

**Wahpeton City Council**  
**June 2, 2014**  
**5:00 p.m.**

**Present:** Schmidt, Hansey, Bertsch, Mitskog, Sturdevant, Dale, Bajumpaa, and Bohn

**Absent:** DeVries

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Broadland, Priebe, Guck, and Gutzmer

Meeting called to order by Mayor Sturdevant.

**CONSENT AGENDA ITEMS** (presented by the Mayor) ó 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 May 19, 2014**

**Games of Chance Licenses, Site Authorizations & Special Permits**

ND Pottery Collectors Society ó Raffle Permit

Other Games of Chance and/or Special Permits:

Wahpeton Hockey Association ó Gaming Site Authorization

Wahpeton Hockey Association ó Gaming Site Authorization

Wahpeton Hockey Association ó Gaming Site Authorization

**Presentation/Approval of Reports**

Summer Reading Program

Geek the Library

Blue Goose Days Schedule of Events

Convention & Visitors Bureau Q1 Report

Valley Prosperity Partnership Action Agenda ó <http://www.valleyprosperitypartnership.com/>

**Motion by Bertsch, seconded by Schmidt, 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**

**Safety Violation and Alarm Button Policies – request referral to Finance Cmt.**

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

**2015 Budget Preparation Calendar** ó Huwe said the 2015 Budget Preparation Calendar was provided and that it was consistent with prior years. She said the calendar provides the milestone dates for adoption with the Council with the first reading the first meeting in September.

**City Election reminder June 10<sup>th</sup>** ó Huwe said polls are open 7:00am to 7:00pm. She said this is a City General Election, and it is a Primary Election for both the County and State offices, and does require that residents vote in their assigned Ward. Huwe said the School District will be holding their annual election Tuesday, June 3<sup>rd</sup>, with all voting taking place at the Wahpeton Middle School. She said voters are asked to use the northeast doors.

**Council Reorganization Meeting June 24<sup>th</sup>** ó Huwe said this is a mandatory meeting in even years and is scheduled for Tuesday, June 24<sup>th</sup>. She said appointments will be made and election of the Council President and Vice-President.

## ASSESSOR/BUILDING CODES

**Update on County Equalization Meeting** ó Broadland reported that the Richland County Board of Equalization met at 11:00am that day. She said she presented her equalization information to the Board and there was no one in attendance. Broadland said they did approve the role as presented and so the next step will be on to the State on August 12<sup>th</sup>. She said since there was one letter received in reference to the value which was presented again to the County, they would still have the option to attend at the State.

## ECONOMIC DEVELOPMENT DIRECTOR

**Economic Development Report** ó Priebe said the City will be requesting \$500 from Richland County's event for Celebrate! Educate! Energize! She said it's the centennial anniversary of the Richland County Courthouse and to empower communities within Richland County to engage in the celebration they have designated \$500 per city, which Wahpeton will apply for, as a city, and be used to assist with the printing of County maps. She said the maps are used for the County tours being conducted and would like to print more of them. **Motion by Dale, seconded by Schmidt, to approve the application requesting \$500 from Richland County's Celebrate! Educate! Energize! anniversary event to assist in printing County maps.** Discussion held and further explanation given regarding the maps. Priebe stated the money would be given back to the CEE Committee to use for the cost of printing the maps. It was noted the maps would also be used for CVB purposes. **Motion carried with all voting 'aye'.**

Priebe reported that there are a few more manufacturing surveys to be completed before engaging other businesses in the face-to-face question and answer. She said the survey response outline is completed and her office will begin filling in and populating the responses received on a worksheet. Once that is completed, they will be able to further analyze business needs and coordinate addressing those concerns as able. Priebe said there may be barriers to growth that can be addressed in the short term and there may be some issues that can't be solved and may take a collaborative effort ó and money ó before there's a resolution. She said she would keep the Council informed. Priebe said they have completed 13 surveys and will conduct about 10 more. She commented we cannot forget about our existing companies nor take them for granted.

Priebe announced that an Oilfield Education Tour is being promoted by World Class Tours which will take place this week over a 3 day period. She said about 45 people have signed up to see and hear first-hand the economic challenges and rewards the oil industry has brought to the western part of our state. Priebe said her counterpart Tom Rolfstad in Williston has repeatedly said, "it's not a boom, it's a business" and one that has sustainability for an estimated 60 more years.

On a related note, Priebe said Business Expansion Journal will have a lot of editorial coverage in their July/August North Dakota State Profile Issue which will feature the Oil & Gas Industry. With North Dakota ranking #2 in oil production behind Texas, this will be another huge media campaign for the state. Wahpeton Economic Development has reserved advertising space and will receive editorial coverage in both print and digital formats.

Priebe said the Valley Prosperity Partnership Action agenda, mentioned earlier, made its debut on May 14<sup>th</sup>. She said the entire document can be downloaded by visiting their website or clicking on the link that is located on the Wahpeton Economic Development page at [wahpeton.com](http://wahpeton.com).

Priebe announced the Economic Development Commission will meet Wednesday, June 11<sup>th</sup> at noon.

Priebe provided Bois de Sioux Grille Room menus. She said the City owns the building, the Bois de Sioux Board of Directors oversees the operations of the clubhouse and the Board hired Ben McCrory to manage the restaurant this year. Priebe said the golf course and the restaurant are open to the public. She said more information can be found at <http://boisdesiouxgolf.com/dininglounge/>.

## **LIBRARY DIRECTOR**

**Summer Reading Program** ó Guck reported that the 2014 Summer Reading Program will kick off with an opening party at the Wahpeton Community Center next Monday, June 9<sup>th</sup>, at 5:30pm. She said this year's theme is science, with categories as follows: Pre-school and Elementary: Fizz, Boom, Read; Teen: Spark a Reaction; and Adult: Literary Elements. Guck said many science-based activities are planned and encouraged all to check them out.

**Geek the Library** ó Guck said "Geek the Library" will take place over the next 6 months. She said it's a public awareness campaign that is run by OCLC and is funded by the Bill & Melinda Gates Foundation so there is no cost for the Library to participate. She said its purpose is to promote libraries. Guck explained the definition of "Geek" as: 1. To love, to enjoy, to celebrate, to have an intense passion for; 2. To express interest in; 3. To possess a large amount of knowledge in; 4. To promote. She said no matter what a person "geeks" on the library has all the resources a person needs. Guck said the campaign will launch Saturday, June 7<sup>th</sup>, and the library will be participating in the Blue Goose Days parade to promote and distribute information. Guck said they are trying to make a local face for the campaign, with posters of local residents expressing what they "geek".

## **POLICE CHIEF**

Thorsteinson said it is time to renew a contract the Police Department has for maintenance of a copier, and they are purchasing a new copier, and would like to enter into a \$300/year contract with Reardon Office Equipment. **Motion by Hansey, seconded by Schmidt, to approve a maintenance contract with Reardon Office Equipment of \$300 per year for a new copier. Motion carried with all voting 'aye'.**

## **PUBLIC WORKS DIRECTOR**

### **PW Report**

Miranowski requested referral to PW/PS Committee of a **Cost Share Agreement with the North Dakota Department of Transportation for Railroad Crossing Signal Upgrades at 6<sup>th</sup> Street and 11<sup>th</sup> Street**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**Professional Services Agreement for repairs to Well #3** ó Miranowski said copies were provided of the Proposal for Professional Engineering Services for Well No. 3. He said he has been working with AE2S and, as is well known, Well #3 needs to get up and running as quickly as possible. Miranowski said he received this proposed agreement with AE2S and noted the professional fees for the Design Phase. He explained the project includes building a new well house at a higher grade, installing new piping and water mains, and relocating an electrical transformer. Miranowski said the proposed fee is \$41,900 which he has agreed with but the additional fees of \$14,100 and \$12,400 he was not comfortable with. When asked, Miranowski said the \$41,900 would be for the design and construction with funding from the water fund. Miranowski said a CDBG grant would be applied for and, also, funds from the State Water Commission for emergency funding can be applied for which would fund 60% on the construction side and 35% on the engineering design side. It is hoped the project will be approved for some type of funding assistance. It was noted any funding received would be reimbursed back into the water fund. **Motion by Hansey, seconded by Dale, to approve the Proposed Professional Engineering Services Agreement with AE2S for Repairs to Well #3 on an hourly basis not to exceed \$41,900.** Discussion held. **Motion carried with a roll call vote of 7-0.**

Miranowski then gave updates on the hire of 3 seasonal maintenance employees for Public Works, vector control, the 11<sup>th</sup> Street North Reconstruction Project, and roof repairs being done at the library.

## **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Report from Task Force on Old City Hall meeting held May 30, 2014** ó Hansey said the Task Force on Old City Hall met last Friday, May 30<sup>th</sup> at noon with the purpose of the meeting being to discuss the next phase/step in regard to the Old City Hall renovation into a police station. He said after discussion it was decided to proceed with Phase 1 in the amount \$18,700 for design with Ringdahl

Architects. **Motion by Hansey, seconded by Bertsch, to approve Proceeding with Phase 1 Design with Ringdahl Architects in the amount of \$18,700. Motion carried with a roll call vote of 7-0.**

## **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

### **Finance, Personnel & Economic Development Committee Report**

Bohn said the Finance, Personnel & Economic Development Committee did not meet due to the lack of a quorum. She said there were, however, some items for discussion.

**Supplemental Agreement with Interstate Engineering on the Westside Drainage/Storm Water Plan** ó Bohn explained the history of Fund 323, saying it has since been repurposed and can be used for housing incentives. She said the fund has a balance of \$257,419.07, and talked about some of the housing projects it has helped to fund. Bohn said staff recommendation is to Enter into a Supplemental Agreement with Interstate Engineering on the Westside Drainage/Storm water plan to continue planning for housing expansion west of the ND Hwy 210 By-pass funding up to \$9,836 from the Housing Development Agreement/Housing Incentive Fund. **Motion by Bohn, seconded by Bajumpaa, to approve the Supplemental Agreement with Interstate Engineering on the Westside Drainage/Storm Water Plan to continue planning for housing expansion west of the ND Hwy 210 Bypass funding up to \$9,836 from the Housing Development Agreement/Housing Incentive Fund.** Discussion held regarding a timeline and it was suggested it be made part of the motion. **Motion amended by Bohn, second amended by Bajumpaa, to approve the Supplemental Agreement with Interstate Engineering on the Westside Drainage/Storm Water Plan to continue planning for housing expansion west of the ND Hwy 210 Bypass funding up to \$9,836 from the Housing Development Agreement/Housing Incentive Fund with a timeline of 3 months. Motion carried with a roll call vote of 7-0.**

**Water Looping Project at 8<sup>th</sup> Ave. S. for funding consideration for multi family housing expansion project** ó Bohn said the projected cost for this water looping project is up to \$45,000. **Motion by Bohn, seconded by Bertsch, to approve funding up to \$45,000 from the Housing Development Agreement/Housing Incentive Fund to initiate the Water Looping Project at 8<sup>th</sup> Avenue South for a multi- family housing expansion development. Motion carried with a roll call vote of 7-0.**

### **Public Works Public Safety Committee Report**

Hansey said a Committee of the Whole meeting was held May 28th at 4:00pm.

**AE2S Infrastructure Planning Presentation – motion** to recommend approval of the PW Director working with AE2S on estimating the scope and cost of the planning services presented ó **Motion by Hansey, seconded by Schmidt, to approve the Public Works Director working with AE2S on estimating the scope and cost of the planning services presented. Motion carried with all voting ‘aye’.**

**A Tale of 2 Cities – discussion**

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee June 9<sup>th</sup>, 12:00 Noon
- b. Public Works Committee June 10<sup>th</sup>, 12:00 Noon (in the Council Chambers  
due to the elections)
- c. Franchise Committee June 16<sup>th</sup> ó immediately following Council

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

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant