

Wahpeton City Council

March 3, 2014

5:00 p.m.

Present: Hansey, Bertsch, Mitskog, Sturdevant, DeVries, Dale, Bajumpaa, and Bohn

Absent: Schmidt

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, Amos, and Gutzmer

Meeting called to order by Mayor Sturdevant.

CONSENT AGENDA ITEMS (presented by the Mayor) ó Mayor Sturdevant asked if there were any items to be removed from the consent agenda and there were none.

Approval of minutes of regular meeting held February 18, 2014

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Fire Dept. ó Raffle Permit

Wahpeton Wrestling Club ó Raffle Permit

Breckenridge Education Foundation ó Raffle Permit

Wahpeton Fire Dept. ó Raffle Permit

Other Games of Chance and/or Special Permits:

Bois de Sioux Public Golf Course ó Raffle Permit

Kevin Barringer Benefit ó Raffle Permit

Wahpeton Hockey Association ó Gaming Site Authorization

Red Door Art Gallery ó Raffle Permit

Presentation/Approval of Reports

Interim Legislative Update ó EDND

2014 Election Calendar

2013 Lodging Tax Report

Motion by DeVries, seconded by Dale, to approve the Consent Agenda items as presented.

Motion carried with all voting ‘aye’.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Liquor License Application for Bois de Sioux Public Golf Course – Grille Room ó Huwe explained that the Bois de Sioux Public Golf Course ó Grille Room has applied for a seasonal Class C-6(a) Liquor License, and requested a motion to approve the application. **Motion by Bertsch, seconded by Hansey, to approve the Liquor License Application for the Bois de Sioux Public Golf Course – Grille Room of a Class C-6(a) license. Motion carried with all voting ‘aye’.**

2014 Laboratory Services Contract Renewal with ND Dept. of Health ó Huwe said these services are used for water testing where samples are sent to the Department of Health. She said approval is needed for the contract which is a cost as incurred, and she noted the cost in 2013 was about \$1,200. **Motion by Bajumpaa, seconded by Bohn, to approve the Renewal of the 2014 Laboratory Services Contract with the North Dakota Department of Health. Motion carried with a Roll Call Vote of 6-0.**

Tobacco Compliance Check Failures ó [Mitskog entered meeting] Huwe said the Wahpeton Police Department conducted tobacco checks on February 18th where they visited each of the establishments that are licensed through the City’s tobacco licensing program and two vendors

failed the compliance checks (Stop-N-Go and M&H) by selling tobacco to persons who were underage. She said the clerks were cited for that violation, and will also be receiving a warning letter against their tobacco license. She said follow up will be continued.

City Election Filing Deadlines ó Huwe said the June 10th City election filing deadline is Monday, April 7th at 4:00 pm. She said there will be a publication in the newspaper on Friday, March 7th, as a public notice needs to be published 30 days prior to the filing deadline. She said two filings have been received so far out of the 5 open positions.

Annual Financial Audit – Week of March 3rd ó Huwe said the annual financial audit is being conducted right now in the Community Room at City Hall.

ECONOMIC DEVELOPMENT DIRECTOR

Renaissance Zone Authority Recommendations ó Huwe said the Renaissance Zone Authority met earlier today to review two projects. She said a request for RZ approval was received from Susie Whitney on February 14, 2014. She said Whitney plans to purchase the former Red River Valley and Western Railroad building at 116 4th St S and renovate the entire space. Huwe said Whitney will lease a portion of the building to house her freight brokering business and would like to lease space to other businesses as well. Whitney's plans include: new siding and update of electrical and plumbing for a total estimated cost of rehab of approximately \$276,514.00, which meets the test of 50% or more of true & full value of the property, and qualifies for a 5 year property tax exemption on the improvements. Huwe stated that Whitney is a Taxpayer in Good Standing. She noted that the potential exists to include any tenants in the RZ program and qualify them as zone projects when leases are ready to sign, which offers state income tax exemptions to tenants in the Renaissance Zone. She said the RZA at their meeting earlier today recommend the City Council approve Susie Whitney's purchase with rehabilitation Renaissance Zone project and that her application for a 5 year property tax exemption on the improvements be granted. **Motion by Bertsch, seconded to Hansey, to approve Susie Whitney's Purchase with Improvements Renaissance Zone Project at 116 4th Street South for a 5 year property tax exemption on the improvements only. Motion carried with all voting 'aye'.**

Huwe said the Renaissance Zone Authority received a request for RZ approval from SMJ Freight. She said the freight brokering business will be leasing space at 116 4th Street South, and their Taxpayer in Good Standing has been received. Huwe said this would add one job in the RZ with the potential for 1-2 additional jobs in the future. She said the RZ program offers state income tax exemptions to tenants in the RZ upon local approval of the project. Huwe said the RZA recommends the City Council approve SMJ Freight's lease Renaissance Zone project and that the application for a 5 year state income tax exemption be granted. **Motion by Bertsch, seconded by DeVries, to approve SMJ Freight's Lease Renaissance Zone project at 116 4th Street South for a 5 year state income tax exemption. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

PW Report

Miranowski requested referral to PW/PS Committee of a **Change Order on the Briarwood Flood Protection Levy Project**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee of a **Supplemental Agreement with Interstate Engineering to add to the contract for 16th Avenue North to include a Shared Use Path Design**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Best Tasting Water Award ó Miranowski said he would like to bring attention to the Council that at the ND Rural Water Conference the City of Wahpeton was awarded the Best Tasting Water in the State of ND. He said there was to be a press release and trophy but they have not been received as of yet. Miranowski expressed how proud he was of the employees at the Water Treatment Plant.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Task Force on Former City Hall – Relocation of Police Dept. ó **motion to recommend draft for professional services for Architectural Assessment/Design of Old City Hall for use as the Police Dept.** ó Mayor Sturdevant reported that a meeting had been held with a party interested in Old City Hall who was informed that the City was pretty far in their decision making of the Old City Hall and would be asking for RFPs for an architect and if the process falls through would contact them. **Motion by Hansey, seconded by Bohn, to approve a draft for professional services for Architectural Assessment/Design of Old City Hall for use as the Police Department. Motion carried with all voting ‘aye’.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at noon on February 24th and February 28th.

400 Block Development Agreement Revisions ó Bohn explained the purpose for this resolution. Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3539 **RESOLUTION APPROVING EXEMPTION FROM TAXATION OF IMPROVEMENTS TO COMMERCIAL AND RESIDENTIAL BUILDINGS**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bajumpaa. Motion carried with a roll call vote 7-0.

Motion by Bohn, seconded by Bajumpaa, to approve the request from the 400 Block developers for a property tax exemption on the commercial property located on the 400 Block of Dakota Avenue at a 33% exemption in year one on the improvements only. Discussion held. Motion carried with a Roll Call vote of 5-2 with Bohn, Hansey, Bertsch, DeVries and Bajumpaa voting ‘aye’, and Mitskog and Dale voting ‘nay’.

Motion by Bohn, seconded by Bajumpaa, to recommend approval of the Development Agreement for the 400 Block of Dakota Avenue between the City of Wahpeton and Phoenix Housing Wahpeton II, LLC as presented. Motion carried with all voting ‘aye’.

Pay Study – Bohn said this would be reviewed at the next Finance Committee meeting.

Public Works Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at 5:00pm on February 25th.

Tobacco/E-Cigarettes Ordinance Review – **motion to recommend first reading of amendment to Ordinance No. 22-504**

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

ORDINANCE NO. 958 **AN ORDINANCE ENACTING A BAN ON SMOKING IN PUBLIC PLACES AND PLACES OF EMPLOYMENT AND REPEALING AND REENACTING SECTIONS 22-504, 22-508, AND 26-282**

2014 Police Patrol Vehicle bids – motion to recommend approval of the bid submitted by Smith Motors for 2 2014 Chevrolet Impala Patrol Cars totaling \$44,172 ó **Motion by Hansey, seconded by DeVries, to approve the bid submitted by Smith Motors for two 2014 Chevrolet Impala Patrol Cars totaling \$44,172. Motion carried with a Roll Call Vote of 7-0.**

Otter Tail Power Right of Way Easement Request – motion to recommend approval with conditions ó **Motion by Hansey, seconded by Bertsch, to approve the Otter Tail Power Company Right-of-Way Easement with conditions. Motion carried with all voting ‘aye’.**

Fleet Fueling Options – motion to recommend adoption of fleet card management system and notification of current customers to discontinue fuel island services April 1, 2014 ó **Motion by Hansey, seconded by Dale, to approve the adoption of WEX fleet card management system for all City departments and for notification of current customers to discontinue fuel island services as of April 1, 2014.** Discussion held. **Motion carried with all voting ‘aye’.**

400 Block Development Agreement Revisions ó Hansey said this was already covered by Bohn in her report earlier in the meeting.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee March 10th, 12:00 Noon
- b. Public Works Committee March 11th, 12:00 Noon

Motion by Mitskog, seconded by Bertsch, to adjourn at 5:25pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant