

Wahpeton City Council
November 7, 2011

Present: Bertsch, Hansey, Hartman, Mitskog, Sturdevant, DeVries, Dale, Bajumpaa, and Bohn

Absent: None

Also Present: Huwe, Lies, Nelson, Thorsteinson, Broadland, Priebe, MacIver, and Gutzmer

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS/ETC.

North Central Streets Rehabilitation Special Assessment – Margaret Schempp Ms. Schempp read a letter she had submitted to City Assessor Carla Broadland expressing her concern for the special assessments assessed to her corner property at 801 8th Street North for Improvement District 10-01-14 North Central Area Street Rehabilitation, and any future assessments there may be when the 8th Avenue North project is assessed. Mayor Sturdevant said Ms. Schempp's statement was appreciated and will be included in the meeting minutes, and the information will be shared with the Special Assessment Commission if/when the 8th Avenue North project is done.

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 October 17, 2011

Games of Chance Licenses, Site Authorizations & Special Permits

Head of the Red Gun/Archery Club – Game of Chance Permit

St. John's Church – Game of Chance Permit

Circle of Nations School – Game of Chance Permit

Other Games of Chance and/or special permits

Presentation/Approval of Reports

Convention & Visitors Bureau 3rd Qtr. Report

ND Rural Water Systems Association

Midcontinent Communications 2011 Annual Notice to Customers

Bois de Sioux Watershed District Board Minutes Aug. 18, 2011

Office of the State Tax Commissioner 2011 Legislative Changes

<http://www.nd.gov/tax/taxincentives>

Motion by Mitskog, second by Bertsch, to approve the Consent Agenda items as presented.

Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Fire Dept. Chief's Vehicle – request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Request for Payment in Lieu of Taxes – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

Request motion to approve options 1 & 2 for the City owned vacant lot at 523 7th St. N. (Council approved sale of the lot to Joe St. Aubin for \$2,000 pending approval of the floor plan at the Oct. 17th City Council Meeting) Huwe explained that Joe St. Aubin would like to have the option to either site the property on 7th Street or on the Avenue depending on the buyer's preference and has provided

drawings, so has requested approval of both options with a decision to be made when a proposed sale is made or a building permit is applied for. **Motion by Hansey, second by DeVries, to approve options 1 & 2 for the City owned vacant lot at 523 7th Street North.** Discussion held regarding the placement of the driveway. **Motion Carried.**

Request motion to approve the Employee Assistance Plan 2 year contract renewal with APS Healthcare for \$1,300 annually

Huwe said the current 2-year contract with APS Healthcare is \$1,250 annually and APS is asking to increase the next 2-year contract amount to \$1,300 annually. Huwe said that she reviewed the contract and APS has expanded the services that they offer and have also enhanced services so it is hoped there will be higher utilization. It was noted that the Finance Committee was unable to attain a quorum so were not able to meet to review this information. Discussion was held regarding the utilization rate of the program and its cost-effectiveness. Mayor Sturdevant referred this item back to Finance & Personnel Committee.

Request motion to proceed with preparations for a refunding improvement bond issues to permanently finance current flood mitigation expenses totaling \$1,800,000

Huwe said approval was given to proceed with refinancing of the 2007 series outstanding. Because it is currently a very favorable bond environment, Huwe felt it was a good time to wrap up the current expenses that are not permanently financed yet which is about \$1.8 million. The total bond issue that would be done in December is about \$3.2 million. Huwe said she has been working with Mike Manstrom of Daugherty & Co., and are looking at approximately a December 12th bond sale. **Motion by Bohn, second by Mitskog, to proceed with preparations for a refunding improvement bond issue to permanently finance current flood mitigation expenses totaling \$1,800,000. Motion Carried.**

Update on 86 Dakota Ave. property disposition

Huwe reported that there are some issues with the permanent financing for 86 Dakota Avenue. She said there is a signed Purchase Agreement and plan on closing by November 11th.

Huwe then announced that the ND Legislator initiated a special session today and have 4 subjects of discussion: Legislative Redistricting; Healthcare Exchanges; Disaster Relief; and the Fighting Sioux Logo.

ATTORNEY

Resolution No. 3459 relating to a project under the Municipal Industrial Development Act, Giving the Project Preliminary Approval, Subject to a Public Hearing for St. Catherine's Assisted Living Community Project

Lies said this resolution is a bond resolution prepared by the City's bond counsel who also is acting on behalf of St. Catherine's Assisted Living Community Project which would allow for the issuance of MIDA bonds up to \$6,500,000 in total dollars for their proposed assisted living facility to be built on their campus. Lies explained this would not start the project itself as a public hearing needs to be held and is set for December 5th. Any protests can be heard at that time and decision can be made at that meeting whether or not to proceed with the issuance of the MIDA bonds. Emmy Tretter, Administrator of St. Catherine's, who was present at tonight's meeting, was then introduced.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3459
RESOLUTION RELATING TO A PROJECT UNDER THE
MUNICIPAL INDUSTRIAL DEVELOPMENT ACT, GIVING THE PROJECT
PRELIMINARY APPROVAL, SUBJECT TO A PUBLIC HEARING
(ST. CATHERINE'S ASSISTED LIVING COMMUNITY PROJECT)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Mitskog. Roll call vote 8-0. Motion Carried.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe reported the first of 2 twin homes is being constructed in NorthPark. Regarding some of the remaining lots along Wheatland Road, SENDCAA will be using the HOME program to build two, single family dwellings the spring/summer of 2012. Priebe said plans are to partner with SENDCAA and the Eastern Dakota Alliance to construct a twin home for special needs population on some lots in NorthPark, and that federal funding will determine the level of participation.

Priebe announced that three business managers from the Department of Commerce, Luara Willard, John Mittleider, and Bonnie Malo of the State Economic Development office, will be visiting Giant Snacks and Heartland Precision tomorrow before traveling to Hankinson. She said Commerce conducts outreach visits once a year for the purpose of seeing first hand improvement and expansion projects that have accessed state programs, and to listen to concerns of community leaders and plans for future growth.

Priebe then gave an update on two current major expansion projects approved to receive public assistance. WCCO Belting is adding 22,500 SF of manufacturing and warehouse space and built a new concrete access road to manage shipping and delivery of their rubber belting products, for a total project cost of over \$1,000,000. Total current employment is 116 and expect to add 22 employees. The project is expected to be completed by January 2012.

AGCO-Amity is a \$3.25 million project for a new paint and crane system expected to be completed April 2012. AGCO currently has 128 employees (which was 118 6 months ago), and expect to increase to 160 in late 2012 growing to 200 by the end of 2014. Plant manager, Victor Klosterman, communicated the Natural Gas project is nearing completion and will assist in significant cost savings for the plant. They have also installed new lighting throughout the factory for significant energy savings.

Priebe said the Renaissance Zone Authority reviewed a request for RZ approval from Erick Carlson/Carlson Family Insurance Agency to purchase and build a 1,680 SF office space at the corner of 9th Street and 2nd Avenue North. With new construction projects, a 5-year property tax exemption on 100% of the improvements is offered. This is matched by a State income tax exemption on the business for 5 years. Mr. Carlson hopes to begin building soon. **Motion by Hansey, second by Bertsch, to approve the RZA application from Erick Carlson for the Carlson Family Insurance Agency LLC at 917 2nd Avenue North as a Purchase/New Construction for a 100% property tax exemption on the building for a period of 5 years. Motion Carried.**

PUBLIC WORKS DIRECTOR NELSON

Change Order No. 1 for Dakota Ave. Landscape Enhancement Project, No. 173, with Hoffman & McNamara Company – request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW Committee for **Formation of an Assessment District for 11th Street North Reconstruction Avenue B to 16th Avenue North.** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested suspension of the rules to advertise a project for replacement of electrical equipment and controls replacement for Lift Station #3. **Motion by Hansey, second by Hartman, to suspend the rules. Motion Carried.** Nelson further described the project. He said bid opening is scheduled

for December 2nd and hope to award by December 5th, with construction to be complete by March 2012. **Motion by Hansey, second by Mitskog, to authorize advertising Project SS11-188 Electrical Equipment & Controls Replacement for Lift Station No. 3. Motion Carried.**

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Quiet Zone Overview – request referral to PW Cmt. by Councilmember Dale Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Mayor Sturdevant said a letter was received from the Richland County Emergency Management regarding an incident command training meeting being held Wednesday, November 16th, and are requesting 2 representatives from the City attend.

Bajumpaa announced that due to the popularity of the Twin Town Growers Market this summer they have agreed to continue to hold markets twice a month, the 1st and 3rd Thursdays, from 4pm-7pm.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn said the Finance Committee did not meet so had nothing to report at this time.

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at 5:00 pm on October 25th.

Driveway Width Exception Request – discussion **Motion by Hansey, second by Hartman, to approve an exception for 2 lots in Rosewood to increase their driveway widths to 36’ with no aprons.** It was noted the current ordinance is 30’ and it was requested this be referred to PW Committee for further discussion. **Motion Carried.**

Change Order No. E-1 for Ph 1 of WTP Energy Efficiency/HVAC Improvement Proj. No. 164 with Grotberg Elec. in the amount of \$2,726.50 – motion to recommend approval **Motion by Hansey, second by Hartman, to approve Change Order No. E-1 for Phase 1 of WTP Energy Efficiency/HVAC Improvements, Project No. 164, with Grotberg Electric, Inc. in the amount of \$2,726.50. Roll call vote 8-0. Motion Carried.**

Change Order No. 1 for Ph 2 of WTP Energy Efficiency/HVAC Improvements Proj. No. 164 with Peterson Mechanical, Inc. in the amount of \$2,217.00 – motion to recommend approval **Motion by Hansey, second by Hartman, to approve Change Order No. 1 for Phase 2 of WTP Energy Efficiency/HVAC Improvements, Project No. 164, with Peterson Mechanical, Inc. in the amount of \$2,217.00. Roll call vote 8-0. Motion Carried.**

Change Order No.’s 1 & 2 for Ph 2 of WTP Energy Efficiency/HVAC Improvements Proj. 164 with Comstock Construction, Inc. in the amounts of \$708.00 and \$3,908.00 respectively – motion to recommend approval **Motion by Hansey, second by Dale, to approve Change Orders No. 1 and No. 2 for Phase 2 of WTP Energy Efficiency/HVAC Improvements, Project No. 164, with Comstock Construction, Inc. in the amounts of \$708.00 and \$3,908.00, respectively. Roll call vote 8-0. Motion Carried.**

Golf Clubhouse Restroom Repairs – informational only

Water Rescue Team – update provided

Pigeon Control in Central Business District – discussion

Ord. No. 940 – Amendment to City Ordinance Ch. 17 Subdivision Regulations – Minor Replats - discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee November 14th, 12:00 Noon
- b. Public Works Committee November 15th, 12:00 Noon
- c. Planning Commission November 17th, 4:00 P.M.
- d. Flood Committee November 18th, 7:00 A.M.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant