

Wahpeton City Council

August 18, 2014

5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

NDSCS President Dr. John Richman ó Dr. John Richman, NDSCS President, addressed the Council and provided informational handouts regarding the NDSCS business plan, NDSCS Fargo, and NDUS Constitutional Measure 3. He gave a brief history of NDSCS, saying it has had a physical/operational presence in Fargo for 17-18 years, and over that time period programs such as nursing, welding, liberal arts and others have been added to the offering which have not reduced enrollments at NDSCS-Wahpeton but has simply made the College more accessible to a larger and more diverse student population. He said the NDSCS mission states that the College is to educate and train the workforce for North Dakota, and the Fargo expansion project will enhance the College's ability to do that. Dr. Richman explained that they have two major efforts that, when completed, will bring NDSCS Wahpeton closer to capacity. One effort will help retain 200 additional students and the second will attract 200 additional students to campus that will bring programs and residential halls to near capacity. Dr. Richman also explained how the NDSCS Fargo expansion project is an effort to meet the workforce needs of the area as well as the entire state, and how it is believed that NDSCS could better serve the state with expanded program offerings in the Fargo/West Fargo area. He also stated that NDSCS will not move administrative offices to Fargo. Dr. Richman thanked the Council for allowing him this time to share what is being done in Wahpeton to grow enrollment and to stabilize and sustain the educational facility that has been here and on Wednesday will open their 112th year of operation. He said they are trying to establish a better way to reach a larger, more diverse population to fulfill the NDSCS mission, and stressed this is an effort to make the institution stronger. Dr. Richman then addressed some questions from the Council. Dr. Richman was then thanked for his informational presentation.

CONSENT AGENDA ITEMS (presented by the Mayor)

Approval of minutes of regular meeting held August 4, 2014

Games of Chance Licenses, Site Authorizations & Special Permits

VFW Woody Keeble Post 4324 Ladies Auxiliary ó Games of Chance Raffle Permit

Wahpeton High School Music Dept. ó Games of Chance Raffle Permit

Rockin' for Randy Nepp! Benefit ó Games of Chance Raffle Permit

Wahpeton High School Student Council ó Games of Chance Raffle Permit

Other Games of Chance and/or special permits:

Head of the Red Gun & Archery Club ó Games of Chance Raffle Permit

Presentation/Approval of Reports

Dilapidated Property Report

July 2014 Financials

July 2014 Bill Pay Report \$1,340,672.98 ó see below

NDLC Annual Meeting Agenda

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Red River Cab Co. Taxi License amendment request ó Huwe said the owner of Red River Cab Company has requested to amend the application previously approved on June 16th, 2014 by the City Council. The original taxicab license application approved use of a 2004 Cadillac which has been removed from service and replaced with a 2008 Dodge Caravan. Mr. Green has also asked to amend his application to include an additional driver, Robert L. Heiser. The vehicle and driver information have been verified as correct and compliant with City Ordinances 22-455 & 22-456. She requested a motion to approve the amendments to the Red River Cab Company 2014 license. **Motion by Schmidt, seconded by Mitskog, to approve the Amendments to the Red River Cab Company 2014 License as presented. Motion carried with all voting ‘aye’.**

Preliminary 2015 Budget – Request referral to Finance & PW Cmts. ó Huwe said the preliminary 2015 budget was presented to the Council Committee of the Whole on August 12th with several items having been identified for discussion, and she requested the 2015 Budget be referred to both committees. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee, and also, to the Public Works & Public Safety Committee.

NDLC Annual Conference Sept. 25 – 27, 2014 in Minot ó Huwe said the North Dakota League of Cities Annual Conference is scheduled for September 25th-27th in Minot, and asked that anyone interested in attending send an email to Jerrilyn Cain to coordinate registration and lodging.

NDSCS Tours of the Community – need tour guides ó Huwe said the North Dakota State College of Science is looking for volunteers to be tour guides on the Double Decker Bus providing tours of the community to new students and their families on Saturday, August 23rd from 4 ó 6 p.m. and on Monday, August 25th from 1 ó 3 p.m. The tours will last 30-35 minutes and will depart from the NDSCS oval. Melissa Johnson, Director of Residential Life, has provided a script for the tour guides to ensure key locations on the NDSCS campus and in the community are identified. Those willing to volunteer were asked to contact Huwe.

City Hall Closed Monday Sept. 1st for Labor Day ó Huwe announced that Wahpeton City Hall will be closed on Monday, September 1st in observation of Labor Day. She noted the first Council meeting in September is scheduled for Tuesday, September 2nd at 5:00p.m.

ATTORNEY

Resolution Directing the Special Assessment Commission Proceedings ó Lies explained this resolution is whereby the Council directs the Special Assessment Commission to meet to address special assessment projects, noting there are 6 different projects totaling about \$1.6 million. Council member Mitskog offered the following and moved its adoption:

RESOLUTION NO. 3547

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED FOR:

**ASSESSMENT DISTRICT 08-02-03
SOUTH SIDE STORM SEWER DISTRICT
PHASE B (7TH AVENUE SOUTH & CENTER STREET)**

**ASSESSMENT DISTRICT 08-02-03
SOUTH SIDE STORM SEWER DISTRICT
PHASE C (6TH STREET SOUTH & 7TH AVENUE SOUTH)**

**ASSESSMENT DISTRICT 10-02-04
(CUL-DE-SAC STREET IMPROVEMENTS)**

**ASSESSMENT DISTRICT 10-03-04
(ALLEY IMPROVEMENTS VARIOUS LOCATIONS)**

**ASSESSMENT DISTRICT 11-01-03
(WESTSIDE NATURAL DRAIN)**

**ASSESSMENT DISTRICT 12-04-04
(COMMERCIAL STREET REHAB VARIOUS LOCATIONS)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 8-0.

The following referred from the Finance Cmt.:

Resolution for Nov. 4th Ballot Question Regarding Tax Exemptions ó Lies explained that this did not need to be a resolution. He said there is a resolution involved but would only come into necessity if the public voters approve allowing the City Council to grant tax exemptions to retail businesses starting January 1, 2015. He noted this was for cities with a population of less than 40,000. Lies added that it has to be at a statewide general election, which will be November 4, 2014. It was noted the Finance Committee made a recommendation to approve adding the question regarding tax exemptions to the ballot. **Motion by Dale, seconded by Schmidt, to approve adding the Ballot Question Regarding Tax Exemptions to the November 4th, 2014 ballot as presented.** Discussion held regarding presenting the measure to the public. **Motion carried with all voting ‘aye’.**

Resolution to Amend the TIF District 2006-1 Plan Map ó Lies said this resolution relates to the new Rosewood Second Addition to the City of Wahpeton which is Lots 1-15, that are currently included in the existing TIF District. Lies shared a map of the TIF District located in the Walmart area and explained its boundaries. He described this new subdivision that has been approved and platted and has been zoned residential. He said it is being requested that this area be remove from the TIF District to allow the City to offer first time home owners tax exemptions up to the levels that are authorized by State law to encourage people to build homes and also to contractors who can build a spec home and have a tax exemption on that home. Dale noted there was a unanimous recommendation from the Finance Committee to approve this amendment to the TIF District. Council member Dale offered the following and moved its adoption:

RESOLUTION NO. 3548
RESOLUTION AMENDING TAX INCREMENT FINANCING DISTRICT 2006-1

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Mitskog. Motion carried with a roll call vote 8-0.

Cable Television Franchise Agreement Renewal – 1st Reading of Ordinance ó Lies explained that this is actually a proposed resolution which will be #3549. He said the Franchise Committee will be holding a Public Hearing next Monday, August 25th at 5:00p.m., which has been advertised, to allow the public to voice any comments they have regarding the current services being provided by Midcontinent Communications before the City renews Midcontinent's franchise which is up for renewal in September. He said there is resolution that sets forth the terms of the agreement, and under the City ordinance it sets out the general criteria of getting a non-exclusive franchise, which is what Midcontinent has. He noted this was just the renewal with Midcontinent which is done by resolution, and will be filed with the City Auditor so that anyone who has an interest in the cable system can review the agreement as it is proposed and make any protests or recommendations supporting it or changes to it. Lies said the only action needed is to acknowledge there is a proposed resolution that came from the Franchise Committee as far as the proposed terms of the franchise agreement. Lies noted that it was basically a contractual agreement between the City and Midcontinent Communications.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said the economic well-being of the cities and towns of Richland County depend on the well-being of our existing industries. She said studies have shown 40-80% of all new jobs are created by existing firms rather than by attracting new businesses to communities. Furthermore, business attraction efforts are less likely to be successful if existing businesses are not happy with the local business climate. Priebe said the Business Retention & Expansion Manufacturing survey recently conducted has many objectives: Short term ó Provide community support for local business; solve immediate individual business concerns. Long term ó Increase the competitiveness of local companies by evaluating and addressing their broader needs and concerns; establish and implement a strategic action plan for economic development. In all, Priebe said 17 businesses, 8 of which were manufacturers, were paid a visit by the Economic Development office and 2 elected officials. She said some follow-up on immediate issues has already occurred and a draft summary of responses prepared. A hard copy of the questionnaire was sent to those businesses unable to schedule an appointment. So instead of delivering the complete report on the survey by mid-August as previously announced, Priebe said those companies will be given some time to fill out and return a survey.

As a precursor to the Tour of Manufacturing event next April, Priebe said she and Hetland will be meeting this week to work on a Manufacturing Day Event of our own in cooperation with national and statewide efforts. She said a committee has been formed which includes Linda Liebert-Hall with MEP, Art Nelson of ComDel, Dale Formanek of WCCO, Merlin Beto, Justin Neppi, and Ned Clooten. Manufacturing Day is set for October 3rd this year although the event does not need to be held that day as it conflicts with NDSCS homecoming week, so will be looking at the following week.

Priebe said next Monday afternoon members of the Planning Commission and others will be visiting the Bennett manufactured Co-op Housing Park in Moorhead, MN. She said information and insight will continue to be gathered as more is learned about this model of affordable housing. Those interested should let Hetland know by this Thursday.

Priebe announced that Wahpeton has several internet addresses which include Facebook, Twitter, wahpeton.com, wahpetonwelcome.com, and wahpetoncvb. She said the City's webpage is wahpeton.com and improvements continue to be made, such as adding a calendar in the left sidebar with city meetings and times that pop up as you take your cursor and scroll over the starred dates. Regarding the wahpetonwelcome.com webpage, Priebe said there will be a stronger effort to drive traffic to that page over the September/October timeframe as they work with Absolute Marketing to run a campaign to promote the community and jobs available locally using Pandora radio and Google.

LIBRARY DIRECTOR

Library Update ó Guck said at the July Friends of the Library meeting several funding requests were made, all of which were approved. She said the first request was for \$500 to revamp and update the travel section, the second was for a new shelving unit in the Children's Library for board books, and the third was for \$500 for adult fiction to provide more selection to the patrons.

Guck said she at a previous meeting she talked about "Books in Bars" which was made possible by a grant from the State, and stated she is on the verge of launching it. She said she has the first four books in stock at the library and the books will officially be in the bar on August 27th. Guck said she and the bar manager Kirk Peterson will be meeting with Matthew Liedke from the Daily News to do a story on the details of the book club. She noted the book club is aimed at those in their 20's and 30's so is gearing the books toward a specific audience. She said the money from the grant was used to purchase the books so 20 copies will be provided for those participating to keep. Guck said the first meeting will be September 16th at 7:00p.m. at the Firehouse Pub, with the first book being "The Noble Hustle" by Colson Whitehead. She said she has created a logo and Facebook page to assist in marketing efforts, but said she is also relying on word-of-mouth.

PUBLIC WORKS DIRECTOR

Miranowski requested referral to Public Works Committee of **Consideration of a Supplemental Agreement with Interstate Engineering for the 3rd Avenue North Reconstruction Project**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Waste Water Ponds Odor Concerns**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski gave an update on the 11th Street North project announcing that it was opened last Thursday. He noted that 16th Avenue and 11th Street North will remain a 4-way stop.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Dale said the Finance, Personnel & Economic Development Committee met at noon on August 11th. **Acquisition of Property – motion** to recommend purchase from Richland County ó **Motion by Dale, seconded by Wateland, to approve the City Assessor making an offer to Richland County to acquire the property south of the water tower near Walmart for \$1**. Lies commented that though the property is for sale and the County listed it at a much higher price they may not be willing to sell so the fact that the City is making an offer does not mean they will sell it at that price. **Motion carried with a roll call vote of 8-0.**

AT&T /Crown Cell Tower Lease Extension Proposal – motion to recommend counter offer with 25% increase upon each 5 year renewal ó It was asked that this item be referred back to the Finance Committee for further discussion as a response has been received regarding the counter offer. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

TIF District Amendment – motion to recommend amendment of the 2006-1 TIF Plan map to exclude Linden Court (see City Attorney's Report)

Ballot Question on Tax Exemptions – motion to recommend adoption of resolution to add the question to the Nov. 4th, 2014 General Election Ballot (see City Attorney's Report)

Public Works & Public Safety Committee Report

DeVries said the Public Works Public Safety Committee met at noon on August 12th.

Compost Site on 14th Ave. & 11th St. – Jay Schnell – discussion

Dilapidated Properties Update – motion to recommend a deadline for the 104 2nd Ave. N. property to be conveyed to the City by Sept. 15, 2014 ó **Motion by DeVries, seconded by Schmidt, to approve setting a deadline for the 104 2nd Avenue North property to be conveyed to the City of Wahpeton by September 15, 2014. Motion carried with all voting 'aye'.**

400 Block Update – discussion

Disposition of City Property Ordinance Change – discussion

SCADA System for Storm Sewer Lift Stations – referred to Flood Committee for Action ó DeVries said the Flood Committee reviewed the itemized list and quote from Sweeney, and met just prior to this meeting making a motion to accept the \$17,500 contract from Sweeney Controls. Miranowski explained that the Flood Committee can act as an independent body so the City Council would not have to take action on this item.

Security for Mural at 4th St. N. & Dakota Ave. – discussion

Water Main Relocation for New Elementary School – discussion

Flood Mitigation (ad-hoc)

Recap of Aug. 7, 2014 Meeting (Discussed earlier)

July 2014 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$250,654.13	\$28,571.37	\$279,225.50
201 WATER OPERATING FUND	\$28,209.94	\$34,077.92	\$62,287.86
202 SANITARY SEWER OPERATING FUND	\$21,130.53	\$21,324.88	\$42,455.41
203 WASTE REMOVAL OPERATING FUND	\$20,754.96	\$750.30	\$21,505.26
205 VECTOR CONTROL FUND	\$9,749.02	\$1,804.20	\$11,553.22
206 STREET LIGHTING	\$9,782.81		\$9,782.81
209 LIBRARY LEVY FUND	\$12,750.16	\$13,984.58	\$26,734.74
213 ADVERTISING LEVY FUND	\$250.62		\$250.62
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$484.00	\$581.54	\$1,065.54
227 ANNUAL RESERVE WH FUND		-\$1,909.00	-\$1,909.00
229 CAPITAL IMPROVEMENTS FUND	\$6,711.82		\$6,711.82
231 FD BLDG & EQUIP LEVY FUND	\$250,000.00		\$250,000.00
233 REAL ESTATE LEVY FUND	\$200,274.50		\$200,274.50
234 SPECIAL STREET MAINT FUND	\$6,974.00		\$6,974.00
236 LEVEE MAINTENANCE	\$3,930.23	\$7,178.22	\$11,108.45
253 METER DEPOSITS TRUST FUND	\$207.43		\$207.43
261 UNEMPLOYMENT COMP RESERVE FUND	\$256.23		\$256.23
271 ECONOMIC DEVEL DEPT FUND	\$669.50	\$11,658.74	\$12,328.24
303 MISCELLANEOUS FUND	\$19.58		\$19.58
305 VECTOR CONTROL DIST LEVY FUND		\$495.70	\$495.70
316 1% LODGING TAX (ADDTL 1/1/08)	\$5,000.00		\$5,000.00
318 WEED MAINT LEVY FUND	\$3,354.01		\$3,354.01
319 LODGING TAX FUND	\$12,301.89		\$12,301.89
320 SALES TAX OPERATING FUND	\$112,075.73		\$112,075.73
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$90.00		\$90.00
340 HANDICAPPED PARKING FINES	\$410.00		\$410.00
361 GASOLINE,OIL,ETC		-\$1,713.86	-\$1,713.86
390 CLUBHOUSE MAINTENANCE	\$121.95		\$121.95
393 DOWNTOWN CARE & MTC FUND	\$6,068.05		\$6,068.05
453 R/I #10708 WESTSIDE TIF	\$125.00		\$125.00
454 R/I #10809 REFI 5 ISSUES	\$125.00		\$125.00
455 R/I #10910 SERIES 2010	\$125.00		\$125.00
456 R/I #11011 SERIES 2011	\$125.00	-\$300.00	-\$175.00
457 R/I #11111 SERIES B 2011	\$125.00		\$125.00
458 R/I #11212 SERIES A 2012	\$375.00		\$375.00
574 5-2-97 (FLOOD PHASE II)	\$381.50		\$381.50
611 S SIDE DRAINAGE IMP DR09-150	\$15,048.08		\$15,048.08
615 CUL DE SAC IMPROVEMENTS	\$2,889.90		\$2,889.90
629 66TH ST S SHARED USE PATH	\$47,572.45		\$47,572.45
630 WESTSIDE NATURAL DRAIN PROJ.	\$23.00		\$23.00
631 11TH ST. N. AVE B TO 16TH AVE	\$166,487.73	\$777.08	\$167,264.81
634 COMMERCIAL STREET REHAB	\$616.60		\$616.60
636 16TH AVE. 11TH ST TO HWY 210	\$463.98		\$463.98
639 E. SANITARY SEWER 13-02-02	\$15,165.00		\$15,165.00
640 WELL #3 RISER REPAIRS/WELLHSE	\$1,062.00		\$1,062.00
TOTAL	\$1,222,941.33	\$117,731.65	\$1,340,672.98

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Planning Commission August 21st, 4:00 P.M.
- Finance Cmt. August 25th, 12:00 Noon
- Public Works Cmt. August 26th, 5:00 P.M.

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

Mayor Hansey

Lynelle Amos, Finance Assistant