

Wahpeton City Council

August 21, 2017

5:00 p.m.

Present: Schmidt, Bertsch, Bajumpaa, DeVries, Dale, Miller, and Wateland

Absent: Lambrecht and Hansey

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

CALL TO ORDER

Meeting called to order by City Council President Dale.

PUBLIC HEARING/CITIZENS CONCERNS/ETC.

Joint Hearing with Planning Commission on Ord. 979 Amending Chapter 46 to Allow Electrical Sub-Stations by Special Exception

ó This public hearing was held jointly with the Planning Commission. Planning Commission Chair DeVillers reconvened the Planning Commission meeting, and Lies was referred to for explanation. Regarding proposed Ordinance 979, Lies said the Public Works Committee voted to approve an amendment to the ordinance that the following use be provided for in all zoning classifications provided for in the City of Wahpeton's zoning districts as a special exception: utility sub-stations or pumping stations, upon a showing that such structure is essential to serve the immediate neighborhood and/or other parts of the City or lands lying within the City's ETZ area and that is housed in a building that harmonizes with the character of the area or neighborhood and has adequate screening and landscaping and meets all of the other standards of this chapter and such other conditions as the Board of Adjustments requires. Lies asked if there was anyone present to address the notice or any written or oral correspondence received of which Huwe answered there were no written inquiries or protests. DeVillers then asked the Planning Commission/Renaissance Zone Authority for their recommendation. **Motion by Bohn, seconded by McCann, to recommend to the City Council to approve the Amended Ordinance No. 979 Amending Chapter 46 to Allow Electrical Sub-Stations by Special Exception. Motion carried with all voting 'aye'.**

Motion by Bajumpaa, seconded by Schmidt, to approve the Amendment to Ordinance No. 979 Amending Chapter 46 to Allow Electrical Sub-Stations by Special Exception. Motion carried with all voting 'aye'. Discussion held.

Council member Bajumpaa offered the second reading of the following Ordinance:

ORDINANCE NO. 979 **AN ORDINANCE AMENDING CHAPTER 46 ZONING** **(Ordinance not in effect until publication TBD)**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote of 6-0.

Motion by Bohn, seconded by Pithey, to adjourn the Planning Commission meeting at 5:03 p.m. Motion carried with all voting 'aye'.

CONSENT AGENDA ITEMS (presented by the City Council President) ó

Approval of minutes of regular meeting held August 7, 2017

Approval of minutes of special meeting held August 14, 2017

Games of Chance Licenses, Site Authorizations & Special Permits

Games of Chance Raffle Permit ó Red River Sportsmen's Club

Games of Chance Raffle Permit ó St. Francis Health Foundation
Other Games of Chance and/or special permits:
Games of Chance Raffle Permit ó BW Blades

Presentation/Approval of Reports

Wahpeton Fire Dept. Community Corn Feed August 23rd 5-7pm Northside Station
ND Dept. of Health Request for Project Information
July 2017 Financial Report
July 2017 Bill Pay Report \$736,456.95 ó see below

City Council President Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bertsch, seconded by Wateland, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**
[DeVries enter meeting at 5:05pm]

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Special Assessment Commission Proceedings – Resolution No. 3654 Directing Assessments ó

Huwe said the Special Assessment Commission proceedings have been set by calendar and she reviewed those dates. Today a Resolution will be requested directing assessments and the projects being looked at that are subject to special assessment include the flood mitigation project which will typically be included as a special assessment project but do not typically certify special assessments related to flood mitigation. The special assessment process is used to guaranty the lowest most cost effective debt issuance but the City Council typically chooses to finance those special assessment payments with Sales Tax For Flood Mitigation dollars. Additional projects in this bond issue will include the 16th Avenue North Reconstruction Project and the Westdale II Construction Project. Huwe noted for special assessments there is only an opportunity to do that once a year as have to be certified to the County Auditor prior to November 1st.

Council member Wateland offered the following and moved its adoption:

RESOLUTION NO. 3654

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED FOR:

**FLOOD MITIGATION DISTRICT
IMPROVEMENT DISTRICT NO. 5-1-97**

**16TH AVENUE NORTH RECONSTRUCTION
ND 210 to 11th Street – Project No. ST 12-187
IMPROVEMENT DISTRICT 12-02-06**

**WESTDALE 2ND ADDITION
Project No. ST16-226
IMPROVEMENT DISTRICT NO. 04-01-16**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 7-0.

2018 Preliminary Budget Review Continued Discussion – Request referral to both committees ó

City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee and also to the Public Works & Public Safety Committee.

NDSOS Classes begin at 4:00 pm on Monday, August 21st

Wahpeton Public Schools begin on Wednesday, August 23rd

Note: Next City Council Meeting Tuesday, September 5th because City Hall will be closed on September 4th in observance of Labor Day

ECONOMIC DEVELOPMENT

DeVries said the Economic Development Commission met at noon today to review a Bank of ND Flex PACE application from WCCO Belting. Rod Koch with WCCO Belting, Inc. explained capital improvements projects recently approved by the WCCO Board of Directors include an addition onto their existing building, replacement of part of the current roofing, replacement of compressors, replacement of boilers and to prepare for future expansion are estimated to cost \$100,000. WCCO is working with the Bank of ND and their local lead lender, Bremer Bank, to originate a BND Flex PACE interest rate buy down. The local community commitment requested on the 7 year loan is \$44,939.54 (present value of \$43,909). Typically, local participation in BND interest rate buy downs for equipment are repaid to the city, and buy downs related to real property are typically grants. Approximately 42% of the funding is for equipment with 58% attributed to real property improvements. DeVries said the EDC requested time to evaluate potential repayment scenarios, but recommend approval of the local participation in the BND Flex Pace interest rate buy down. **Motion by DeVries, seconded by Miller, to approve the local participation in the Bank of ND Flex PACE interest rate buy down for WCCO Belting, Inc. at the present value \$43,909. Motion carried with a roll call vote of 7-0.**

DeVries said the EDC also reviewed an Urban Renewal Project. He said the EDC financial reports have included a tentative commitment for an Urban Renewal Project since 4th Quarter 2016. The property at 120 6th Street North has been subject to a series of administrative and legal processes. The ownership of the building recently transitioned to a bankruptcy trustee. The trustee is interested in relinquishing ownership to the City for demolition of the long time vacant and severely dilapidated property. The City Attorney advised the EDC acquisition and demolition should occur quickly. DeVries said the EDC recommends approval of up to \$200,000 for the demolition of the property. **Motion by DeVries, seconded by Bertsch, to approve up to \$200,000 for the demolition of the dilapidated property at 120 6th Street North. Discussion held. Motion carried with a roll call vote of 7-0.**

Bertsch said the Planning Commission met just prior to this meeting to review a Renaissance Zone application. Cody Lewis, real estate investor from Fargo, ND, has submitted a Renaissance Zone project proposal to acquire and renovate the duplex at 206 and 208 7th Street North. The structure has been vacant for approximately 5 years and is currently in possession of the lender the Veterans Administration. The City Assessor noted the property has been on the dilapidated property list for items related to vacancy/neglect recommending new ownership and rehabilitation as intended outcomes of the Renaissance Zone. The estimated value of the 5 year property tax exemption on the proposed improvements is \$2,730.60. The projected income tax savings are \$200 annually. Improvements include roof replacement, window replacement and electrical upgrades. The Renaissance Zone Authority concurs preservation and restoration of this structure qualifies as a recommended Zone project, and recommend approval of the RZ application. **Motion by Bertsch, seconded by Miller, to approve the Renaissance Zone application for Purchase with Rehabilitation at 206 & 208 7th Street North contingent upon compliance with all terms and obligations of a Renaissance Zone project. Motion carried with a roll call vote of 7-0.**

LIBRARY REPORT

Library Report ó Bakken reported the library handed out 200 pairs of glasses to view the eclipse today. The eclipse was viewed from the library lawn as well as from the computer screen. The Library Board will meet Thursday, August 24th at 4:00 p.m. The library will be closed September 4th

in observance of Labor Day. Beginning September 9th the library will be open Saturdays from 9:00 a.m. to 1:00 p.m.

POLICE CHIEF

Thorsteinson introduced the new police officer Rick Teberg, saying he comes to the City of Wahpeton from Wilkin County and lives in Breckenridge. He is a veteran officer who started on August 14th. Thorsteinson said the Police Department is very pleased and feel lucky to have him.

PUBLIC WORKS DIRECTOR

Miranowski requested referral to Public Works Committee **to discuss the possibility of doing an overlay on 16th Avenue North west of Highway 210, and included in that would like to look at a number of storm sewer catch basins.** City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Water Treatment Plant Project to review plans and specs to authorize bidding.** City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski said he was contacted Judy Oren, who was present at tonight's meeting, and she is President of the Southern Valley Health Watch who have installed some benches on the west side of 11th Street North by the cemetery and are now interested in the possibility of placing benches along 16th Avenue North between 4th Street and 11th Street. SVHW received a donation to sponsor a bench and would have funding but need permission to proceed. **Motion by Bajumpaa, seconded by Schmidt, to approve allowing the Southern Valley Health Watch to proceed with installing benches along 16th Avenue North between 4th Street and 11th Street. Motion carried with all voting 'aye'.**

Discussion was then held regarding questions Wateland had about the ordinance that was being worked on for roll off dumpsters, and also regarding signs on the bike path not corresponding with traffic signs at the intersections.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met at noon on August 16th.

Community Development Director Position – motion to recommend delaying hiring ó Motion by DeVries, seconded by Miller, to approve delaying hiring a Community Development Director four weeks and review again at that time. Much discussion was held regarding the reason for delaying the hiring process. [Wateland exit at 5:43pm] **Motion carried with a roll call vote of 5-1: with DeVries, Dale, Miller, Schmidt, and Bajumpaa voting 'aye'; and Bertsch voting 'nay'.**

Purchasing Ordinance Amendment – motion to recommend approval of the proposed amendments and adoption of Ordinance No. 980 ó Motion by DeVries, seconded by Bajumpaa, to approve the proposed amendments to Ordinance No. 980 as presented. Motion carried with all voting 'aye'. Council member DeVries offered the second reading of the following Ordinance:

ORDINANCE NO. 980
AN ORDINANCE AMENDING SECTION 2-483
PROCEDURE FOR COMPETITIVE BIDS
AND
SECTION 2-284
OPEN MARKET PURCHASING PROCEDURE
AND

SECTION 2-485
BIDDING PROCEDURES IN ALTERING, REPAIRING OR CONSTRUCTING
BUILDINGS BELONGING TO THE CITY COVERED BY STATE LAW

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bajumpaa. Motion carried with a roll call vote of 6-0.

Agent of Record for NDIRF & Fire Pak Policies – motion to recommend approval of Change of Agent of Record to Bremer Insurance ó Motion by DeVries, seconded by Miller, to approve a Change of Agent of Record for the City of Wahpeton’s NDIRF & Fire Pak Policies to Bremer Insurance. Motion carried with all voting ‘aye’.

Liquor License Fee Review – discussion

16th Ave. N. Shared Use Path Match Funding – motion to recommend funding local match \$46,366.19 with pay-as-you-go TIF Funds ó Motion by DeVries, seconded by Bertsch, to approve funding the local match of the 16th Avenue North Shared Use Path of \$46,366.19 with pay-as-you-go financing from TIF Funds. Motion carried with a roll call vote of 6-0.

Buxton Partnership – motion to recommend request of 90 day extension to consider proposal ó Motion by DeVries, seconded by Schmidt, to approve requesting a 90 day extension to consider the Buxton Partnership proposal. Motion carried with all voting ‘aye’.

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on August 15th.

School Resource Officer Job Description - discussion

Amending Chapter 46 Ord. No. 979 allowing electrical substation by special exception – covered previously in the meeting

Residential Waste Hauling Contract Renewal – discussion

Proposal from NDSU – Waste Water Study – motion to recommend to proceed with contract for professional services ó Motion by Bajumpaa, seconded by Schmidt, to approve proceeding with the Contract for Professional Services with NDSU for a Waste Water Study for up to \$28,665 contingent upon permission/approval from NDSU. Motion carried with a roll call vote of 6-0.
[Bakken exit at 6:08pm]

Volunteer Park Slide Update & Recommendations – motion to recommend to proceed with proposal from Wilkin County Soil Conservation ó Motion by Bajumpaa, seconded by DeVries, to approve proceeding with the proposal from Wilkin County Soil Conservation to address the slide/stream bank failure at Volunteer Park. Motion carried with a roll call vote of 6-0.

Building Official Updates – motion to recommend to initiate proceeding to negotiate on 120 6th St. N. ó previously discussed

ROW Consideration Adjacent to Bank of the West

NDSOS Easements for City Water & Sewer Mains

Bajumpaa said there was a suspension of the rules to address the Leach Library heating system. **Motion by Bajumpaa, seconded by Schmidt, to approve purchasing a new boiler/heating system for Leach Public Library at the cost of \$62,355. Motion carried with a roll call vote of 6-0.**

FLOOD MITIGATION (AD-HOC)

Dale reported the Flood Committee met and approved Change Order No. 2 with Comstock Construction for the Zoo Encroachment Project for \$20,927.14.

July 2017 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$241,176.88	\$21,934.65	\$263,111.53
201 WATER OPERATING FUND	\$32,314.16	\$41,501.80	\$73,815.96
202 SANITARY SEWER OPERATING FUND	\$27,038.54	\$26,169.27	\$53,207.81
203 WASTE REMOVAL OPERATING FUND	\$22,544.82	\$924.90	\$23,469.72
205 VECTOR CONTROL FUND	\$5,685.99	\$5,101.73	\$10,787.72
206 STREET LIGHTING	\$9,630.86		\$9,630.86
209 LIBRARY LEVY FUND	\$11,019.36	\$12,374.80	\$23,394.16
216 AIRPORT 4-MILL LEVY FUND	\$64,831.86	\$494.96	\$65,326.82
227 ANNUAL RESERVE WH FUND		-\$3,227.50	-\$3,227.50
233 REAL ESTATE LEVY FUND	\$138.00		\$138.00
234 SPECIAL STREET MAINT FUND	\$589.87		\$589.87
236 LEVEE MAINTENANCE	\$4,851.51	\$10,027.90	\$14,879.41
240 SPECIAL TRANSPORTATION FUNDING	\$3,543.63		\$3,543.63
271 ECONOMIC DEVEL DEPT FUND	\$2,558.20	\$14,628.80	\$17,187.00
315 TAX INCREMENT FUND	\$200.50		\$200.50
316 1% LODGING TAX (ADDTL 1/1/08)	\$3,782.90		\$3,782.90
318 WEED MAINT LEVY FUND	\$993.33		\$993.33
319 LODGING TAX FUND	\$1,229.16		\$1,229.16
320 SALES TAX OPERATING FUND	\$59,321.25		\$59,321.25
321 SALES TAX RESERVE FUND	\$11,286.50		\$11,286.50
324 SALES TAX MINI MATCH RSRV FUND	\$700.00	\$150.00	\$850.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$80.00		\$80.00
326 REVOLVING LOAN FUND	\$36,536.47		\$36,536.47
393 1% RESTAURANT TAX FUND	\$3,008.95		\$3,008.95
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
574 5-2-97 (FLOOD PHASE II)	\$50,944.55		\$50,944.55
636 16TH AVE. 11TH ST TO HWY 210	\$535.85		\$535.85
639 E. SANITARY SEWER 13-02-02	\$379.50		\$379.50
643 LIBRARY ROOF, WALLS & DOOR	\$3,222.00		\$3,222.00
649 WTP LIME SILO & SLAKER	\$4,732.00		\$4,732.00
TOTAL	\$606,375.64	\$130,081.31	\$736,456.95

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. August 28th, 12:00 Noon
- b. Public Works Cmt. August 29th, 12:00 Noon
- c. Planning Commission September 5th, 4:00 P.M.

ADJOURNMENT

Motion by DeVries, seconded by Bertsch, to adjourn at 6:20 p.m. Motion carried with all voting ‘aye’.

City Council President Dale

Lynelle Amos, Finance Assistant