

Wahpeton City Council
October 7, 2013
5:00 p.m.

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

Absent: Schmidt, Mitskog, and Bajumpaa

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Priebe, MacIver, and Gutzmer

Meeting called to order by Mayor Sturdevant.

CONSENT AGENDA ITEMS (presented by the Mayor) 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 September 16, 2013

Approval of minutes of special meeting held September 23, 2013

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Breckenridge Chamber Club Raffle Permit

Automotive Technology Club Raffle Permit

Gene Erickson Benefit Raffle Permit

Chahinkapa Zoo Wild Games Night Raffle Permit

Josh Wentz Benefit Raffle Permit

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

NDLC Resolutions

NDLC White Paper on Initiated Constitutional Petition Relating to a Clean Water, Wildlife and Parks Trust Fund

Chamber of Commerce October Newsletter

Mayor Sturdevant added that Fall Clean Up Week would be the week of October 14th for the City of Wahpeton and shared some of the details.

Motion by DeVries, seconded by Bohn, 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

Huwe noted that the Classy & Classic Car Show was rescheduled to Tuesday, October 8th.

Municipal Court Clerk Update – request change in authorization for Bank of the West Acct.

Huwe said a separate bank account is maintained for Municipal Court business, and that there was a recent change in the Clerk of Court. She said Diane Poppen has accepted the position of Municipal Clerk of Court and is scheduled to start Wednesday, October 9th. Huwe requested a motion changing the authorization for people who have access to that account to include Judge Don Krassin, Clerk of Court Diane Poppen, and herself as Finance Director. **Motion by Bohn, seconded by Dale, to approve the change in authorization for those who have access to the Bank of the West Account for Wahpeton Municipal Court to include Judge Don Krassin, Municipal Clerk of Court Diane Poppen, and Finance Director Darcie Huwe. Motion carried with all voting 'aye'.**

Request for Proposals – Award for 316 17th Ave. N. Property – request referral to Finance Cmt.

Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Wells Fargo Ebill & Ebox online payment system package – request referral to Finance Cmt.

Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Business After Hours October 10th 5-7:30 pm at the Eagles Club

ATTORNEY

License/Permit to Utilize Street Right of Way adjacent to Vision Ford Lies said there has been a request from Vision Ford. He explained that in the exterior of their property that abuts the bypass is an undeveloped dedicated street known as 210 Drive, and they have asked that they be allowed to put cars on the property and do some landscaping by way of a license. Lies said the City has done licenses before on undeveloped street properties and it allows the City to revoke it if ever need to develop the street. Lies explained that the street was vacated further south as part of the development of First Community Credit Union, however do not want to vacate this portion at this time because the ownership of the land south of Vision Ford remains with Mr. Nelson who was the owner of the business at one time so until that property gets developed in case it is needed for that development will need to protect access. Lies felt there was no reason to not allow Vision Ford to use it to improve the appearance of their property so would like to grant them a license. **Motion by DeVries, seconded by Bertsch, to approve granting a license to Vision Ford to Utilize Street Right of Way adjacent to their property. Motion carried with all voting ‘aye’.**

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe said the Planning Commission met just prior to this meeting and acted on a Renaissance Zone application for a lease zone project for James M. Anderson Limited who would be renting from Otto Holdings which is the former Poets building location. Priebe explained that Anderson is renting from himself but can qualify as a lease project within a regular Renaissance Zone project. She said he is a Taxpayer in Good Standing – with the City and State. The recommendation from the Planning Commission is to approve the Lease Project for James M. Anderson Ltd. at the location of 911 Dakota Avenue for a 5 year state income tax exemption. **Motion by Hansey, seconded by Bertsch, to approve the application for the Lease Project for James M. Anderson Ltd. at 911 Dakota Avenue for a 5 year state income tax exemption and to forward it to the State Renaissance Zone office for processing.** Discussion held. **Motion carried with all voting ‘aye’.**

Priebe announced that the Classy & Classic Car Show was rescheduled to Tuesday, October 8th from 5:00-7:00pm. She said the street will close at about 3:30pm for staging. She said there will be food vendors, antique car rides, and live music.

Priebe said there is one NorthPark lot for sale and two lots in NorthPark Village along Wheatland Road. She said South East North Dakota Community Action Agency (SENDCAA) still promises to construct 2 new houses in the NorthPark Village area but the problem is with the federal programs that are being accessed to build those spec homes. She said they are working now with the Eastern ND Housing Alliance to coordinate that effort, however, it is not sure whether or not it will get done yet this fall.

Priebe said the Economic Development Commission will meet Wednesday, October 9th, at noon, with two grant applications to review and a PACE interest buydown for a couple who plan to purchase the fixed assets of a local industrial business.

Priebe noted that the Economic Development office has fielded an application for a business relocation, another store front improvement project, a new retail business startup, and primary sector service business spinoff all within the last 2 weeks.

Priebe announced that the Small Business Development Center (SBDC) consultant Dan Reilly has resigned from his position effective Friday, October 4th. She said there are 5 partners supporting this office with local match dollars: NDSCS, the Wahpeton Community Development Corporation, the City of Wahpeton through its Economic Development Commission, the City of Enderlin, and the Richland County JDA. She said in the interim Donovan Wadholm, Fargo Regional Director, will assist with the applications Reilly was working on, with a replacement for that position being sought soon. All the partners, except the City of Enderlin, have confirmed their commitment to continue support of this position. Priebe said NDSCS President John Richman will provide an update on this continued support effort after November 1st. She noted Wadholm can be reached 701-235- 1495.

Priebe then reviewed a ND Dept. of Commerce bi-monthly document called “Economic Development by the Numbers”. She said this publication provided a step-by-step way to check jobs in this area not only by county but also by city, and has the ability to compare different years. She encouraged those present to check out the website listed and the information it can provide. Priebe said she would like to review this information with both committees.

Regarding the aerial photos, Priebe said she had received 75 photos today from Vern Whitten and circulated some of them.

Development Team Report on the 400 Block Project – request referral to both cmts. Priebe said she would like to refer the Development Team Report on the 400 Block Project to both committees next week. Mayor Sturdevant said this had been done previously so will be referred to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

LIBRARIAN

Chocolate Chocolate Oct. 10th Librarian MacIver said Chocolate Chocolate will be held Thursday, October 10th, from 12:30-5:00pm, with dessert and coffee for \$4.00 and a used book sale on the upper level. She said this is the fundraiser that the Friends of the Library sponsor every year. She noted that this will be her 24th year of being involved in this event and noted some of the items they have purchased with the funds raised which she said totaled about \$48,000 over those years. Those items included all the children library’s furniture, both circulation desks, the upgrading of the library lights, the outdoor sign, and are working on the front door.

Library Gazebo Update MacIver said Josh Heitkamp had offered to work on the Library Gazebo improvements, with a plan for the Library to pay for the materials/supplies and Heitkamp providing the labor to shingle the gazebo. She said Heitkamp is doing the project in honor of his father and would like a sign put up designating that.

PUBLIC WORKS DIRECTOR

Introduction of Engineering Project Manager Kyle Rogahn Miranowski introduced the new Engineering Project Manager Kyle Rogahn, who gave a brief background of himself. Rogahn was welcomed as a new City of Wahpeton staff member.

Miranowski requested referral to PW/PS Committee **Review of the Snow Plow Policy**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

PW Report – Miranowski gave an update on the status of the following City projects: Oakwood Avenue and Oakwood Court Cul de Sacs Project, South Side Drainage Project, Briarwood Court entrance, Commercial Streets Project, and Town Centre Square Plaza renovation. Miranowski noted that on October 29, 30 and 31 hydrant flushing will be taking place throughout the City.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Sturdevant said the State Legislation has approved a fireworks license to do fireworks during the Christmas holiday and there have been some inquiries as to whether Wahpeton is going to add it to their ordinance. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

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 September 23rd.

City Insurance Binder Renewal – motion to recommend binding coverage of decorative street lights and the Wahpeton gateway signage on Dakota Ave. – **Motion by Bohn, seconded by Dale, to approve investigating binding coverage of decorative street lights and the Wahpeton gateway signage on Dakota Avenue. Motion carried with all voting ‘aye’.**

Social Media Policy - discussion

Building Official Job Description – (discussion to revisit at 1st meeting in Nov.)

Retirement of Library Director - discussion

Public Works Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at 5:00 pm on September 24th.

Application of Insurance proceeds – motion to recommend approval of equipment purchases of \$2,431 – **Motion by Hansey, seconded by DeVries, to approve allowing the Police Department to use the insurance proceeds of \$2,431.31 to purchase equipment (three (3) Smith & Wesson M15 rifles at the cost of \$815 each along with ammunition). Roll call vote 5-0. Motion carried.**

4th St. N. Fire Hydrant Relocation – discussion

Tenco 2 Stage Snow Blower Purchase Request – discussion

Water Tower Mixer Purchase Request – motion to recommend to proceed with proposal as presented with an estimated cost of \$23,091 – **Motion by Hansey, seconded by Bertsch, to approve proceeding with the proposal for the Water Tower Mixers as presented at an estimated cost of \$23,091. Discussion held. Roll call vote 5-0. Motion carried.**

Street Light Maintenance Agreement – motion to recommend continued negotiations – No Council action is needed at this time.

Clarification Request on Budget – discussion

Water Financing Review – discussion

Review of Hydrant Policy – ongoing discussion

Yard Waste Disposal Site at 14th Ave. N. – discussion

Building Official Job Description – (discussion to revisit at 1st meeting in Nov.)

Disposition of City Owned Lots – ongoing discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 14th, 12:00 Noon
- b. Public Works Committee October 15th, 5:00 PM (please note this is a 5:00 meeting)
- c. Planning Commission October 17th, 4:00 PM

It was noted that the Public Works Committee meeting would be held at **Noon** on October 15th instead of 5:00 PM.

Motion by Bertsch, seconded by Hansey, to adjourn at 5:45pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant