

**Wahpeton City Council**  
**November 5, 2018**  
**5:00 p.m.**

**Present:** Miller, Bohn, McCann, Dale, Lambrecht, Bertsch, Wateland, and McNary

**Absent:** Bajumpaa

**Also Present:** Huwe, Lies, Miranowski, Broadland, DeVries, Cain, and O'Meara.

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Renaissance Zone Program Extension Joint Public Hearing with Planning Commission Resolution No. 3709**

Mayor Dale called to order this public hearing which was held jointly with the Planning Commission. Planning Commission Chair DeVillers reconvened the Planning Commission meeting. O'Meara explained that the Renaissance Zone is an essential tool to incent the revitalization in our downtown and has been around for 15 years. Incentives of a Renaissance Zone project may include a 5-year local property tax exemption and/or 5-year income tax exemption from the state. There are three parts to the RZ hearing today: 5-year extension of the zone, removal of four blocks and adding one block. Letters of support from the Wahpeton School District and Richland County Commission have been received for this extension. O'Meara explained that based on our population, we are allowed 34 blocks in our zone plus ½ block for each public building. All blocks must be contiguous with the exception of up to a 3 block island. Wahpeton can have 35 and are currently using 31 ½ and we have 3 1/5 in reserve. Four blocks are proposed for removal because they are deemed complete by the city or have no chance of ever having a project. Once a block is removed from the zone, it can never be added back. O'Meara explained that the block being added has dilapidated parcels. Notices have been sent out to all property owners in the blocks to be removed. Notice will be sent out to all new properties in the zone once the new block is added to the zone.

Dale asked if there was anyone present who wished to address the proposed resolution and there was none. He then asked Huwe if there were any written or oral correspondence/protests received of which Huwe answered there were no inquiries or oppositions either written or otherwise. Discussion held. DeVillers then asked the Planning Commission for their recommendation. **Motion by Smith, seconded by Pithey, to recommend to the City Council to approve Resolution No. 3709. Motion carried with all voting 'aye'.**

Council member Bertsch offered the following and moved for its adoption:

**RESOLUTION NO. 3709**  
**A RESOLUTION APPROVING AMENDMENTS**  
**TO THE RENAISSANCE ZONE DEVELOPMENT PLAN**  
**AND RENAISSANCE ZONE DISTRICT**

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

This Public Hearing was then concluded.

**Motion by Smith, seconded by Pithey, to adjourn the Planning Commission meeting at 5:10 p.m. Motion carried with all voting ‘aye’.**

**Public Hearing/Citizen Concerns/Etc. – Proclamation Honoring 2018 Water Treatment Operator of the Year – Allan Weiland** ó Dale then called Allan Weiland to the podium and read the proclamation honoring Weiland as Water Treatment Operator of the Year.

**Public Hearing/Citizen Concerns/Etc. – Proclamation Honoring KBMW Radio’s 70<sup>th</sup> Anniversary** ó Miller read the proclamation honoring KBMW Radio on their 70<sup>th</sup> anniversary.

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

**Approval of minutes of regular meeting held October 15, 2018**

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

Coltonø Calvary Benefit Raffle Permit

Wahpeton Breckenridge Area Chamber Raffle Permit

Evanø Support Raffle Permit

Circle of Nations Raffle Permit

Humane Society Raffle Permit

**Presentation/Approval of Reports**

Q3 2018 Convention & Visitors Bureau Report

Q3 2018 1% Restaurant Tax Report

Manufacturing Day in North Dakota Governorø Recap

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

**REPORTS FROM CITY OFFICERS AND STAFF**  
**FINANCE DIRECTOR**

**General Election Nov. 6<sup>th</sup>** ó Huwe said the 2018 general election is tomorrow, November 6<sup>th</sup>. North Dakota does not have voter registration. However, in order to vote in North Dakota, a voter must be: A citizen of the United States; Eighteen years or older on the day of election; A resident of North Dakota; and a resident who has resided in the precinct at least thirty days immediately preceding any election; and able to provide a valid form of identification such as a North Dakota driverø license, non-driver ID, or tribal ID that includes your current residential address and date of birth. Wahpeton voters will vote in the assigned wards with polls open from 7 AM to 7 PM. If additional information is needed regarding voting you may visit your ward assigned poll and ask a precinct voting official or call the Richland County Auditorø Office. Election results will be available on the North Dakota Secretary of Stateø website as the polls close.

**City License Renewals** ó Huwe explained the renewal applications have been sent to current city license holders, they are due back to City Hall on November 26<sup>th</sup> for action by the Council on December 3<sup>rd</sup>. The city licenses for liquor, tobacco, cabaret, taxi cabs, amusement devices, itinerant merchants, second hand goods dealer, house movers and waste haulers are issued on a calendar year basis. Retail fireworks licenses are issued on a seasonal basis and will be considered by the Council in April of each year.

**Revolving Loan Fund Request for One Year Extension** ó Huwe explained that the City acquired 32 acres of undeveloped industrial land north of the current ComDel site on August 26, 2011 for \$221,040.04. The transaction resulted in an inter-fund loan payable to the Revolving Loan Fund, the loan was booked by council motion at zero percent interest and without repayment terms defined. There have been multiple inquiries for development projects and the land has been a valuable asset

for potential economic development projects. Huwe requests a motion to extend the maturity date on the loan to December 31, 2019. **Motion by McCann, seconded by Bohn, to approve a request for a one year extension to December 31, 2019 for a Revolving Loan Inter-Fund. Motion carried with all voting ‘aye’.**

**City Hall Closed Monday, November 12<sup>th</sup> for Veteran’s Day** ó Huwe stated that city employees will observe Veteran’s Day on Monday, November 12<sup>th</sup>, and the office will be closed and only essential personnel will be working that day.

### **COMMUNITY DEVELOPMENT DIRECTOR**

DeVries explained that the Planning Commission recommends the city council approve a Renaissance Zone project for 212 7<sup>th</sup> Street North. Lance and Taneal Kenyon are planning on purchasing the property and making renovations (new garage floor, windows, plumbing, and electrical upgrades, cabinets, new bathroom, and more). We have a certificate of taxpayer in good standing. The property tax benefit over five years is approximately \$2,548.20. The Planning Commission also recommends setting a public hearing for November 19, 2018 to add a one-block island to the Renaissance Zone. **Motion by Bertsch, seconded by Wateland, to approve a Renaissance Zone project for 212 7<sup>th</sup> Street North for \$2,548.20. Motion carried with all voting “aye”.**

DeVries stated that the Planning Commission recommends setting a joint public hearing to add a one-block island to the Renaissance Zone. **Motion by Lambrecht, seconded by Bertsch, to approve setting a Joint Public Hearing with the Planning Commission for November 19<sup>th</sup>, 2018 at 5:00 p.m. regarding adding a one-block island to the Renaissance Zone.** Discussion held. **Motion carried with all voting ‘aye’.**

DeVries explained that the Wahpeton Youth Commission is moving forward. He has had discussions with the mayor, council member McNary, and HS principal Clooten. The applications are at the high school. The commission will be made up of two sophomores, two juniors, and two seniors.

DeVries informed the council that the tree lighting at Heritage Square will be on Tuesday, November 20<sup>th</sup>. There will be music and treats at 5:30 p.m. with the tree lighting at 6 p.m. and giveaways after that. DeVries stated that Holiday Lane at Chahinkapa on Laura Hughes Dr is coming along. The electrical is done and tree decorating will be completed soon. Holiday Lane will open November 23<sup>rd</sup> at dusk and run each night until December 31<sup>st</sup>. DeVries asked for volunteers to help decorate trees on Dakota Avenue and that they should contact the mayor or himself. He then stated that three lots at River Point Acres have been sold and we are in the process of the closing. DeVries then discussed an impromptu benefit that was recently held for a family that raised over \$13,000. What a win for the community!

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

**Red River Human Services Parking Lot Work – Request Referral to PW Cmt.** ó Miranowski requested referral to Public Works Committee **of a Review of a Request from the Red River Human Services for Parking Lot Work.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested that the city council award the bid of \$35,640 to Ehlert Contracting for the Green Space Earthwork. Discussion followed. **Motion by McCann, seconded by Bertsch, to approve the bid of Ehlert Contracting for Green Space Earthwork, in the amount of \$35,640. Motion carried with all voting “aye”.**

Miranowski then requested funding from the 1% Restaurant Sales Tax. **Motion by McCann, seconded by Wateland, to approve funding from the 1% Restaurant Sales Tax for the Green Space Earthwork project. Motion carried with all voting “aye”.**

Miranowski updated the council on the 3<sup>rd</sup> Ave North Reconstruction project and said paving will be started soon. The project completion date had been moved to November 1<sup>st</sup> but the weather has prevented completion on time. Miranowski stated that city crews have started putting up Christmas decorations.

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Request from the Bois de Sioux Golf Club** ó Dale stated that the golf board has requested the city council approve setting aside up to \$30,000 from the Sales Tax Set Aside for Recreation Fund to help cover some of their shortfalls. Some discussion followed. **Motion by Bertsch, seconded by Bohn, to approve up to \$30,000 from the Rec Set Aside Fund to cover shortfalls for the Bois de Sioux Golf Club. Motion carried with all voting “aye”.**

### **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

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

McCann said the Finance, Personnel & Economic Development Committee met at noon on October 22<sup>nd</sup>.

**Wahpeton Breckenridge Area Chamber of Commerce** - McCann reported that Chamber executive Wanda Seliski asked for \$7,500 from Sales Tax for Economic Development for the Shop Local 2018 program. The funding would cover advertising costs. The total cost of the program, including Dash for Cash, is \$10,000, with the remaining \$2,500 coming from the chamber. **Motion by McCann, seconded by Bertsch, to recommend the approval of up to \$7,500 from Sales Tax for Economic Development for the Wahpeton Breckenridge Area Chamber of Commerce 2018 Shop Local/Dash for Cash program. Motion carried with all voting “aye”.**

**NDSCS Notice Regarding the Small Business Development Center** ó McCann stated that NDSCS has informed the city that it will no longer be participating in the SBDC program. The state SBDC director has suggested a shared position with Fargo and Jamestown that would be housed out of UND. The person would be in Wahpeton two days a week, but only for six hours a day and possibly in other areas of our region from time to time. Discussion was held. SBDC would like to meet with stakeholders in November. No action taken.

**CIP Project 421 By-Pass Enhancements** ó PWD Miranowski already discussed this in his report.

**Review of Draft Employee Policy Manual** – Finance Director Huwe requested that council members McCann and Bohn be appointed to a sub-committee to review the policy and bring any recommended changes back to the committee. **Motion by McCann, seconded by Bohn, approving the appointment of McCann and Bohn to the Employee Policy Manual sub-committee. Motion carried with all voting “aye”.**

**400 Block Development Agreement Update** ó No new information at this time.

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

Lambrecht said the Public Works & Public Safety Committee met at noon on October 23<sup>rd</sup>.

**Master Lift Station Wet Well Coating & Repair Project Bid Review** ó Three bids were received for this project. The low bid came from Northern Plains Contracting Inc. **Motion by Lambrecht, seconded by McNary, approving the bid from Northern Plains Contracting Inc. of \$248,685.84 for the Master Lift Station Wet Well Coating & Repair Project. Motion carried with all voting “aye”.**

**Flashing Beacons to the Intersection of 9<sup>th</sup> Street & ND 210** ó Engineer DeVillers of Interstate Engineering Inc. obtained a bid from Moorhead Electric of \$46,750 and discussed what that covers. The NDDOT does not want this added to their project so it will be strictly a city project. DeVillers will get two more quotes to compare.

**Cul-de-Sac Snow Plowing Operations** ó Miranowski and Fehr explained snow plow methods in cul-de-sacs. Discussion was held.

**City of Breckenridge Emergency Water Supply Plan** ó Breckenridge is asking if the City of Wahpeton will be their emergency water supply as they need one when reporting to the Minnesota Health Department. They would then be our backup as well. Miranowski stated we could interconnect fire hydrants by the bridge. Breckenridge will have their attorney draft a Joint Powers Agreement for review. **Motion by Lambrecht, seconded by McCann, directing the City of Breckenridge to draft a plan for Emergency Water Supply. Motion carried with all voting “aye”.**

**Master Plan for Trails & Shared Use Paths** – Discussion was held regarding connecting our trails to Breckenridge. No action was taken.

**Crosswalk Safety Concerns at 11<sup>th</sup> St. N. & Westmore Ave.** – Miranowski visited with Jacobson about this issue. Miranowski stated this may be a highway safety improvement grant project.

**Draft Ordinance Regulating Chickens within City Limits** – Attorney Lies presented an existing ordinance regarding this topic. He suggests the first offense for violation would be an infraction and a B Misdemeanor of \$1,000 for two or more. **Motion by Lambrecht offering first reading of an ordinance amendment to Ordinance 998 Section 4-146.**

**ORDINANCE NO. 998  
AN ORDINANCE AMENDING SECTION 4-146  
UNLAWFUL TO KEEP LIVESTOCK WITHIN CITY LIMITS; EXCEPTIONS  
VIOLATIONS FIRST OFFENSE – AN INFRACTION  
ANY OFFENSES FOLLOWING WILL BE A CLASS B MISDEMEANOR OF \$1,000 FOR  
TWO OR MORE.**

**Revisions to Ordinance Regarding Off-Street Parking/Front Yard Parking** - discussion

**Dakota Ave. Traffic Signal Timing** - discussion

**Revision to Ordinance Regarding Parking/Licensing of Recreational Vehicles**

**Revision to Policy on Water & Sewer Line Disconnection Requirements on Demolition Properties**

**Yard/Clutter Updates**

**Building Official Updates**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. No meeting scheduled
- b. Public Works Cmt. November 13<sup>th</sup>, 12:00 Noon

**ADJOURNMENT**

**Motion by Miller, seconded by McCann, to adjourn at 5:55 p.m. Motion carried with all voting 'aye'.**

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Mayor Dale

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Jerrilyn Cain, Auditor's Assistant