

**Wahpeton City Council**

**June 3, 2013**

**5:00 p.m.**

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

**Absent:** Mitskog

**Also Present:** Huwe, Leeser, Nelson, Thorsteinson, Broadland, Priebe, MacIver, Amos, and Gutzmer

Meeting called to order by Mayor Sturdevant.

**PUBLIC HEARINGS/ETC.**

**Hearing Westside Rezoning is pending and shall be continued**

**CONSENT AGENDA ITEMS** (presented by the Mayor) 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 20, 2013**

**Approval of minutes of Special Council meeting held May 28, 2013**

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

Wahpeton Hockey Association at Bois de Sioux Grille Room Site Authorization

Wahpeton Hockey Association at Firehouse Pub Site Authorization

Wahpeton Hockey Association at Sportsman's Lounge Site Authorization

Other Games of Chance and/or Special Permits

**Presentation/Approval of Reports**

Bois de Sioux Watershed District Meeting Notice May 16, 2013

NDLC Final Legislative Report <http://www.ndlc.org/DocumentCenter/View/227>

**Motion by Bohn, seconded by DeVries, to approve the Consent Agenda items as presented.**

**Motion Carried.**

**ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA** None.

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Technology Services Contract Agreement Renewal – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**Contract renewal with ND State Tax Commissioner for Collection of Sales Tax July 1, 2013 – June 30, 2015 – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**Tech Tips NDLC Free Webinar June 20<sup>th</sup>** Huwe said this program is being offered by the NDLC and will be provided by the City's network support company, NRG Technical Services. She said she registered on behalf of the City of Wahpeton, and on June 20<sup>th</sup> from 10am-11am those interested can view it at City Hall in the Community Room or if would like to register to view it from a desk top elsewhere the information is available in this month's City Scan magazine. Huwe noted this is a free webinar.

**Board and Commission Appointments** Huwe gave a reminder that Board and Commission Appointments will be on the next City Council agenda. She said there have been several people that

have expressed interest in reappointment and/or appointment. She said a listing of committees and their terms is available on the City's website.

### ASSESSOR/BUILDING CODES

**Richland County Equalization** Broadland reported that the Richland County Board of Equalization was held for Cities at 11:00am today. She said she provided the same report to the County that was provided to the City Board in April. Broadland said there was no one in attendance for the City of Wahpeton and the role was approved as presented.

### ECONOMIC DEVELOPMENT DIRECTOR

**Economic Development Commission Funding Recommendation – SBDC** Priebe presented a recommendation from the EDC to support the SBDC (Small Business Development Center), Dan Reilly, at NDSCS. She said it was forwarded by the EDC in February of this year but was contingent upon other partners contributing financially. Priebe said confirmation has been received of financial participation from NDSCS, the City of Enderlin, and the Wahpeton Community Development Corporation. She said the funds will come from Sales Tax for Economic Development in the amount of \$10,000, which is the same as last year. **Motion by Bohn, seconded by Bajumpaa, to approve supporting the Small Business Development Center (Dan Reilly) at NDSCS in the amount of \$10,000 with funds from Sales Tax for Economic Development, and to instruct Economic Development Commission President Mitskog to sign the letter of support. Roll Call vote 7-0. Motion Carried.**

**Economic Development Report** Priebe reported that the letters for the JCPenney business have been removed. She said Comstock Construction is the contractor for the store front improvements, and have just ordered windows and are waiting for them to be delivered.

Priebe reported that she has also received an application for the Globe Gazette building, however, there are some guidelines that need modification so asked for referral of this item to the Finance & Economic Development Committee. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said prior to this meeting the Renaissance Zone Authority (RZA) met and reviewed two applications. She said the first application was from Harrison Holdings LLP for the purchase and major improvements at 290 11<sup>th</sup> Street South, however this address will be changed for an avenue address. Priebe noted this is the structure formerly known as the Weatherhead Distributing building which is located directly east of Econofoods and Grippers Sports is located in the front of the building. She said this is a tire retread business and they plan to make improvements to the structure to allow for this manufacturing operation to take place. Priebe said they prefer the Goodyear tire retread process and when they first approached Goodyear they were told they needed to be within a 20 mile radius of Fargo, but after letters being sent requesting they adjust their territorial district to 45 miles from Fargo it was approved. She said Harrison Holding LLP would be the owner and receive a 5 year partial property tax exemption on the improvements only and also a 5 year State income tax exemption. Then the other application would be from Smith Tire and Tread for their lease project, and would receive a 5 year State income tax exemption. Priebe said Grippers Sports would also be leasing their space from Harrison Holding LLP and would also potentially qualify for a State income tax exemption, but have not applied as of yet. Priebe said the RZA recommends to the Council to approve the RZ applications for both the purchase with major improvements and the lease. **Motion by Bertsch, seconded by Hansey, to approve the Renaissance Zone Application from Harrison Holding LLP for the Purchase with Major Improvements at 290 11<sup>th</sup> Street South (subject to address change), and also for the Renaissance Zone lease application from Smith Tire and Tread at 290 11<sup>th</sup> Street South. Motion Carried with all voting 'aye'.**

## LIBRARIAN

**Summer Reading Programs** MacIver reported on the summer reading programs at Leach Public Library. She said there are 4 different programs available running for 6 weeks, and that there were over 100 children at the library earlier that afternoon for the kick-off. MacIver said one program is for ages 0 through kindergarten which involves storytime and fun activities, with the grand prize being carousel rides. The children's program, for kindergarten through grade 5, is called "Dig Into Reading", and there are lots of fun activities planned for this program also, but a grand prize has not yet been determined. MacIver said between the two programs there are 152 kids registered. She said the teen program is called "Beneath the Surface" and will involve digging into history and different things. Fun activities are planned and the grand prize for the teens will be a Kindle. She said 20 teens have signed up for the reading program. MacIver said there isn't really an organized adult reading program because of their busy schedules, but the adults like to sign up and read and give book reviews. She said she usually has something each week they need to guess at, and this year because the theme is "Groundbreaking Reads" it can be about planting, and she will be using a book she found titled "10 Plants that Shook the World" to give clues to figure out what plant it is.

MacIver announced that the library has received two big grants: one from Zonta International and one from Cargill. She said they have also received several small donations from businesses in town for the summer reading program.

## POLICE CHIEF

**Training Grant Opportunity – request referral to PW Cmt.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

## PUBLIC WORKS DIRECTOR NELSON

### PW Report

Nelson requested referral to PW/PS Committee for **Change Order No. 1 and Final for Lift Station #5 Rehabilitation.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for **Consideration of the Resolutions Related to Approval of the Plans, Specifications, and Estimate, and also Authorization to Advertise for Bids for the Commercial Streets Project.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for the **Amendment for the Joint Powers Agreement with the Park Board for Maintenance of Hanging Flowers on Dakota Avenue to add Operation Maintenance for Volunteer Park.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson then gave an update on the status of vector control.

## REPORTS FROM THE CITY COUNCIL COMMITTEES

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

Bohn said the Finance, Personnel & Economic Development Committee met at noon on May 28<sup>th</sup>. **NDPERS Health Insurance July 1 Rate Increase – motion** to recommend the City absorb the rate increase for the period July 1, 2013 to Dec. 31, 2013 – **Motion by Bohn to approve to amend the cafeteria dollar allotments July 1, 2013 – December 31, 2013 to allocate the biennial increase of NDPERS Health Insurance to the employer paid portion of the health insurance premiums.** Mayor Sturdevant did not ask for a second of the motion as he felt the Public Works Committee should review the information prior to approval. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**NorthPark Lots – informational**

**Leadership Code Update – discussion on changes**

**Public Works Public Safety Committee Report**

Hansey said the Public Works Public Safety Committee met at 5:00 p.m. on May 29<sup>th</sup>.

**Commercial Street Rehab. Imp. Dist. 12-04-04 Proj. No. ST12-205 – motion** to recommend the following Resolutions:

1. Relating to the Issuance of Bonds
2. Receiving and Approving the Engineer's Report
3. Directing Preparation of Plans and Specifications

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3518**  
**RESOLUTION OF THE CITY OF WAHPETON**  
**RELATING TO THE ISSUANCE OF BONDS AND**  
**THE REIMBURSEMENT OF CERTAIN EXPENDITURES FOR**  
**STREET IMPROVEMENT DISTRICT 12-04-04**  
**(Commercial Street Rehabilitation, Various Locations)**

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

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3519**  
**RESOLUTION RECEIVING AND APPROVING ENGINEER'S REPORT**  
**STREET IMPROVEMENT DISTRICT 12-04-04**  
**(Commercial Street Rehabilitation, Various Locations)**

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

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3520**  
**RESOLUTION DIRECTING PREPARATION OF PLANS**  
**AND SPECIFICATIONS AND ESTIMATE OF COST FOR THE**  
**IMPROVEMENT IN STREET IMPROVEMENT DISTRICT 12-04-04**  
**(Commercial Street Rehabilitation, Various Locations)**

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

**Professional Services Agreement for Facility Plan and Preliminary Design for Eastside Sanitary Sewer System & Lift Stations 2 & 3 Proj. No. SS08-145 – motion** to recommend approval of the proposal from Advanced Engineering for approx. \$82,000 pending review by the City Attorney – **Motion by Hansey, seconded by Dale, to approve the Professional Services Agreement with AE2S (Advanced Engineering) for Facility Plan and Preliminary Design for Eastside Sanitary Sewer System & Lift Stations No. 2 & 3, Project No. SS08-145, for approximately \$86,000 pending review by the City Attorney. Roll Call vote 7-0. Motion Carried.**

**Agreement for Outdoor Lighting Services with OTPCO – discussion**

**Rezoning Property Fronting West Side of 6<sup>th</sup> St. S. from 7<sup>th</sup> Ave. to 11<sup>th</sup> Ave. – discussion**

**Waste Management Contract – motion to have City Attorney draft waste removal contract as proposed – Motion by Hansey, seconded by Bertsch, to approve directing the City Attorney to draft a waste removal contract as proposed. Motion Carried.**

**Leadership Code Updates – discussion to include appointed officials**

**Property Maintenance in Southside Industrial Park – discussion**

**Disposition of City Owned Lots – ongoing discussion**

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Planning Commission June 3<sup>rd</sup>, 4:00 PM
- b. Finance Committee June 10<sup>th</sup>, 12:00 Noon
- c. Public Works Committee June 11<sup>th</sup>, 12:00 Noon

**Motion by Bertsch, seconded by Hansey, to adjourn at 5:32pm.**

---

Mayor Sturdevant

---

Lynelle Amos, Finance Assistant