

Wahpeton City Council
February 1, 2016
5:00 p.m.

Present: Schmidt (via skype), Lambrecht, Bertsch, Mitskog, Hansey, Dale, Bajumpaa, and Wateland

Absent: DeVries

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

Meeting called to order by Mayor Hansey.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held January 19, 2016

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

Presentation/Approval of Reports

2016 Council Goals & Priorities

Convention & Visitors Bureau Q4 2015 Reports

Zika Virus Information Sheet

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Dale, 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 – Priebe presented the following items in Huwe’s absence.

2015 Schedule of Fund Activity – to be published 2/13/16 – Priebe said this was informational only.

Waste Management Contract for Fire Stations – request referral to Finance Cmt. – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

2015 Taxable Valuation Survey – request referral to Finance Cmt. – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

MOU with ServeYes for CERT – request referral to Finance Cmt. – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

City Hall Closed Feb. 15th in observation of President’s Day

City Election Information – filing deadline is April 11th at 4:00 p.m. – Priebe said information is available on the City’s website or at City Hall. There are two At-Large positions and Wards 2 & 4 are up for re-election.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report & Recommendation from CVB – Priebe presented a recommendation from the Convention & Visitors Bureau to authorize the Mayor to sign an advertising agreement. The CVB applied to the ND Tourism Division for \$2,000 for a search engine which would help boost searches and getting the City of Wahpeton’s name to the top as people search for Wahpeton and tourism. The local investment of \$2,000 would come from lodging tax, and is a total promotion of \$4,000 for the campaign. It is to begin March 1st and run for 4

months. The CVB is requesting authorization for the Mayor to sign the contract with Madden Media. **Motion by Dale, seconded by Bertsch, to approve the Mayor of the City of Wahpeton sign an advertising agreement/contract with Madden Media for a local investment of \$2,000 from the Lodging Tax Fund. Motion carried with all voting ‘aye’.**

Priebe said the Planning Commission/Renaissance Zone Authority met just prior to this meeting to review a Renaissance Zone application from Brew Ales & Eats. Providing a background of the project, Priebe said on March 26, 2015, Alex and Brit Belquist, owners of the Brew Ales & Eats with locations in Perham and Detroit Lakes, had submitted a concept plan and proposal developed by their architect, Chris Hawley, in response to the Old City Hall RFP’s. Three proposals were presented to a Committee of the Whole meeting on April 14th. At a May 4, 2015 Council meeting, the Wahpeton City Council moved to recommend proceeding with negotiations with Chris Hawley Architects/The Brew for their proposed use of Old City Hall located at 120 North 4th Street. During the months that followed, a Developer’s Agreement was being created, marked up, changed, amended, and sent back and forth. A Sales Tax for Economic Development application was made to the EDC. These dollars would be used to improve the exterior of Old City Hall, and those funds have been approved. The City Council has recently also approved the amendments to the Developer’s Agreement. Today’s Planning meeting was held to discuss a Renaissance Zone application. One part of the Scope of Work has changed – that of 8 efficiency apartments. Name changes, taxpayer ID changes and a switch with attorneys has delayed the signing of the documents but the timeline is still to open the restaurant this fall. The events center in place of the 8 units would follow with an estimated completion 12 months after the other portion of the building receives its certificate of occupancy. Drawings and a completed application were received today. Priebe said contingent upon receiving a Certificate of Taxpayer in Good Standing, the RZA recommends the project move forward with a local partial 5-year property tax exemption totaling \$35,275. The schedule is based on a 50-40-30-20-10 declining scale and the dollar amount may change if the Estimated Value of \$1,309,230 changes. **Motion by Bertsch, seconded by Mitskog, to approve the Renaissance Zone application for Brew Ales & Eats at 120 North 4th Street for a local partial 5-year property tax exemption totaling \$35,275 based on a 50%-40%-30%-20%-10% declining scale (the dollar amount may change if the Estimated Value changes), contingent upon receiving a Certificate of Taxpayer in Good Standing. Motion carried with all voting ‘aye’.**

Priebe said an activity report was provided, along with an Economic Development by the Numbers article which she reviewed. Priebe also talked about North Dakota’s new advertising campaign featuring the actor Josh Duhamel.

LIBRARY DIRECTOR

Library Report – Guck shared circulation numbers for the past 3 years. She said they are seeing a raise in circulation of books, movies, music, including digital items such as e-books, e-audio books and digital magazines. Total circulation was: 2013 – 41,574, 2014 – 45,820, and 2015 – 49,770. In reviewing these numbers she said there were significant gains in circulation. Guck said library2go is the e-books/e-audio books and they had a lot more activity with the number of digital items checked out with numbers as follows: 2013 – 1,933, 2014 – 3,367, and 2015 – 4,992. She noted digital items are about 10% of their circulation.

Guck reported the Community Coloring Club will meet once again at Leach Public Library tomorrow night, February 2nd, at 7:00 p.m. The event will run through May at the rotating locations.

Guck said the second Family Saturday will take place this Saturday from 10 a.m. to 1 p.m. at the library celebrating the Chinese New Year. Activities will include stories, crafts and a movie.

Guck announced the library will be launching a new in-house book club called Leach Reads! The club will meet the third Wednesday of every month at 1:30 p.m. The kick off meeting this month will be February 17th at 1:30 p.m., and they will be reading “Breakfast with Budha”. The club is open to anyone and books will be available for checkout at the library.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski requested referral to Public Works Committee **of the 2016 Seal Coating Project**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Request For Quotes for Construction Services for the 16th Avenue North Reconstruct Project**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the 16th Avenue North Reconstruct Project Bid Review and Award**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Consider an Invitation from the NDDOT to Participate in an Urban Transportation Needs Study**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Council member Dale asked for referral to the Public Works Committee of the next best steps moving forward with two City Council goals: the Pond Odors and CIP. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Council member Dale asked for referral to the Public Works Committee of the possibility of doing some infrastructure projects associated with this year’s work at NDSCS. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Council member Dale asked for referral to the Public Works Committee to evaluate the decision not to fill the open custodian position. 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 (Jan. 27th meeting cancelled)
River Pointe Cooperative

Long Term Financing Current Projects

Public Works Public Safety Committee Report

Bajumpaa said the Public Works Public Safety Committee met at noon on January 26th.

Tri-State Aviation Street Light Inquiry – continued

SEMCA Agreements - continued

Husky Drive Winter Mtc. – motion to recommend City continues to provide winter mtc. – **Motion by Bajumpaa, seconded by Lambrecht, to approve the City continue to provide winter maintenance for Husky Drive contingent upon the City Attorney drafting an agreement for liability.** Discussion held. **Motion carried with all voting ‘aye’.**

Yard Waste Collection Program – discussion

WCCO Storm Water Discharge - discussion

Sanitary Sewer SCADA System Upgrades – motion to recommend approval of the proposal from Sweeney Controls of \$19,700 – **Motion by Bajumpaa, seconded by Schmidt, to approve the proposal from Sweeney Controls for the Sanitary Sewer SCADA System Upgrades in the amount of \$19,700. Motion carried with a roll call vote of 7-0.**

NDSCS Adjacent Infrastructure Upgrades – discussion

Replacement of 1996 & 1999 Toro 325D mowers – motion to recommend approval of trade-in of 1996 & 1999 mowers towards purchase of 2016 JD1575 with deck mower and snow blower attachments from RDO Equip. \$24,999 – **Motion by Bajumpaa, seconded by Mitskog, to approve the trade-in of the 1996 & 1999 Toro 325D Mowers towards the Purchase of 2016 JD1575 mowers with deck mower and snow blower attachments from RDO Equipment in the amount of \$24,999. Motion carried with a roll call vote of 7-0.**

Dilapidated Properties Report

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee February 8th, 12:00 Noon
- b. Public Works Committee February 9th, 12:00 Noon

Motion by Mitskog, seconded by Wateland, to adjourn at 5:22 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant