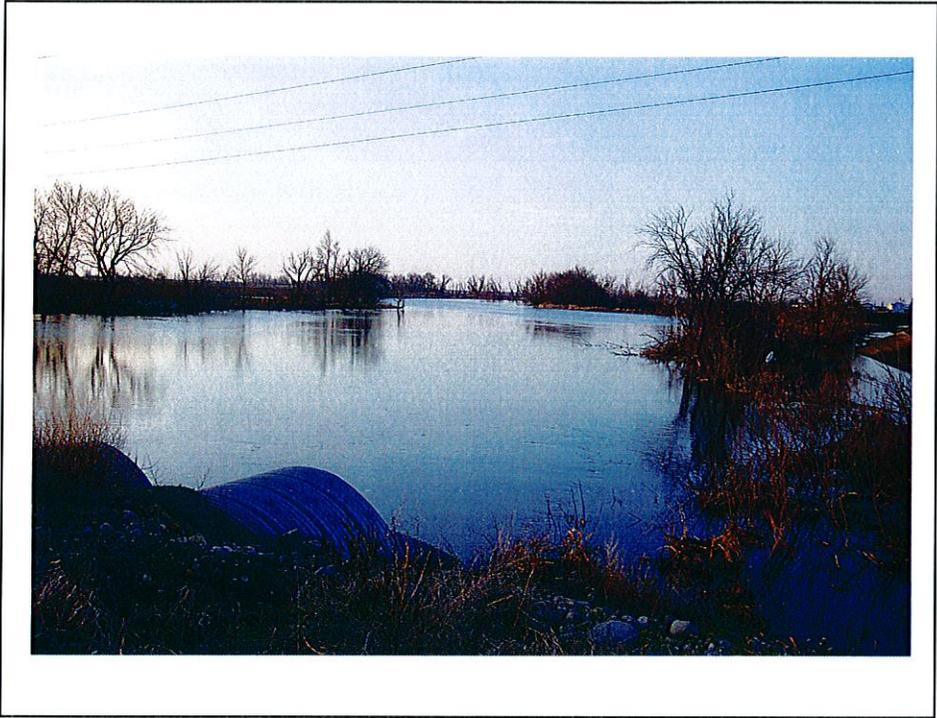


Flood Areas
City of Whiteston, Richland County









City Owned Properties

The City of Wahpeton currently owns multiple properties that may be made available for sale or development:

- Old City Hall 120 4th St. N.
- Former 4-H Building 688th Ave. S.
- Former Lenzmeier Property 321 17th Ave. N
- Former Rosenberg Property 86 Dakota Ave.



Multiple vacant in-fill lots, residential lots in Northpark, 2 spec homes in Northpark and the CDC owned lots in Rosewood



City Owned Properties Course of Action Alternatives

Property ownership includes:

- Maintenance
- Lease/rental agreements
- Special assessments
- Insurance
- Security
- Snow removal, winter utilities & lawn care



Next steps:

- Determine best outcomes for each property
- Create requests for proposals (if needed)
- List properties with realtors
- Create an incentive program for in-fill lot development



Old City Hall Overview

Property ownership includes:

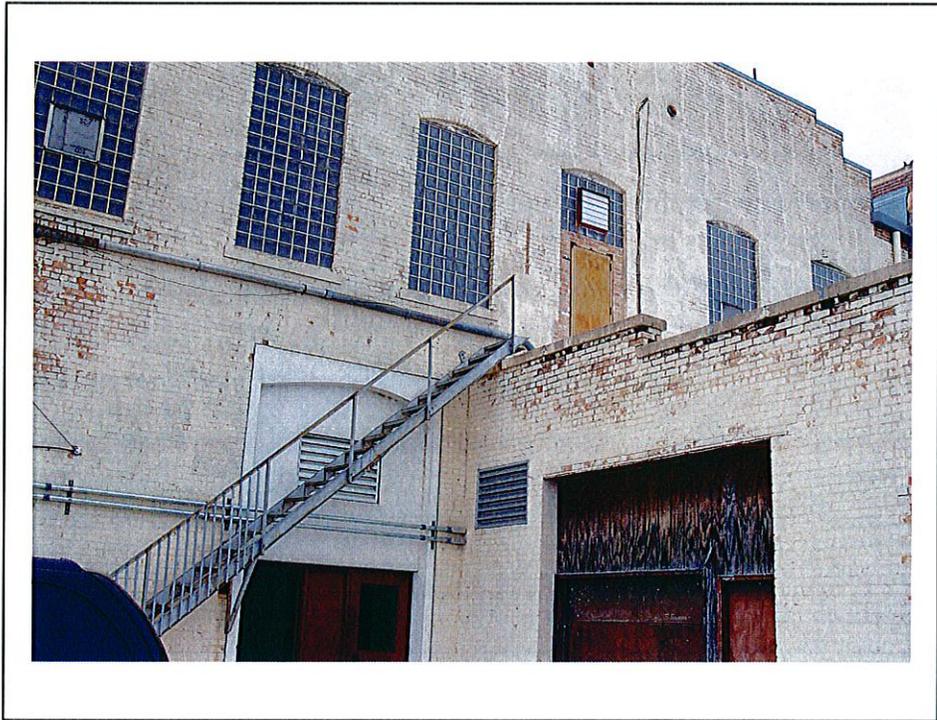
- Maintenance
- Special assessments
- Insurance
- Security
- Snow removal, winter utilities & lawn care

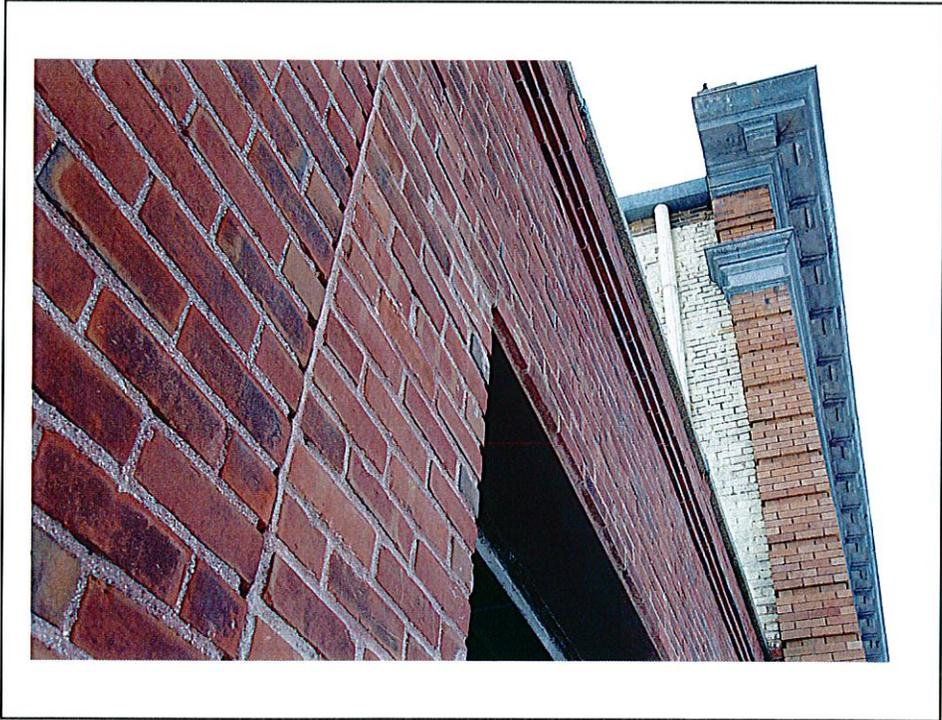
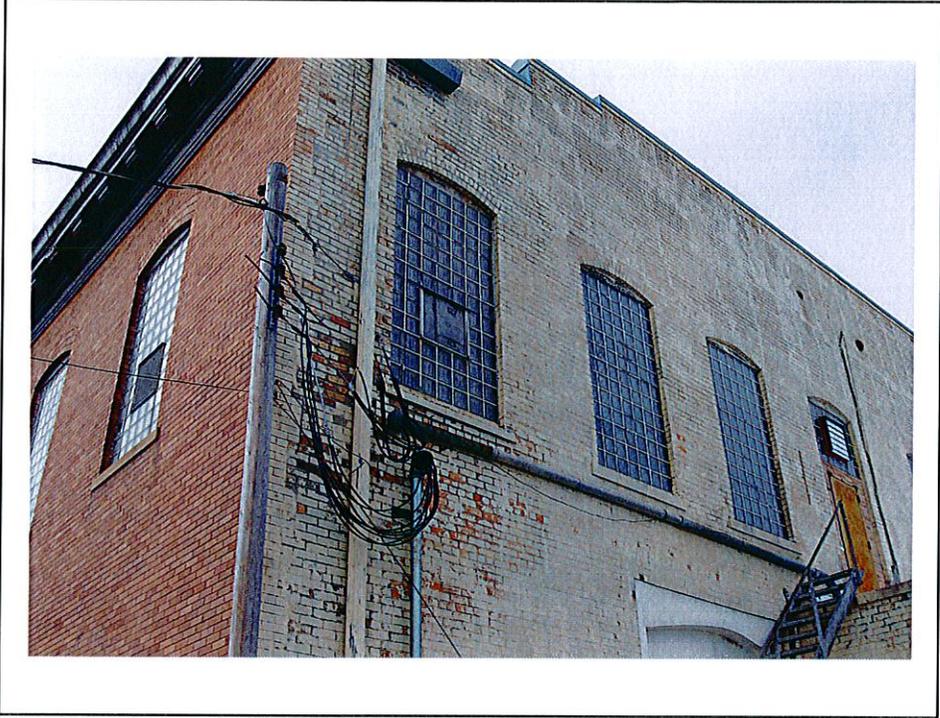


Next steps:

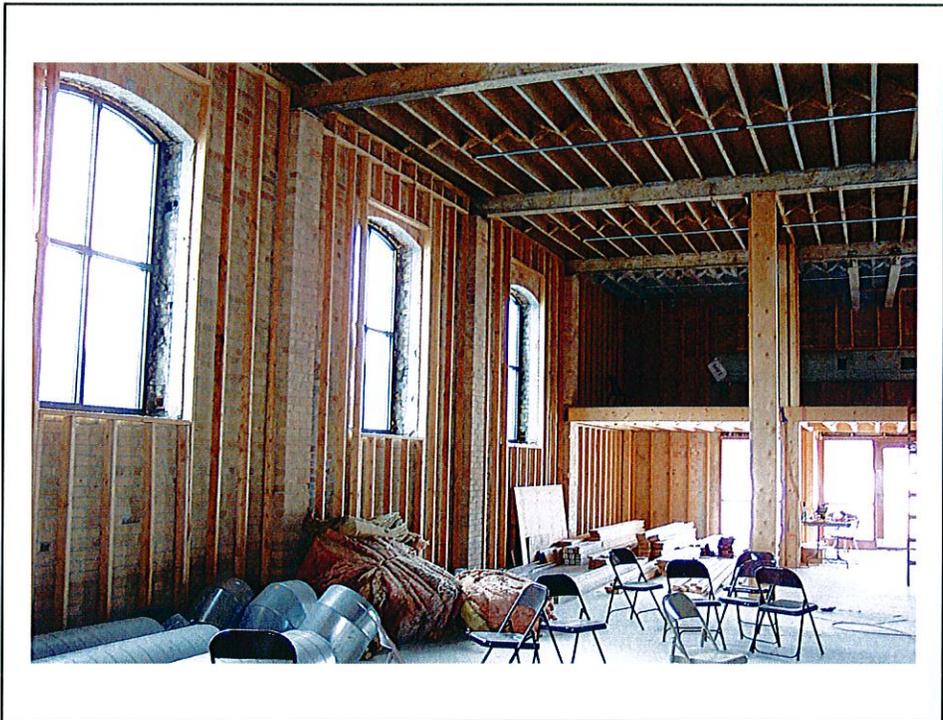
- Structural Investigation (Foss Architects)
- Identify best possible outcomes
- Create requests for proposals (if needed)
- List property with realtor
- Evaluate costs of demolition

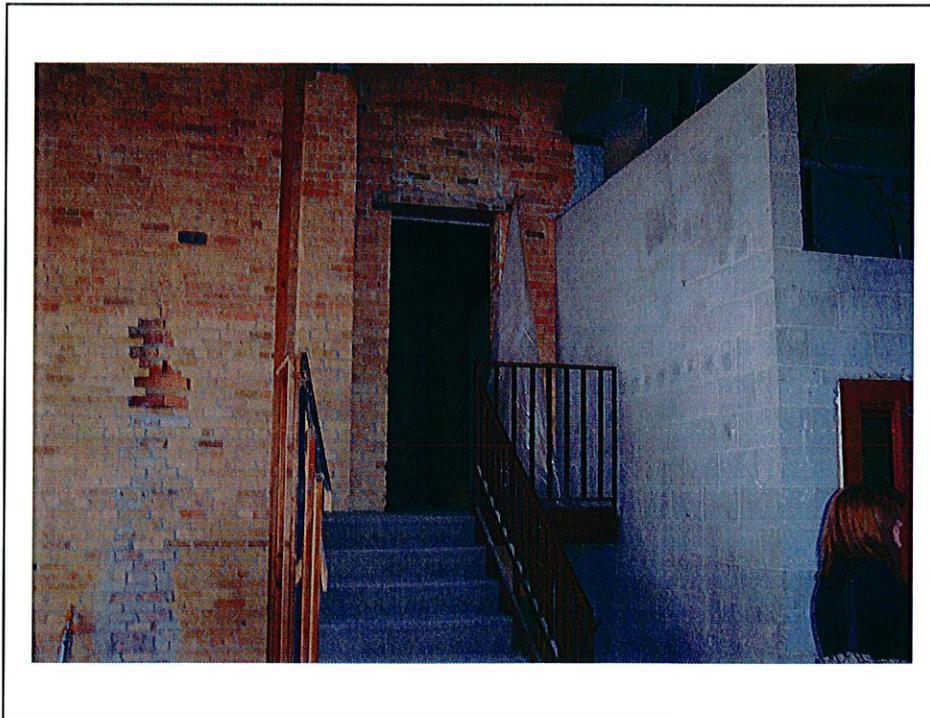


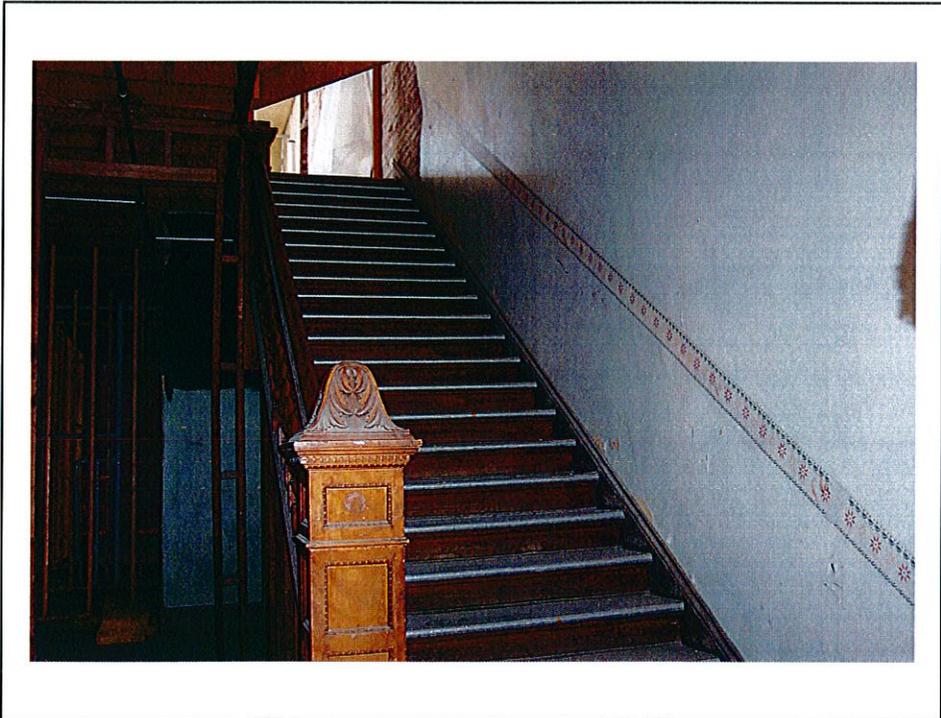




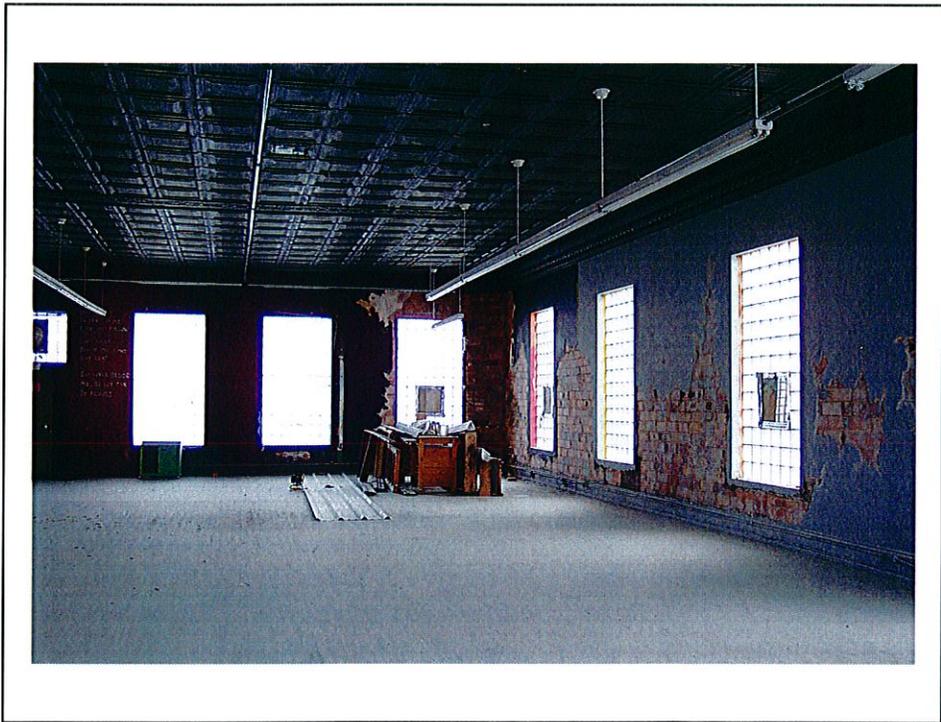
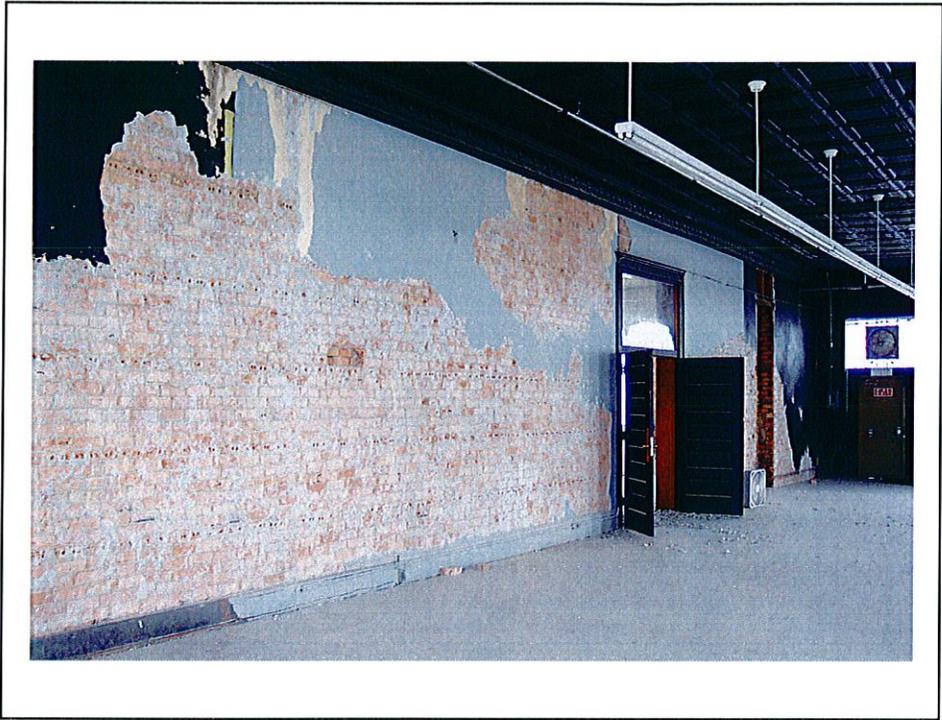


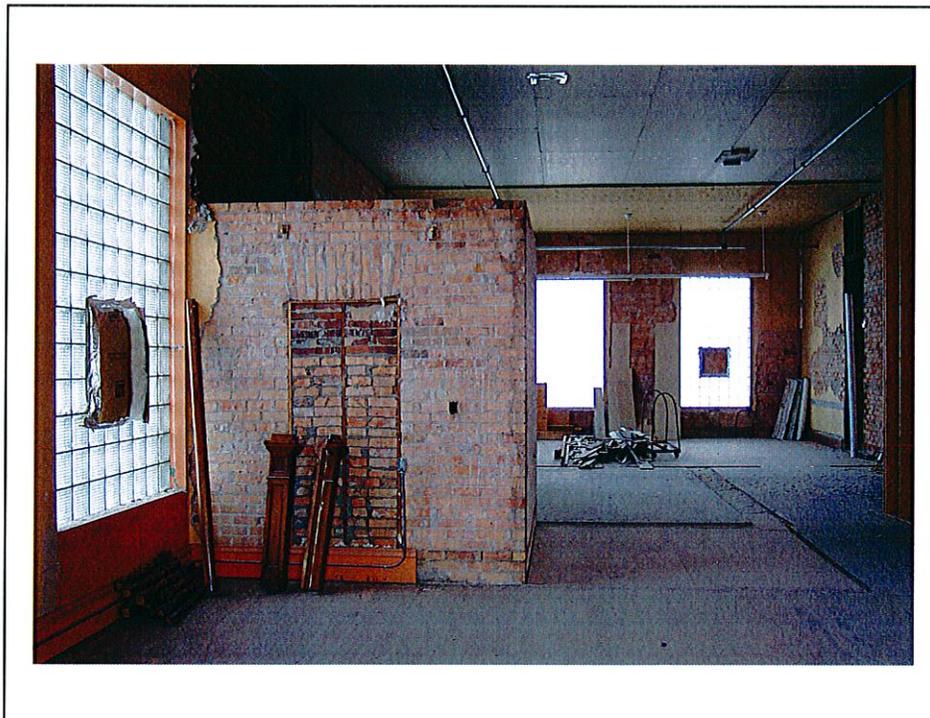


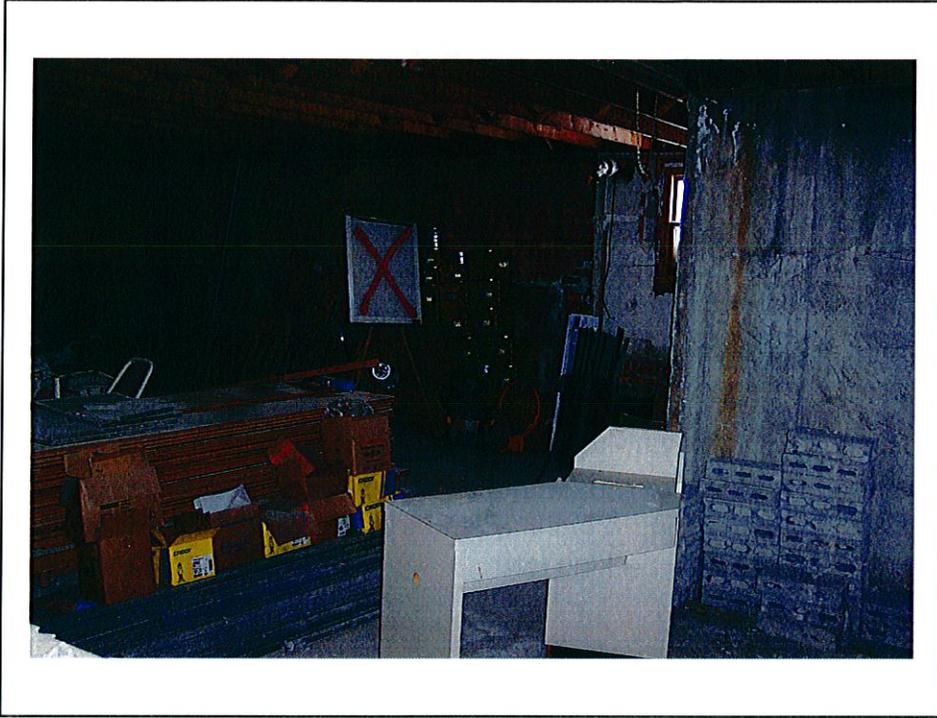












Old City Hall Immediate Actions

- Obtain structural assessment of building.
- Seal all openings around windows to prevent entry of birds and animals.
- Demolish garage, seal east wall, seal sand interceptor.
- Cover ground level windows.
- Maintain grounds and sidewalks.



Old City Hall Subsequent Actions

- Review structural assessment report.
- If structurally feasible for rehabilitation, obtain functional use study for the building for two or three alternatives:
 - a. Public use, e.g. City Hall
 - b. Private uses, e.g. offices, apartments
- If structurally unsound, contract for demolition of the building & sell the empty lot for redevelopment (not for a parking lot).



Demographic Trends

Comprehensive Housing Study Projections

Table 2 Population Projections Through 2015							
	2009 Census Estimate	2015 Projection from 9-year trend	2015 Projection from 19-year trend	2015 Projection from Claritas	2000 Census Population	2010 Census Population	% Change 2000-2010
Wahpeton	7,418	6,745	7,061	6,660	8,586	7,766	-10%
Richland County	16,067	14,918	15,485	14,970	17,998	16,321	-9%
Census 2010 Numbers		(% var. from est.)			Pop. Loss 2010-15		
Wahpeton	7,766	7,061	7,392	5%	-5%		
Richland County	16,321	15,154	15,730	2%	-4%		

Census Numbers:

- 2010 population is greater than projected
- Downward trend is slower than previously estimated
- The housing study estimates are conservative



Demographic Trends

Aging Population Necessities:

1. Preventive health care
2. Nutrition education
3. Age appropriate fitness programs & rec facilities
4. Safe driving assistance
5. Special planning & training for public safety personnel
6. Home modification programs
7. Tax assistance & property tax relief
8. Job training & life long learning opportunities
9. Community engagement opportunities
10. Single point of access to ALL aging information & services in the community

Source <http://seniorliving.about.com>



Strengths & Weaknesses

Strengths: Any internal asset (know-how, motivation, technology, finance, business links which will help to meet demands and fight off threats)

- What are we good at?
- How are we doing competitively?
- What are our resources?

Weaknesses: Internal deficits hindering the organization in meeting demands

- What are we doing badly?
- What annoys our citizens the most?



Opportunities & Challenges

Opportunities: Any external circumstance or trend that favors the demand for an organization's specific competence

- What changes of demand do you expect to see over the next years?

Challenges: Any external circumstance or trend which will decrease the demand for the organization's competence

- What do other communities do that we do not do?
- What future changes will affect the City of Wahpeton?



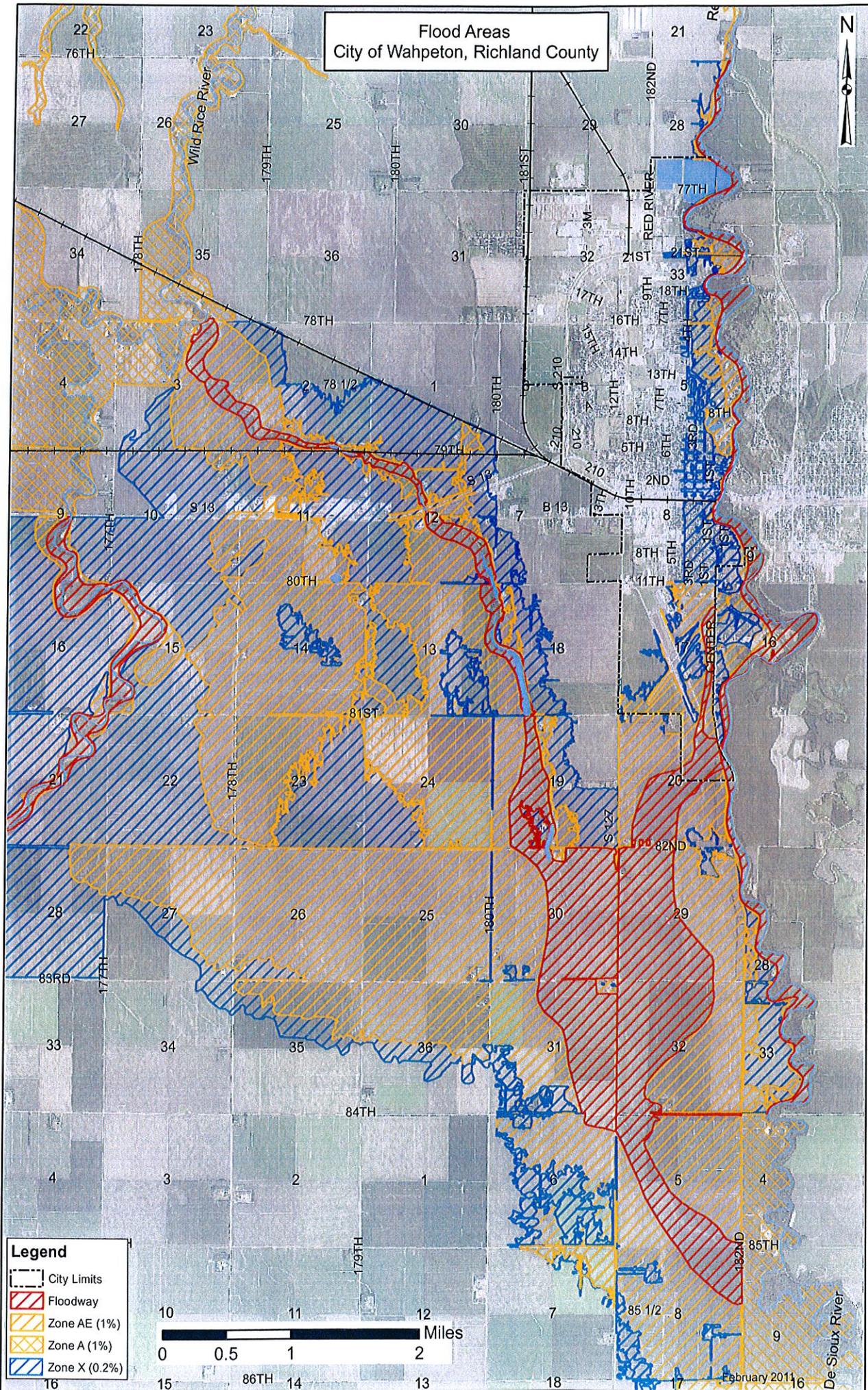
2011 Priorities

2010 Goals & Priorities

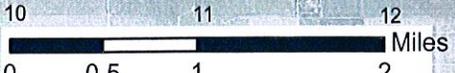
- CIP Plan Adoption
- Initiate Housing Development Plan & Incentives
- Develop Dakota Ave. Care & Maintenance Program
- Increase Awareness of Community Amenities

2011 Goals & Priorities

Flood Areas City of Wahpeton, Richland County



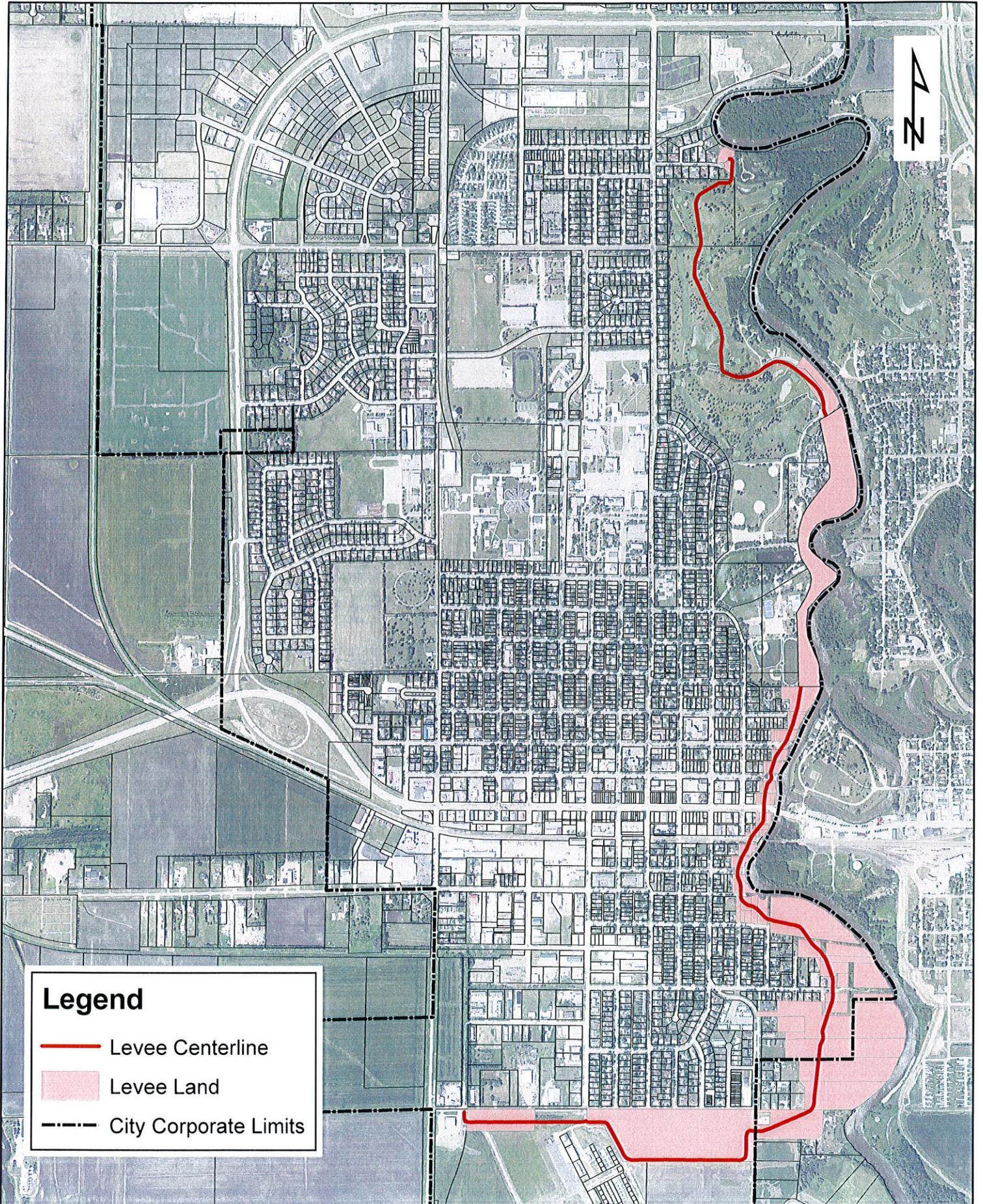
- Legend**
- City Limits
 - Floodway
 - Zone AE (1%)
 - Zone A (1%)
 - Zone X (0.2%)



February 2011

De Sioux River

Levee Lands



Legend

- Levee Centerline
- Levee Land
- - - City Corporate Limits

0 750 1,500 3,000
Feet

March 2011

