

Wahpeton City Council
May 4, 2015
5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Hansey.

BIDS/OFFERS/QUOTES

Bid Results – Street Dept. Roller ó Miranowski said three bids were received for the roller for the Street Department from: Swanston Equipment Companies; RDO Equipment Company; and Diesel Machinery, Inc. He said it is being recommended to award the bid to Swanston in the amount of \$34,700, noting \$35,000 was budgeted. He explained the reason for suggesting the higher bid is the base piece of equipment at the bid price of \$33,900 is not in stock but would need to be ordered for delivery in August, however, the DD25 with options for \$34,700 is in stock. Miranowski requested approval of the Swanston Equipment Companies bid for the roller in the amount of \$34,700.

Motion by Wateland, seconded by Lambrecht, to approve the bid from Swanston Equipment Companies in the amount of \$34,700 for the Roller for the Street Department. Discussion held regarding the purchase process. **Motion carried with a roll call vote of 7-1, with Wateland, Schmidt, Lambrecht, Bertsch, Mitskog, DeVries and Bajumpaa voting ‘aye’; and Dale voting ‘nay’.**

Bid Results – Community Center Sidewalk Replacement (recommendation from WCC Cmt.)
– Miranowski said three bids were received for the Community Center Sidewalk Replacement from: Dan Moderow, LLC; Krump Construction, Inc.; and Davids Concrete, LLC. He said the Wahpeton Community Center Board recommends to award the bid for the sidewalk replacement on the north side of the Community Center to Dan Moderow, LLC for \$10,480. **Motion by Schmidt, seconded by DeVries, to approve the bid from Dan Moderow, LLC in the amount of \$10,480 for the Community Center Sidewalk Replacement. Motion carried with a roll call vote of 8-0.**

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held April 20, 2015

Approval of minutes of Cmt. of the Whole meeting as amended held April 27, 2015

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

Mayors Cmt. on the Employment of Persons with Disabilities 2014 Report

Dilapidated Property Report

ND State Auditor Communication with Board FYE 12/31/14

CVB Q1 2015 Report

Spring Clean-Up Week May 11 ó 15

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Iworq Systems Workflow Software – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

RSVP + ND Memorandum of Understanding – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Breckenridge Lutheran Church-ELCA Memorandum of Understanding for Channel 12 – request referral to Finance Cmt. ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

ASSESSOR/BUILDING CODES

Continuance of Board of Equalization from April 14th, 2015 immediately following tonight’s Council meeting ó Broadland gave a reminder that the Board of Equalization meeting will reconvene following tonight’s Council meeting at approximately 5:30 p.m.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe gave a reminder that Marketplace for Kids will be held Tuesday, May 19th from 8:30am ó 1:30pm at NDSCS and volunteers are still needed.

Priebe said she had mentioned previously that discussion may be held regarding an interest buydown application from Chuck and Laurie Bigwood depending on the results of a Phase II Environmental. Unfortunately it turned out there were more ppm found of petroleum than originally thought which put the project on hold until the problem is mitigated.

Regarding the 4 City-owned in-fill lots, Priebe said the lots will be on sale through May 15th and are priced at \$5,000 each or best acceptable offer. They are being advertised in the newspaper, on the City’s website, Facebook page, and on cable Channel 12. A bid packet has been sent to local contractors and is also available at www.wahpeton.com.

Priebe then presented a recommendation from the Renaissance Zone Authority who met just prior to tonight’s Council meeting. She said the RZA heard a request for a 5 year property tax exemption on improvements only from Digital Guru located at 405 Dakota Avenue, who plan to expand office space on the second floor. Dan Kutter owns the computer and tech services company. The upstairs is unfinished and the Kutters would like to remodel the 2225 SF area into 4 offices, a conference room and waiting area. Also included is a bathroom, storage, utilities and kitchen spaces.

Preliminary cost estimate comes to \$138,764 which exceeds the 50% of true and full value program guideline. Quotes have been received from contractors. City Assessor Broadland has estimated the tax impact of property tax zone incentive at \$1,284.14/year for 5 years or a total of \$6,420.70 for the 5 year exemption on the improvements only. The project itself meets the goals and objectives of the RZ plan in that the Zone was created to preserve and strengthen business opportunities within the district. The increase in office space for Digital Guru helps to expand customer service and sales and may mean more jobs in the future. Currently there are 14 full-time jobs and Kutter hopes to add 2 more. Basic concepts for the project have been submitted and the Economic Development office received a Taxpayer in Good Standing letter for Digital Guru, Inc., along with drawings and quotes. The RZA recommends approval of this RZA request from Digital Guru. **Motion by Bertsch, seconded by Lambrecht, to approve the Digital Guru Inc. Rehabilitation project described above as a Renaissance Zone Project and the 5 year property tax exemption for improvements only as approved. Motion carried with all voting ‘aye’.**

Priebe then reported on the rest of the Planning Commission meeting, saying there was a proposed Ordinance change for an Industrial I-3 District considered. It was taken up as an ETZ request to be able to add a junk yard into the City's zoning ordinance. She said there was a motion not to amend the I-3 Zoning classification which passed 4-2. A follow-up motion for a letter to be sent to the applicant explaining the Planning Commission's decision was made and passed. A third motion was made for Section 46-73 with regard to special exceptions and adding additional language before any special exception is granted which would take care of all the zoning classifications. Motion passed to make this ordinance change. Priebe said there was an additional motion, as there is an appeal on the Building Code Official's order for Cease and Desist for MDI located in the ETZ. The Planning Commission set a Public Hearing for May 21st if they are the appropriate board to hear the appeal. Lies explained it would be worked out by the next meeting. In other matters, Priebe said the 2014 monitoring report was reviewed. Discussion was held regarding Planned Unit Development proposal for West Briarwood. Potential boundary revisions for the Renaissance Zone were also discussed.

LIBRARY DIRECTOR

Guck provided copies of the premier issue of the Leach Public Library newsletter which will be published three times a year (May, September and December), and was sent out in this month's public utility bills. She said she hopes it will reach residents in the city and county who may not be aware of what is all available at the library. She said the newsletter includes a calendar of events happening at the library for the next four months. The newsletter will be available at the library and placed at different places around town as well as some of the cities in the county.

Guck said they are going to try something new this summer and Thursday nights starting in June on the library lawn from 6:30pm to 8:30pm will have lawn games in a block party atmosphere for all ages. She hopes to draw from the farmer's market crowd, and that it catches on and turns into a really fun community event which will allow them take advantage of the library's beautiful lawn. Guck said she has been promoting the event and is currently asking for donations of lawn games. She also noted a Boy Scout looking for an Eagle project is working on some lawn games.

PUBLIC WORKS DIRECTOR

Traffic Control Request Rosewood Addition – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Golf Club House Gas Line Connectors – request referral to PW Cmt. ó Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

PW Report ó Miranowski requested referral to Public Works Committee **to consider Sale of Fire Department 1990 Pumper Truck.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski gave some updates saying they will be flushing fire hydrants next week. He said crack filling has been finished, and noted they got two years of crack filling done in one season due to the weather cooperating and the piece of equipment that was rented this year increased productivity. He noted larviciding was started this morning due to the rains the previous weekend. Also regarding vector control, Miranowski said the adulticide machines have arrived and are being installed in equipment so are progressing nicely with that. He noted the surveillance equipment had been ordered, and thanked the Council for supporting that program. When asked, Miranowski explained the cameras set up along the city streets are for traffic/classification counts.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Recommendations from the Committee of the Whole mtg. 4-27-15 12:00 p.m.:

Motion to recommend proceeding with negotiations on the property located at 920 3rd Ave. N. for development into the Wahpeton Police Dept. base of operations ó **Motion by Dale, seconded by Bajumpaa, to approve proceeding with negotiations on the property located at 920 3rd Ave. N. for development into the Wahpeton Police Dept. base of operations.** Lies commented that as part of negotiations it should include the committees doing due diligence in checking on the building's background history and the possible cost of remodeling so negotiations are not limited to price. **Dale amended his motion, and Bajumpaa his second, to approve proceeding with negotiations which include doing due diligence in checking on the building's background history and the possible cost of remodeling for the property located at 920 3rd Avenue North for development into the Wahpeton Police Department base of operations. Motion carried with a roll call vote of 8-0.**

Motion to recommend proceeding with negotiations with Chris Hawley Architects for their proposed use of Old City Hall located at 120 North 4th Street ó **Motion by DeVries, seconded by Lambrecht, to approve proceeding with negotiations with Chris Hawley Architects for their proposed use of Old City Hall located at 120 North 4th Street. Motion carried with a roll call vote of 8-0.**

Motion to recommend contacting Greg Meide and Comstock Construction to thank them for submitting their proposals for old city hall and informing them the City is pursuing a different use of the building ó **Motion by Bertsch, seconded by Wateland, to approve contacting Greg Meide and Comstock Construction to thank them for submitting their proposals for old city hall and informing them the City is pursuing a different use of the building. Motion carried with all voting 'aye'.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (no meeting held 4-27-15)

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at 5:00p.m. on April 28th.

Dilapidated Properties Update

Vector Control Policy – motion to recommend approval ó **Motion by Bajumpaa, seconded by Bertsch, to approve the Vector Control Policy. Motion carried with all voting 'aye'.**

Car Cleaning Proposal for the Police Dept. – motion to recommend approval of the bid submitted by Kale Schmidt for \$20 per vehicle ó **Motion by Bajumpaa, seconded by Schmidt, to approve the Police Department Car Cleaning bid submitted by Kale Schmidt for \$20 per vehicle . Motion carried with a roll call vote of 8-0.**

<Suspension of the rules>

16th Ave. N. Street Imp. Proj. SU-8-991(032)029 Class III Cultural Resource Inventory – motion to recommend approval of quote submitted from Beaver Creek Archaeology for \$2,150 ó **Motion by Bajumpaa, seconded by Schmidt, to approve the quote submitted from Beaver Creek Archaeology in an amount not to exceed \$2,150 perform the Class III Cultural Resource Inventory for the 16th Avenue North Street Improvement Project SU-8-991(032)029. Motion carried with a roll call vote of 8-0.**

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee May 11th, 12:00 Noon
- b. Public Works Committee May 12th, 12:00 Noon (The time was changed to 5:00pm)

Mitskog thanked the City Council and staff for their patience and assistance during her absence while serving in the State Legislature. She said she is glad to be back and that it was a good session. She said she really advocated for the local political subdivisions, particularly the City of Wahpeton.

Bertsch then gave a reminder of the *Trafficked* documentary taking place Wednesday, May 6th starting at 7:00 p.m. at the Sterns Cultural Center on the NDSCS campus.

Motion by Mitskog, seconded by Wateland, to adjourn at 5:35 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant