

Wahpeton City Council
January 3, 2017
5:00 p.m.

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

Absent: Miller

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

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Proclamation of Appreciation – Donna Keogh ó Hansey said a Proclamation of Appreciation was presented to Donna Keogh at the Planning Commission meeting held just prior to this Council meeting but wanted to recognize that she was on the City Council from 1994-1998 and she served on the Planning Commission 1989-2016 so has spent many years as a public servant and he expressed appreciation for her service.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held December 19, 2016

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

Presentation/Approval of Reports

Biographies ó Governor & Lt. Governor

Governor Burgum's Main Street Initiative

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Lambrecht, seconded by Bertsch, to approve the Consent Agenda items as presented. Motion carried with a roll call vote of 7-0.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Capital Improvements Policy – request motion to approve revised policy ó Huwe said a draft of the Capital Improvements Policy was presented to both the Finance Committee and Public Works Committee. She said there were a few revisions included in the revised policy and she reviewed those items. Under Provisions, the Council as a Committee of the Whole will serve as the CIP Review Committee. Under Procedures, a proposed CIP development calendar will be submitted to the City Council for review no later than May 21st. Who receives what requests for capital improvements has been aligned to fit with the City's organizational chart. Planning Commission review is being moved to later in the process, so is moving from Item F to Item I. **Motion by Bajumpaa, seconded by Wateland, to approve the amended Capital Improvements Policy as presented. Motion carried with all voting 'aye'.**

Fiscal Year End Transfers – request referral to Finance Cmt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

2016 Budget Amendments – request referral to Finance Cmt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Council Retreat Planning request referral to Finance & PW Cmts. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

65th Legislative Session Update ó Huwe said the 65th Legislative Session kicked off today in Bismarck. North Dakota's new Governor Doug Burgum presented his annual State of the State address. He discussed the State's fiscal health. Budget will be a major topic during the session. The State is still experiencing a sharp downturn in tax revenues due to a prolonged slump in oil and agricultural prices. There have been 260 Bills and 3 Resolutions filed ahead of the session, but hundreds more are expected once the lawmakers settle in. Friday afternoon legislative conference calls will start next week and Huwe will send out the contact information for those interested.

City Hall closed January 16th in observation of Martin Luther King Jr. Day

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A printed Economic Development Department Activity Report was provided.

Priebe reported the Planning Commission acting as the Renaissance Zone Authority met earlier today and reviewed an application from Wayne Grippertrog, owner of Gripper's Sports, for a Business Lease Renaissance Zone project at 408 Dakota Avenue, formerly occupied by Mother Hubbard's Cupboard. This location is in the RZ Block 5 and zoned B-1 Central Business. Program guidelines allow new business leases in an approved Renaissance Zone District even if the owner of the building has not applied for RZ incentives. In this case, an approved lease project qualifies for a 100% state income tax exemption. Priebe said R&W Embroidery Inc. d/b/a Gripper's Sports is a taxpayer in good standing with the city and the state and has met all the required criteria. A Renaissance Zone Goal is to preserve and strengthen business opportunities in the zone with the objective of facilitating activity in the downtown area to maintain its identity as a center for all types of services. She said the RZA recommends the Wahpeton City Council approve the RZ application from R&W Embroidery Inc. d/b/a Gripper's Sports, and forward to the State RZ office for approval of a 100% state income tax exemption as presented. **Motion by Dale, seconded by DeVries, to approve the Renaissance Zone Lease application from R&W Embroidery Inc. d/b/a Gripper's Sports at 408 Dakota Avenue, and forward to the State Renaissance Zone office for approval of a 100% state income tax exemption for five years as presented. Motion carried with all voting 'aye'.**

rTown CVB Contract Renewal Approval ó Priebe said the Wahpeton Convention & Visitors Bureau has a contract that needs to be signed by the Mayor with Omnibyte Technology. A new contract is needed as of January 1st for \$1,800/year for the rTown app. It is a two year contract with the option to cancel after one year. The CVB is requesting authorization for the Mayor to sign contingent on the CVB approving the dollar amount (contract due by January 18th). **Motion by Bertsch, seconded by DeVries, to approve authorizing the Mayor of Wahpeton to sign a contract with Omnibyte Technology for the rTown app at the cost of \$1,800 per year contingent on the Wahpeton Convention & Visitors Bureau approving the dollar amount. Motion carried with a roll call vote of 7-0.**

Priebe provided an update on the Red Door Art Gallery contract. The newly established contract with RDAG as a full-time Visitors Center and Headquarters for the 150th has the following agreed to schedule: Monday ó By Appointment or For Events Only. (This is RDAG Exhibit Change & Administration Day); Tuesday, Wednesday and Friday ó 10am-5pm; Thursday ó 10

am-7pm; Saturday ó 10am-4pm (Note: RDAG is òOpenö when someone is available) These hours of operation will be incorporated into a contract which the Mayor has already been authorized to sign once the preparation is done.

Priebe reported document preparation for the Brew Inc. is being completed. The Brew has been waiting for the Small Business Administration documents. The SBA wants the documents from the City of Wahpeton executed already contingent upon whatever the City wants to put on as a contingency. This is to move their documentation process forward. So they will request an executed purchase agreement, a signed Urban Renewal Developers Agreement, and a signed mortgage, etc. After discussing this with the City Attorney, it was decided the City should make it contingent upon the City's approval of the plans and specifications for this project, as well as any of the documentation they have for their loans from the SBA. Priebe noted the City is being put into third position on the property, behind the mortgage company and SBA. **Motion by Lambrecht, seconded by Wateland, to approve authorizing the Mayor of the City of Wahpeton and the City Finance Director to execute the documents for the Brew Inc. contingent upon the City's approval of the plans and specifications for the project.** Discussion held regarding when the specs would be available for review. Priebe reviewed a timeline. **Motion carried with a roll call vote of 7-0.**

Revolving Loan Fund City Loan – ongoing discussion refer to Finance Comt. ó Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

POLICE CHIEF

Relocation Update ó Thorsteinson reported the phones and computers were moved to the PD new location on December 28th and the remainder was moved on the 29th. He felt the new location was working out very well and invited the Council to stop by and view the new facility.

PUBLIC WORKS DIRECTOR

PW Report ó Miranowski requested referral to Public Works Committee **of a Possible Joint Venture or Partnership with Minn-Dak for Waste Water/Pond Storage.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski said at the last Committee of the Whole meeting the East Side Sanitary Sewer and 3rd Avenue North Reconstruction were discussed. Staff was asked to gather information on how special assessments will be spread and the impact on the properties on 3rd Avenue as well as the East Side Sanitary Sewer and how that could affect our base rate as well as the commodity charge. Those numbers have been put together and Miranowski requested a Committee of the Whole meeting be scheduled to be held immediately following the Public Works meeting next Tuesday. Miranowski also reported that at the next Public Works meeting a recap of the Pond #1 membrane replacement project will be presented and invited all Council members to attend if interested.

November Bill Pay Report Inquiries ó Miranowski said he had e-mailed an explanation of the questions that were asked at the last Council meeting concerning bill pay. He asked if there were any further questions of which there were none.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (No Meeting 12/27/16)

Public Works Public Safety Committee Report

Bajumpaa said the Public Works Public Safety Committee met at noon on December 28th.

Central Power Request – motion to recommend relocation as requested ó Motion by Bajumpaa, seconded by Bertsch, to approve requesting Central Power to relocate the proposed line on the south side of the water treatment plant as it is not an acceptable location due to future structures and employee safety. Motion carried with all voting ‘aye’.

3rd Ave. N. Proj. ST11-180 Professional Services Agreement Supplemental No. 4 with Interstate Engineering \$49,627 – motion to recommend approval ó Motion by Bajumpaa, seconded by Schmidt, to approve the 3rd Avenue North Project ST11-180 Professional Services Agreement Supplemental No. 4 with Interstate Engineering Inc. in an amount not to exceed \$49,627. Motion carried with a roll call vote of 7-0.

Eastside Sanitary Sewer Proj. – discussion

Capital Improvements Plan – discussion

PD Relocation Project, Planning & Financing – motion to recommend additional office furniture purchase from Reardonø \$3,835.20 ó Motion by Bajumpaa, seconded by Lambrecht, to approve Option #2 for the Purchase of Additional Office Furniture from Reardon’s for the new Police Department in the amount of \$3,835.20. Motion carried with a roll call vote of 7-0.

Building Official Updates – discussion

Recap of Pond No. 1 Rehab Project – refer to PW Cmt. mtg. Jan. 10th

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee January 9th, 12:00 Noon
- b. Public Works Committee January 10th, 12:00 Noon

Motion by Bertsch, seconded by Lambrecht, to adjourn at 5:38 p.m. Motion carried.

Mayor Hansey

Lynelle Amos, Finance Assistant