

**Wahpeton City Council**  
**June 19, 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, Amos, and Cain

**CALL TO ORDER**

Meeting called to order by City Council President Dale.

**CONSENT AGENDA ITEMS (presented by the Mayor) ó**

**Approval of minutes of regular meeting held June 5, 2017**

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

St. Johnø School ó Site Authorization

Other Games of Chance and/or special permits:

Tri-State Safety Association ó Raffle Permit

CHI Health Connect At Home - Fargo ó Raffle Permit

**Presentation/Approval of Reports**

May 2017 Bill Pay Report \$1,026,912.81 ó see below

May 2017 Financial Reports

2017-18 Interim Legislative Studies

City Council President Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Schmidt, 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**

**Fireworks Retail Sales** ó Huwe said there are five licensed retail fireworks vendors in Wahpeton. Sales may occur within the city limits of Wahpeton from June 27 through July 5 during the hours of 8:00 a.m. to 11:00 p.m. The only exception is fireworks may be used until midnight on July 4<sup>th</sup>. You must be 14 years old to purchase and use fireworks unless accompanied by an adult. No juvenile under the age of 14 shall purchase, have in possession, ignite or light fireworks unless under the supervision of an adult. She asked for residents to please be considerate of your neighbors and pets when discharging fireworks.

**Boards & Commissions – request approval of proposed appointments** ó Huwe said the following names are presented for appointment: Tim Barth to the Wahpeton Airport Authority term ending 2022; Steve Dale re-appointment to the Economic Development Commission term ending 2020; Randy Pope re-appointment to the Economic Development Commission term ending 2020; Simone Sandberg re-appointment to the Leach Library Board term ending 2020; Patsy Klein appointment to the Leach Library Board term ending 2020; Rikki Townsend appointment to the Leach Library Board term ending 2019; Rory McCann re-appointment to the Planning Commission term ending 2022; Kelly Larson appointment to the Zoning Adjustment Board term ending 2019; Devry Klocke re-appointment to the Zoning Adjustment Board term ending 2020; Shannon Schillinger re-appointment to the Zoning Adjustment Board term ending 2020. She noted there were still a few vacancies. Huwe requested a motion to approve the appointments and re-appointments as presented. **Motion by**

**Miller, seconded by Bajumpaa, to approve the appointments and re-appointments as presented. Motion carried with all voting ‘aye’.**

**Liquor License Fees 2018 – request referral to Finance Cmt.** ó Huwe said the current Liquor License Fee resolution was adopted in 2008. With recent changes in the State Law pertaining to fees for Sunday opening, she requested the Liquor License Fee Schedule for 2018 be referred to the Finance Committee for review. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Position Description Updates – request referral to Finance Cmt.** ó Huwe said there are several position descriptions that have recently been reviewed and/or revised including the proposed School Resource Officer position, and she would like additional input from the Finance Personnel and Economic Development Committee on proposed changes to the position descriptions. City Council President Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Huwe gave a reminder the next City Council meeting has been rescheduled from Monday, July 3<sup>rd</sup> to Wednesday, July 5<sup>th</sup>. City Hall, the Library and Police Dept. Administrative offices will be closed on July 3<sup>rd</sup> with employees using vacation for time out of the office.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** ó A written Economic Development activity report was provided. Priebe said the Renaissance Zone Authority reviewed an application from Buyck Capital Investments, LLC project at 901 8<sup>th</sup> Avenue South near Dakota Estates apartments. The project is planning for a 48 unit apartment complex constructed in 2 phases. Phase I will be the first 24 units. A certification in good standing has been received. The RZ Authority and Council actually approved a similar project in 2015 when the project operator was listed as Birchwood Investment Properties, LLC. That particular project did not materialize. There’s been a change in ownership and with a new name, minor replat to accommodate 48 units with garages, and a revised plan, Buyck Capital is ready to get going. Two payment options are being presented to the owner. The minor replat for this project so the Renaissance Zone portion can occur was then explained by Public Works Director Miranowski. A copy of the map for the South Industrial Park Minor Replat No. 1 was provided. He explained the property was oriented so Lots 19 and 20, Block 1 were east/west and has been flipped and replatted into Block 1, with Lots 1 and 2, which was done to work with the Renaissance Zone. Miranowski said he has reviewed the plat and it works with City Ordinance so recommended its approval.

Council member Lambrecht offered the following and moved its adoption:

**RESOLUTION NO. 3647**  
**RESOLUTION APPROVING THE MINOR REPLAT NO. 1**  
**SOUTH INDUSTRIAL PARK**

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

Priebe said the RZA recommends approval of the RZ application contingent upon building plans being approved by the Building Inspector and approval of either property tax option subject to review by City Assessor. **Motion by Bajumpaa, seconded by Schmidt, to approve the Renaissance Zone application from Buyck Capital Investments, LLC contingent upon building plans being approved by the Building Codes Official and to approve either property tax option (subject to review by the City Assessor). The schedule chosen by the applicant will then be used to complete the application process and be forwarded to the State Office for approval of a 5 year partial local property tax exemption and a 5 year 100% State income tax exemption as presented. Motion carried with all voting ‘aye’.**

Priebe said the CDC Executive Committee met earlier in the day to discuss a master planning site study proposal from Interstate Engineering for the area south of WalMart recently purchased by the CDC. Two alternatives were presented and it is possible a portion of the cost can be paid for with Tax Increment Financing (TIF). This matter will be reviewed at a CDC Board meeting scheduled for Wednesday, June 21<sup>st</sup>.

Priebe said the S400BI Committee met on June 15<sup>th</sup> to receive some updates. The Recruitment Committee reported meeting with a potential tenant that would like to lease the main floors of the middle building and one building on each side (3 total). They have submitted a business plan and proposed leasehold improvements. The CDC maintains ownership of all 5 properties and the long term goal is to get the spaces into private ownership. The Promotion Committee may meet in the future and are looking for ideas to draw attention to the downtown even after JCPenney closes. The Survey Committee shared results earlier and are looking to build on those findings. A retail consultant from Buxton, Director of Sales Cody Gunstenson, is scheduled for 9:30 a.m. at the Red Door Art Gallery on June 27<sup>th</sup> regarding retail development.

Regarding the Home Improvement Partnership Program (HIPP) between the City and Gate City Bank, Priebe explained the June 2017 deadline has been lifted and there are still funds available for housing rehabilitation for those with qualifying loan applications.

Priebe said the EDND Summer Conference hosted by Wahpeton Economic Development is scheduled for June 21-23. She reviewed the sponsor who were: GOLD LEVEL (\$2,000) ó Bank of ND, ND Department of Commerce, and Property Resources Group; SILVER LEVEL (\$1,000) ó Cargill, Minn-Dak Farmers Co-op, Interstate Engineering, and ComDel Innovation; BRONZE LEVEL (\$500) ó Dupont Pioneer, Kennedy Park Townhomes, MDU, Moore Engineering, NDSBDC, ND Trade Office, Richland County JDA, Sanford Health, Wahpeton Convention & Visitors Bureau, and Xcel Energy. Other sponsors are Bell Bank, Smith Motors Inc., and Well Fargo. She thanked the sponsors for helping host the event.

Priebe said there is a special meeting with the new Department of Commerce Commissioner, Jay Schuler, Department of Commerce staff, and local elected and appointed groups scheduled for 7:00 a.m. on Thursday, June 22<sup>nd</sup> at the Tech Center before the EDND Summer Conference kicks off.

Regarding the Housing Study, Priebe said Steve Griesert will be in the area conducting interviews this week. A list of names and phone numbers was provided to him. Anyone wanting to offer their insight on housing can contact him.

Priebe announced she has submitted her letter of retirement to her supervisor effective August 4, 2017. This date was chosen as she was appointed to her position August 5, 2005.

## **LIBRARY REPORT**

**Library Report** ó Bakken reported the library is conducting a Soap Drive to benefit Clean the World, a non-profit that distributes soap around the US and the world to help prevent hygiene-related illness and death. Those interested in donating can drop off bars of soap between June 12-June 23. The library will also be doing Food For Fines where patrons can pay off their fines or late fees by doing something good for our community. Each non-perishable item brought in will take \$2 off your existing fine and up to \$20 in fines per card will be forgiven. All items will be donated to the Wahpeton-Breckenridge Food Pantry. Bakken also reported Children's Librarian Kercher borrowed a drone project from the State Library, and at 4:00 p.m. on Thursday, June 22<sup>nd</sup> the Teen Program for the summer reading program will be get a chance to try out the drone on the library yard.

## **POLICE CHIEF**

**Patrolman Applicants Update** ó Police Chief Thorsteinson provide an update on the application process, saying they are about 3 weeks into advertising and have 5 applicants, three of whom are currently licensed in ND. Applications close June 30<sup>th</sup>, and it is hoped interviews can be conducted on July 10<sup>th</sup>. It is hope they can select someone from the group of applicants received. Discussion held.

## **PUBLIC WORKS DIRECTOR**

Miranowski requested referral to Public Works Committee **to Discuss the Slaker at the Water Treatment Plant**. City Council President Dale will refer this item to the Public Works & Public Safety Committee.

**PW Report** ó Miranowski reported there was a sanitary sewer force main break last Friday by lift station #2 by the zoo, which got taken care of that day. On Sunday Pond #1 was opened into #3, and tomorrow morning, weather permitting, they will have the pontoon out there to exchange two of the membranes and do an inspection to see if rust in the system is causing the problems. An update was provided on discharging Pond #5. Discussion held.

## **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 June 12<sup>th</sup>. **2018 Budget Premises – motion to approve ó Motion by DeVries, seconded by Wateland, to approve the 2018 Budget Premises as presented. Motion carried with all voting ‘aye’.**

**Reconfiguration of the CEO & CVB Committee – ongoing discussion**

### **Referrals**

DeVries took the opportunity to thank Jane Priebe as she announced her retirement. He said a lot of good things have happened in the City and have had a good working relationship so he thanked her and congratulated her on her retirement, and wished her luck in her future endeavors.

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

Bajumpaa said the Public Works & Public Safety Committee met at noon on June 13<sup>th</sup>. **School Resource Officer – motion to recommend proceeding**

**4<sup>th</sup> Ave. S. Storm Sewer Manhole Replacement Proj. – ongoing discussion**

**2017 Alley Improvements Proj. Approve Plans & Specs – motion to recommend to offer Resolution No. 3645 and proceed to advertise for bids Resolution No. 3646 ó**

Council member Bajumpaa offered the following and moved its adoption:

**RESOLUTION NO. 3645**  
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS**  
**AND ESTIMATE OF COST FOR**  
**(Alley Reconstruction – Block 33 of Bade’s Addition - Project No. ST17-232)**

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

Council member Bajumpaa offered the following and moved its adoption:

**RESOLUTION NO. 3646**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN  
STREET IMPROVEMENT DISTRICT**  
**(Alley Reconstruction – Block 33 of Bade’s Addition - Project No. ST17-232)**

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

**16<sup>th</sup> Ave. N. Reconstruction Proj. Updates – discussion**

**2018 Budget Premises - discussion**

**MOU with Otter Tail County for Joint Exercise of Police Officer Duties – motion to approve with contingency ó Motion by Bajumpaa, seconded by Lambrecht, to approve a Memorandum of Understanding with Ottertail County for Joint Exercise of Police Officer Duties. Motion carried with all voting ‘aye’.**

**Pond #1 DO Levels - discussion**

**Building Official Updates**

**ROW Consideration Adjacent to Bank of the West – ongoing discussion**

**NDSCS Easements for City Owned Water & Sewer Mains – ongoing discussion**

**NEW BUSINESS**

Miller gave a reminder of the Wilkin County Board of Commissioners Flood Mapping meeting on Wednesday, June 21<sup>st</sup> at 7:00 p.m. at the Wilkin Recycling building for those interested in attending.

May 2017 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$219,370.76	\$26,315.54	\$245,686.30
201 WATER OPERATING FUND	\$21,622.27	\$38,522.98	\$60,145.25
202 SANITARY SEWER OPERATING FUND	\$18,895.68	\$24,789.39	\$43,685.07
203 WASTE REMOVAL OPERATING FUND	\$22,431.08	\$914.10	\$23,345.18
204 WASTE REDUCTION FUND	\$463.50		\$463.50
205 VECTOR CONTROL FUND	\$13,339.64	\$1,668.71	\$15,008.35
206 STREET LIGHTING	\$10,417.42		\$10,417.42
209 LIBRARY LEVY FUND	\$5,665.18	\$12,420.69	\$18,085.87
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$517.89		\$517.89
227 ANNUAL RESERVE WH FUND		-\$2,077.50	-\$2,077.50
233 REAL ESTATE LEVY FUND	\$361.34		\$361.34
234 SPECIAL STREET MAINT FUND	\$3,600.00		\$3,600.00
236 LEVEE MAINTENANCE	\$1,350.07	\$8,198.87	\$9,548.94
271 ECONOMIC DEVEL DEPT FUND	\$2,367.81	\$14,504.72	\$16,872.53
303 MISCELLANEOUS FUND	\$34.50		\$34.50
315 TAX INCREMENT FUND	\$1,172.50		\$1,172.50
316 1% LODGING TAX (ADDTL 1/1/08)	\$750.00		\$750.00
319 LODGING TAX FUND	\$796.96		\$796.96
320 SALES TAX OPERATING FUND	\$82,543.25		\$82,543.25
324 SALES TAX MINI MATCH RSRV FUND	\$10,000.00	\$150.00	\$10,150.00
326 REVOLVING LOAN FUND	\$29,445.17		\$29,445.17
340 HANDICAPPED PARKING FINES	\$110.00		\$110.00
393 DOWNTOWN CARE & MTC FUND	\$635.55		\$635.55
401 BDSGC CART SUBLEASE	\$3,526.50		\$3,526.50
460 R/I #11415 SERIES 2015	\$50,453.75		\$50,453.75
574 5-2-97 (FLOOD PHASE II)	\$388,057.02		\$388,057.02
636 16TH AVE. 11TH ST TO HWY 210	\$2,723.74		\$2,723.74
639 E. SANITARY SEWER 13-02-02	\$169.52		\$169.52
643 LIBRARY ROOF, WALLS & DOOR	\$4,889.52		\$4,889.52
646 VECTOR CTRL CAP EQUIP	\$3,265.71		\$3,265.71

649 WTP LIME SILO & SLAKER	\$153.00	\$153.00
650 PD RELOCATION	\$1,881.02	\$1,881.02
<b>TOTAL</b>	<b>\$901,010.35</b>	<b>\$125,902.46 \$1,026,912.81</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. June 26<sup>th</sup>, 12:00 Noon
- b. Public Works Cmt. June 27<sup>th</sup>, 12:00 Noon
- c. Planning Commission July 5<sup>th</sup>, 4:00 P.M.

### **ADJOURNMENT**

**Motion by Wateland, seconded by Miller, to adjourn at 5:45 p.m. Motion carried with all voting 'aye'.**

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City Council President Dale

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Lynelle Amos, Finance Assistant