

Wahpeton City Council

July 5, 2017

5:00 p.m.

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

Absent: Hansey

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

CALL TO ORDER

Meeting called to order by City Council President Dale.

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

Approval of minutes of regular meeting held June 19, 2017

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton All Sports Booster Club ó Raffle Permit

Other Games of Chance and/or special permits:

Friends of Roger Tedrow ó Raffle Permit

Presentation/Approval of Reports

ND Aeronautics Commission Grant Award Notice

Updated Municipal Directory

Council President Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by DeVries, seconded by Bertsch, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Website Update Proposal – request referral to Finance Cmt. ó Huwe said the City’s website is serviced and licensed through GovOffice, a company specializing in public entities. Economic Development Director Jane Priebe has been working with GovOffice to update the City’s website with a responsive design format that is consistently viewable on a computer, tablet or cell phone. The new website package proposal includes updating the website design, user navigation and seamless transition from current to new. She requested the Finance Committee review the proposal. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Refunding Improvement Bond Issue #11617 – request referral to Finance Cmt. ó Huwe explained there are several open projects pending permanent financing, including the 16th Avenue North Project, the Westdale II Project, and the Flood Mitigation Toe Drain/Encroachment Projects. She requested the Finance Committee review the proposed bond issue to permanently finance these projects. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2018 Budget Preparation Update – request referral to Finance Cmt. ó Huwe said the budget preparation season is upon us, and requested referral of the 2018 budget premises to the Finance Committee. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Residential Waste Hauling Contract Renewal – request referral to PW Cmt. ó Huwe said the residential waste hauling contract with Waste Management expires June 30th, 2018. She requested the Public Works Committee review the contract renewal process. City Council President Dale will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

PILOT Application for Multi-Family Project – request referral to Finance Cmt. ó City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Economic Development Report ó A written Economic Development activity report was provided. Priebe explained a quote received by the CDC from Interstate Engineering on a Master Plan for the West Side Development Site was provided. The CDC Board met June 19th and made a recommendation the City Council approve the agreement for Professional Services for West Side Development Alternative No. 2, with a total study cost of \$77,892 ó \$70,103 being paid by TIF resources to cover Commercial aspects of the study and the balance paid by the Wahpeton CDC in the amount \$7,789 as the study relates to Residential components (not covered by Tax Increment Financing). This study will constitute a commitment within the TIF District. The items that were different from the first alternative were reviewed. **Motion by Bertsch, seconded by Schmidt, to approve the City Council enter into a Contract with Interstate Engineering for Professional Services for a Master Planning Study for the West Side Development Alternative No. 2. Motion carried with a roll call vote of 8-0.**

Priebe reported the S400BI Committee met with Cody Gunstenson of Buxton to discuss the possibility of partnering with the firm over a 3-year period to help Wahpeton and the area with retail development efforts. Gunstenson presented a very broad overview of Buxton and the Texas firm's previous projects with Williston, Grand Forks, and Dickinson. General consensus was to continue discussions with Buxton and to invite Gunstenson back to address a much larger audience, perhaps the CDC Board and City Council. The next S400BI Committee meeting is scheduled for 7:30 a.m. Thursday, July 6th. Discussion held.

Priebe said in talking about the PACES Lodging multi-family project there is also a request for FLEX Pace Buydown for affordable housing that will need to be brought before the EDC, and a meeting is tentatively scheduled for noon on July 12th.

Priebe explained her report noted three RLF loan accounts received past due notices in June and she reported two of the three accounts are now current.

Priebe gave a reminder the 150th Anniversary logo contest entries are due August 1st.

LIBRARY DIRECTOR

Library Report ó Bakken reported the Library's Summer Reading Program has been very successful. A large number of children attend the programs and this week's theme is Power of the World. On Thursday the teen reading group will be making their own smart phone speakers and projectors. Bakken reported the drone that was borrowed from the State Library was a hit as the kids really enjoyed that technology. This Friday a kids' movie will be shown at 1:00 p.m. Next week's programs include the story times, preschool fun day sun catchers, adult summer reading program book discussion on "How Does It Feel To Be A Problem" on Tuesday, July 11th at 2:00 p.m., and a teen summer reading program book discussion on "The Giver" held Thursday, July 13th at 4:00 p.m. The next Library Board meeting will be on July 27th at 4:00 p.m. in the lower level of the library with new library board members Patsy Stein and Rikki Townsend being sworn in at that time along with the re-appointment of Simone Sandberg.

POLICE CHIEF

NDSCS Request Related to Homecoming Activities ó Thorsteinson said NDSCS has requested to hold a parade on October 7th in conjunction with their homecoming at 10:00 a.m. on Dakota Avenue using the same route that has been used for a number of years. Thorsteinson did not anticipate any difficulties. **Motion by Bajumpaa, seconded by Schmidt, to approve NDSCS holding a Parade on October 7th in conjunction with their Homecoming starting at 10:00 a.m. on Dakota Avenue. Motion carried with all voting ‘aye’.**

The enforcement of the fireworks ordinance was then discussed.

PUBLIC WORKS DIRECTOR

Property Concerns at 3rd Avenue North – request referral to PW Cmt. ó City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Approval of Low Bidder and Award of the Project for the 2017 Alley Project – request referral to PW Cmt. ó City Council President Dale will refer this item to the Public Works & Public Safety Committee.

Request Revision of Res. #3647 revising description from South Industrial Park Minor Replat No. 1 to South Industrial Park Minor Replat No. 2 ó Miranowski explained that when the property on 8th Avenue South was platted it was done as Replat No. 1 and when the developer went to record the plat it already had that number so was informed it had to be changed to South Industrial Park Minor Replat No. 2. This was presented to the Planning Commission at their meeting earlier today and their recommendation to the City Council is that a correction to the resolution be done indicating that it would be changed to South Industrial Park Minor Replat No. 2. Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3647
RESOLUTION APPROVING THE
MINOR REPLAT NO. 2 OF SOUTH INDUSTRIAL PARK
AND REQUESTING THAT IT BE RECORDED WITHOUT
AUDITOR’S CERTIFICATE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bajumpaa. Motion carried with a roll call vote 8-0.

PW Report

Miranowski gave an update on Pond #1, the aeriated pond. He said since this spring the DO (dissolved oxygen) levels have been dropping off and they recently went into the pond to try to take a look what may be causing it. They replaced a couple of the diffusers to see how they would react, but didn’t see a difference. They then tried shutting one of the blowers off to reduce the amount of air which didn’t seem to make a difference. Tomorrow morning they are going to discuss turning on three blowers to see if that will make a difference. Staff is currently preparing a memo for the Public Works Committee to consider at their next meeting on Tuesday, July 11th bringing forth some recommendations on how they feel we should move forward. Discussion held.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

DeVries thanked the businesses/individuals who donated to the annual fireworks show in Chahinkapa Park on July 4th. It was a good show with a lot of people in attendance enjoying the night.

Miller gave a brief update on the EDD (Economic Development Direction) Committee which is made up of CDC members, Richland County JDA members, Wahpeton City Council members and

recently Breckenridge/Wilkin County representatives, and has been holding weekly meetings. They are looking into taking a more regional approach to economic development. He did not have a timeline, but with Priebe's impending retirement realized the urgency. He did not want to see the City rushing into hiring someone to fill the position then later find there is a different format that's possible that would now exclude Wahpeton from participating because they chose to take a different path so asked for the Council's patience as the EDD Committee is going to try to meet aggressively to try to bring this to a resolution. Discussion held.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met June 26th at noon. **Liquor License Fees 2018 – motion** to recommend approval of revised fee schedule Res. #3648 ó Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3648 **RESOLUTION ESTABLISHING 2018** **LIQUOR LICENSE AND CABARET LICENSE FEES**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Discussion held regarding the possibility of prorating fees for those who apply for a liquor license later in the year. Motion carried with a roll call vote 8-0.

Application for Property Tax Exemption for Improvements – motion to recommend approval by City Assessor of exemption up to \$250,000 for improvements for 5 years ó **Motion by DeVries, seconded by Bertsch, to approve the Property Tax Exemption of the Improved Value up to \$250,000 for Years 2018-2022 as presented by the City Assessor. Motion carried with a roll call vote of 8-0.**

Position Description Updates – discussion

Public Works Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at noon on June 27th.

Application for Property Tax Exemption for Improvements – discussion

Water Treatment Plant Slaker – discussion

4th Ave. S. Manhole Replacements – motion to recommend approval of plans, approval of purchase of components and approval to advertise for bids ó **Motion by Bajumpaa, seconded by Schmidt, to approve the plans, to approve the purchase of components, and to approve advertising for bids for the 4th Avenue South Manhole Replacement Project. Motion carried with a roll call vote of 8-0.**

School Resource Officer – discussion

Pond #1 Dissolved Oxygen Levels - discussion

Building Official Updates – discussion

ROW Considerations adjacent to Bank of the West

NDSCS Easements for City Utilities - discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee July 10th, 12:00 Noon
- b. Public Works Committee July 11th, 12:00 Noon

Adjournment

Motion by Wateland, seconded by Miller, to adjourn at 5:53 p.m. Motion carried.

City Council President Dale

Lynelle Amos, Finance Assistant