

Wahpeton City Council

August 3, 2015

5:00 p.m.

Present: Lambrecht, Bertsch, Mitskog, Hansey, DeVries, Dale, Bajumpaa, and Wateland

Absent: Schmidt

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Public Hearing – Final Plat of Westdale (Replat of a Part of Oliver First Addition and a Part of Hobby Time Acres) ó This public hearing was held jointly with the Planning Commission. Planning Commission Chair DeVillers reconvened the Planning Commission meeting, and Lies was referred to for clarification. Lies referred to a map identifying the specific area and explained that the proposed replat is a part of 3 different subdivisions, in Blocks 1, 2, 3 and 4. He said in Block 1 a change from the original preliminary plat is 18th Street got moved about 300 feet further west so that the property that lies east of the plat has a street thatø to its east and that would allow that to stay without putting 3 streets (2 north/south and 1 east/west) abutting one parcel. There were residential lots shown in Block 2, Lot 1, and 3 lots in the top part, and larger apartment sized lots in the south part with construction supposedly to begin this summer. He noted Walmart is a full lot to the south. DeVillers asked Huwe if there were any written or oral protests received of which there were none. Hansey then asked if there was anyone present to protest of which there was none. DeVillers then asked for a recommendation from the Planning Commission. **Motion by Roger Jenson, seconded by Tiana Bohn, to recommend to the City Council to approve the Final Plat of Westdale Addition (Replat of a Part of Oliver First Addition and a Part of Hobby Time Acres). Motion carried with all voting ‘aye’.**

Council member Mitskog offered the following and moved its adoption:

RESOLUTION NO. 3567

RESOLUTION FOR FINAL PLAT OF WESTDALE ADDITION (Replat of a Part of Oliver First Addition and a Part of Hobby Time Acres)

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

Motion by Liz Mumm, seconded by Donna Keogh, to adjourn the Planning Commission meeting at 5:09 p.m. Motion carried with all voting ‘aye’.

Request for Fireworks Display Permit on Oct. 2nd – Melissa Johnson, NDSCS Director of Student Life ó Melissa Johnson, NDSCS Executive Director of Student & Residential Life, on behalf of NDSCS and other colleagues said she was helping to put together homecoming events, and requested a special permit to allow fireworks as part of some extended activities they would like to do on Friday evening of NDSCS Homecoming. Their intent is to try to keep the students on campus as well as draw faculty, staff members, and the community together to extend their Homecoming activities. They are hoping having a bonfire and a fireworks display will help to engage the students and keep them on campus so they will attend the parade and football game on Saturday. An event overview was then provided. **Motion by Wateland, seconded by DeVries, to approve the request for a Fireworks Display Permit on October 2nd at NDSCS as part of their Homecoming Events. Motion carried with all voting ‘aye’.**

Proclamation – Ethan Manock National Pitch, Hit & Run Competition Champion ó Mayor Hansey read a Proclamation in Honor of National Pitch, Hit & Run Champion Ethan Manock. Manock was congratulated for his recognition and Hansey proclaimed August 3, 2015 as National Pitch, Hit & Run Champion ó Ethan Manock Day. Appreciation was shown through a round of applause, and Manock was presented with a framed proclamation and a baseball signed by the City Council, City Staff, Parks Director Beyer and Baseball Staff.

Bois de Sioux Golf Club Update – Dustin Harris ó Dustion Harris, Golf Professional at the Bois de Sioux Golf Course, said he was asked by the directors at the golf course to provide the Council with some updates of things going on at the golf course throughout the year. He said the Golf Board has tried extra hard this year with their budget and other things to try to make things work. He said they tried a new membership drive which was very successful with over 280 new members which has been great for revenue. He said some improvements this summer are a running water restroom on the Back 9 which was paid for by private donations, and reseeding fairways and collars which wasn't planned but a necessity. They have added a lot of tournaments this year, a couple of their own and a couple of outside events which have brought in a lot of revenue. Harris said currently they have about 35 employees of which about half are full-time, with 2 employees who work year round. He said their youth programs have been great this summer with over 120 kids participating. Some things in the works for improvements are the irrigation pump that feeds the Wahpeton holding pond needs to be replaced. They are in the process of writing a grant to fund that. Mitskog was encouraged by the new members. She asked about capital improvements and if the Board has made a list of future improvements and how they would be funded. Harris said a few years ago a list was compiled but funding has never been put in place. Some discussion was then held regarding the restaurant. Mitskog wondered if there was a plan for the Board to come back with an end of the season recap before December to give an idea of any possible shortfalls so it can be planned for. Harris said he plans to report back in November of where they stand financially at that time.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held July 20, 2015

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or special permits:

Wahpeton Rotary Club ó Raffle Permit

American Legion Post #20 ó Raffle Permit

Presentation/Approval of Reports

Notice of Hearing for MDI Zoning Matter Aug. 31, 2015 at 5:30 p.m.

NDLC Annual Meeting Agenda Sept. 24-26

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Request motion to approve request for extension on Wahpeton Liquor License No. 2015-15L

Bacchus, Inc. ó Huwe said a request was received from the liquor license holder Bacchus, Inc., who hold a Class B liquor license 2015-15L, and would like a 60 day extension to keep their license active.

Motion by DeVries, seconded by Dale, to approve a 60 day extension on Wahpeton Liquor License No. 2015-15L Bacchus, Inc. Motion carried with all voting 'aye'.

Request Appointment of Kelly McNary to the Special Assessment Commission for the vacancy with term ending June 30, 2016 ó Huwe explained this was for the vacancy that was created when

Martin Schmidt was appointed to the City Council. **Motion by Bajumpaa, seconded by DeVries, to appoint Kelly McNary to the Special Assessment Commission for the vacancy with term ending June 30, 2016. Motion carried with all voting ‘aye’.**

Request motion to set a Public Hearing on Aug. 17th, 2015 at 5:00 p.m. for the PILOT

Application submitted from Triple G Properties ó Huwe said this application was discussed in closed session at the previous City Council meeting. The outcome of that meeting was presented to the owners of Triple G Properties and it was amenable. **Motion by Bajumpaa, seconded by Bertsch, to approve setting a Public Hearing on August 17th, 2015 at 5:00 p.m. for the PILOT Application submitted from Triple G Properties. Motion carried with all voting ‘aye’.**

Request motion to Approve Additional Expenditures by the Convention & Visitors Committee ó

Huwe explained the CVB is responsible for 2 separate funds, overseeing the 2% lodging tax and a separate 1% lodging tax fund. They have had a great deal of activity this year on the 1% lodging tax fund which has typically been dedicated to capital improvements. The CVB has made some commitments for different events trying to focus their grant dollars on events that create overnight stays. The CVB recently approved \$5,000 for the Bois de Sioux Golf Course and \$500 for American Legion baseball. Huwe said the CVB is requesting a budget amendment to allow them to make additional grants or to consider additional grant requests that have been submitted by Head of the Red Youth Activities for improvements at Sterns Arena, and also to the Richland County Historical Society. The CVB is asking for an approval of \$13,000 in budget amendments. Their current fund balance as of June 30th was approximately \$74,644. The annual budget for this fund is \$35,000, so the request is to amend their budget from \$35,000 to \$48,000. **Motion by Mitskog, seconded by Bertsch, to approve amending the Convention & Visitors Bureau budget for the 1% Lodging Tax Fund from \$35,000 to \$48,000 for Additional Expenditures. Motion carried with a roll call vote of 7-0.**

PILOT Application from ComDel – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

TIF District Amendment – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Preliminary Budget Review – Cmt. of the Whole mtg. Tuesday, August 11th at 5:00 p.m.

ASSESSOR/BUILDING COES

Special Assessment Commission Proceeding for 11th St. N. Project ó Broadland requested a motion to approve Resolution #3568 Directing the Special Assessment Commission to spread 11th Street North Reconstruction Project ó Avenue B to 16th Avenue North which is Project No. 12-01-06. She said now that Kelly McNary has been appointed to the Special Assessment Commission there will be 3 committee members and can proceed from here.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3568
RESOLUTION DIRECTING THE ASSESSMENT OF STREET IMPROVEMENT
DISTRICT 12-01-06
(11th Street North - Reconstruction)
(Avenue B to 16th Avenue North) (Project No. ST12-187)

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

ECONOMIC DEVELOPMENT DIRECTOR

Report from EDC/JDA Meeting Aug. 3, 2015

ó Priebe said the Economic Development Commission met earlier today to hear a request for funding. She said CDI Properties, LLC has applied for a PACE interest buydown of \$128,571 for their building expansion project. ComDel plans to add 26,400 SF of space onto the existing building B1 to support the growth of contract manufacturing operations in the medical product and consumer products area. Total project cost is \$2.3 million. The expansion of operations will require the hiring of an additional 25 production technicians at roughly \$15/hour [includes benefits]. Wahpeton currently has a 70/30 split on the interest buydown through the PACE program with the Bank of ND contributing \$300,000. Priebe explained the EDC policies state that when a buydown is used for building expansion, there is no payback on the buydown. There is a job creation component that needs to be met by the company as well and a lead lender willing to participate. She said the EDC voted unanimously to recommend the City Council approve a present value community share of the buydown in the amount of \$126,911 as a grant for the CDI building expansion project from the Sales Tax for Economic Development Fund. **Motion by Lambrecht, seconded by Mitskog, to approve a present value community share of a PACE buydown in the amount of \$126,911 as a grant for the CDI Properties, LLC building expansion project from the Sales Tax for Economic Development Fund. Motion carried with a roll call vote of 7-0.**

Report from Planning Commission – request motion to schedule public hearing on Street

Vacation ó Priebe explained a Planning Commission meeting was held just prior to this meeting and they requested a motion to schedule a hearing on an alley vacation. A petition for vacation of alleyway located in the 200 Block between 5th Street and 6th Street North was received and reviewed. This vacation of the partial alleyway will enhance the opportunities for redevelopment of the contiguous parcels as part of a new funeral home project planning process, in the area of the Vertin Munson Funeral Home. **Motion by Dale, seconded by Bertsch, to schedule a Public Hearing on the Alley Vacation of the 200 Block between 5th Street and 6th Street North (Vertin Munson Funeral Home area) for September 8th, 2015 at 5:00 p.m.** Discussion held. **Motion carried with all voting ‘aye’.**

Priebe said the Planning Commission also discussed Renaissance Zone boundary revisions. She said with the passage of Senate Bill 2327 it amends the ND Century Code 40-63-03 effective August 1st and upon application by the City the Department of Commerce may amend the boundaries of the Renaissance Zone to include additional blocks. For the City of Wahpeton this means going from 24 blocks to 34 blocks, and adding half blocks for each public building within the boundaries, so potentially the City could go to 36 blocks. The Planning Commission is reviewing this and modifying the boundary lines but it does include the project that was just discussed for the funeral home who would like to access the incentives in the Renaissance Zone but will need to be located in the RZA for that to happen. Priebe requested a motion to set a public hearing for the Renaissance Zone boundary revisions for September 8th. **Motion by Mitskog, seconded by Dale, to schedule a Public Hearing on the Renaissance Zone Boundary Revisions for September 8th, 2015 at 5:00 p.m.** Discussion held. Mitskog asked if Council members could receive drafts of the proposed boundaries changes prior to the hearing. Priebe noted the Planning Commission plans to meet August 20th on this specific topic. Mitskog suggested notifying the EDC and CDC to see if they have any input or ideas for potential areas. **Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **of an Application from Richland County Water Resource District for culvert replacement consideration.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski then reported that this morning he was notified that yesterday at the Water Treatment Plant the main feed line from the lime silo into the plant lime slaker inner lining broke. So as the lime was trying to get to the water plant it got clogged. They worked all day Sunday into the evening to get it in working order, and have a new pipe on order.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Lies said the City received an appeal from a Building Official Order that requires a hearing in front of the City Council that should be held within 10 days. The Order was issued by the Building Official to the owners of the old Armory/KC Hall, which ordered to have the roof and wall fixed or demolished and that has been appealed. Lies requested a hearing be set for August 11th at 5:00 p.m. **Motion by Bajumpaa, seconded by Lambrecht, to approve Scheduling a Hearing for August 11th, 2015 at 5:00 p.m. for an Appeal of a Building Official Order to the owner of the old Armory/KC Hall. Motion carried with all voting ‘aye’.**

Mayor Hansey then appointed DeVries, Schmidt, Bertsch and Dale to the Hay Compensation Study Ad-hoc Committee, with DeVries as Chairperson.

Dale asked that the odors be referred to Public Works again. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

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 July 27th. **Request for Change in Liquor License Availability – discussion**

Request for Proposals for Insurance Agent of Record – motion to recommend to proceed with Request for Proposals ó **Motion by DeVries, seconded by Bertsch, to approve proceeding with Request for Proposals for an Insurance Agent of Record for the City of Wahpeton. Motion carried with all voting ‘aye’.**

Compensation Study – Mayor to assign ad-hoc cmt.

Public Works Public Safety Committee Report

Bajumpaa said the Public Works Public Safety Committee met at 5:00 p.m. on July 28th. **Dilapidated Properties Updates**

16th Ave. N. Reconstruction Project – motion to recommend approval of the Preliminary Engineering Report (Resolution) **Motion** to recommend the bituminous road surface and placement of the shared use path on the north side ó Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3569

RESOLUTION APPROVING THE ENGINEER’S REPORT

(16th Avenue North Reconstruction, ND 210 to 11th Street Project No. ST12-187)

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

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3570

RESOLUTION OF NECESSITY

(16th Avenue North Reconstruction, ND 210 to 11th Street Project No. ST12-187)

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

Motion by Bajumpaa, seconded by Mitskog, to approve the hot bituminous road surface for the 16th Avenue North Reconstruction Project. Motion carried with all voting ‘aye’.

Motion by Bajumpaa, seconded by Mitskog, to approve placement of the shared use path on the north side of 16th Avenue North. Motion carried with all voting ‘aye’

Land Sale – Levy Adjacent Parcel 17-3309.000 – no action

Equipment Replacement Plan – pending

Yard Waste Collection – discussion

Transfer of Sewer Dept. Truck SW98-1 – motion to recommend sale to PB for \$3,500 or trade it in
ó No motion was made by the PW Committee. More information to be collected.

Paving of Commercial Parking Lot – discussion

Waste Removal in Briarwood – discussion

Regulating Portable Storage Containers & Roll-off Dumpsters – discussion

Water Tower #2 Lighting Issues – pending

Staff Updates

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee August 10th, 12:00 Noon
- b. Public Works Committee August 11th, 12:00 Noon
- c. Committee of the Whole . Budget Review Aug. 11th, 5:00 p.m.

Motion by Mitskog, seconded by Bertsch, to adjourn at 6:03 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant