

**Wahpeton City Council**

**October 6, 2014**

**5:00 p.m.**

**Present:** Schmidt, Bertsch, Mitskog, Hansey, DeVries, Dale, and Wateland

**Absent:** Lambrecht and Bajumpaa

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, Priebe, Amos, and Cain

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**Citizen Inquiry – Sam Johnson** – Hansey said Sam Johnson has resolved the issues so will not be in attendance.

Mayor Hansey addressed some of the recent notable proclamation-worthy events that have taken place in Wahpeton, then read a proclamation recognizing Wahpeton City Finance Director Darcie Huwe for being awarded 2014 ND Municipal Finance Officer of the Year 2014. Hansey said Huwe began her position as Finance Officer in 2003 with the City of Wahpeton and continues to provide timely and accurate financial information to the citizens of our city in her current role as City Finance Officer/Auditor. Her greatest undertaking was transitioning many City financial documents, worksheets and reports to electronic format and was instrumental in developing technical accounting practices in the areas of preparation, forecasting, and compliance, and her abilities expand well beyond the city limits having many area communities benefitting from her expertise, research, documentation and testimony. Huwe's work ethic and communication skills make her a great leader and mentor, and her dedication to community and public service earned her recognition as the 2014 ND Municipal Finance Officer of the Year as announced at the association's annual League of Cities meeting held in Minot, ND September 25, 2014. Mayor Hansey, on behalf of the entire City Council and the Wahpeton community, commended Darcie Huwe for her devoted service and congratulated her being named North Dakota's Municipal Finance Officer of the Year for 2014. Appreciation was shown through a standing ovation.

**CONSENT AGENDA ITEMS (presented by the Mayor) 6**

**Approval of minutes of regular meeting held September 15, 2014**

**Approval of minutes of special meeting held September 23, 2014**

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

NDSCS Power Sports Tech Club 6 Games of Chance Raffle Permit

Wahpeton Breckenridge Area Chamber of Commerce 6 Games of Chance Raffle Permit

March of Dimes 6 Games of Chance Raffle Permit

**Presentation/Approval of Reports**

NDLC Resolutions

Leach Public Library Chocolate-Chocolate Oct. 16<sup>th</sup>

Fall Clean Up Week Oct. 12<sup>th</sup>-18<sup>th</sup>

Interstate Engineering Correspondence RE: Prairie View Landfill

NDSCS Letter to Attorney General RE: BCI Agent Request

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, seconded by DeVries, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR** ó Huwe gave a thank you for the acknowledgement of the award she received.

**Public Hearing Oct. 20<sup>th</sup> at 5:00 PM ó Confirmation of Special Assessments** ó Huwe said a motion was needed to set the public hearing date for the special assessment districts of which there are six, where the final assessment list will be presented and may possibly be amended on one of the projects for the south side storm sewer. **Motion by Bertsch, seconded by Schmidt, to approve setting a Public Hearing for October 20<sup>th</sup> at 5:00 p.m. for the six Special Assessment Districts: Assessment District 08-02-03 South Side Storm Sewer District Phase B (7<sup>th</sup> Avenue South & Center Street); Assessment District 08-02-03 South Side Storm Sewer District Phase C (6<sup>th</sup> Street South & 7<sup>th</sup> Avenue South); Assessment District 10-02-04 (Cul-de-Sac Street Improvements); Assessment District 10-03-04 (Alley Improvements Various Locations); Assessment District 11-01-03 (Westside Natural Drain); and Assessment District 12-04-04 (Commercial Street Rehab Various Locations). Motion carried with all voting ‘aye’.**

**Affordable Care Act Implementation – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Safety Policies – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Ord. No. 964 Sale of Public Property – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Sample Ballot Nov. 4<sup>th</sup> General Election** ó Huwe explained there is a large number of initiated measures on the ballot this year and encouraged everyone to research the measures prior to voting.

**Business After Hours October 9<sup>th</sup> 5 – 7:30 PM at the Eagles Club** – Huwe said those interested in attending Business After Hours this Thursday should contact Jerrilyn Cain at City Hall so tickets may be reserved for them.

In Librarian Guckø's absence, Huwe gave a reminder that the Leach Public Library Chocolate Chocolate Day & Used Book Sale will be held Thursday, October 16<sup>th</sup> from 12:30-5:00 p.m. She noted this is an annual fundraiser held by Friends of the Library.

**ECONOMIC DEVELOPMENT DIRECTOR**

**Recommendations from the Economic Development Commission** ó Priebe said the Economic Development Commission (EDC) met last week and six recommendations were made. She said an application was received from WCCO on September 3<sup>rd</sup> for a PACE interest buy-down in the amount of \$34,535.65 (PV of \$34,234). This is a \$1 million project to purchase an additional vulcanizing press that will create 10 jobs ó 9 press operators and 1 extruder operator with an average wage of \$15/hour, including benefits. Dale Formanek and Kathy Sauer attended the meeting and explained that this additional press will provide redundancy and expand their sales capabilities as there is a back log on their current press. Per EDC policy and procedures, the community's share of the buy down would be paid back as it is for equipment. Huwe had noted WCCO currently has 8 PACE loans with the City and essentially the money paid out is being recycled back through WCCO paying off the loans. Priebe said the EDC voted unanimously to recommend the City Council approve a PACE Buy Down of up to \$34,535 from the Sales Tax for Econ. Dev. Fund for the WCCO Belting Equipment Expansion. **Motion by Mitskog, seconded by Dale, to approve a PACE Buy Down of up to**

**\$34,535 from the Sales Tax for Economic Development Fund for the WCCO Belting Equipment Expansion. Motion carried with a roll call vote of 6-0.**

Priebe said Chamber Executive Director Ron Rowland presented a request for \$10,000 to assist with the 45-day Holiday Promotion. Total expenses for the promotion are estimated at \$17,000, and \$2,000 will be requested from the Breckenridge Port Authority next week. It was estimated 6-10 of the 33 businesses that participated last year are located in Breckenridge. The requested monies will be used for advertising and promoting Dash for Cash, Shop Local, holiday lighting contests, and other retail related events. Individual businesses will pay to advertise for their business. Priebe said the EDC made a unanimous recommendation to support the Chamber of Commerce's Holiday Promotion efforts the same as last year at the \$10,000 level with funding coming out of the Sales Tax for Economic Development account. **Motion by Dale, seconded by Mitskog, to approve supporting the Wahpeton Breckenridge Area Chamber of Commerce's Holiday Promotion efforts the same as last year at the \$10,000 level with funding from Sales Tax for Economic Development. Motion carried with a roll call vote of 6-0.**

Priebe said Wahpeton Small Business Development Center Business Consultant, Justin Nepl, presented his request for the 2015 budget year. Nepl explained that after 4 years without an increase, the office is increasing the requests from local contributors from \$10,000 annually to \$12,500. Other contributors are the Richland County JDA, Wahpeton CDC, NDSCS and the Enderlin CDC. The EDC also took action to release the 2014 funds set aside for this office. Nepl began consulting in April and so the 2014 funding had been earmarked but not disbursed. Priebe said the EDC recommends approving the 2014 disbursement of \$10,000 from Sales Tax for Economic Development Fund, and also approve the \$12,500 request for 2015 operations contingent upon all other groups matching the new adjusted level of funding. **Motion by Mitskog, seconded by DeVries, to approve the 2014 disbursement of \$10,000 from Sales Tax for Economic Development Fund to the Small Business Development Center, and also approve the \$12,500 request for 2015 SBDC operations contingent upon all other groups matching the new adjusted level of funding.** Discussion held. **Motion carried with a roll call vote of 6-0.**

Priebe explained that the EDC and Community Development Corporation had met on several occasions with NDSCS President John Richman to learn about a 4 year Private/Public Partnership recruitment effort being planned and specifically designed to increase careers in manufacturing. Since lack of available skilled labor was the top concern of participants in a primary sector survey conducted earlier this year, the EDC felt strongly that this initiative had merit and would help our local companies find and train existing and future employees. This particular initiative is being funded in part by manufacturers in the southeast region of the state and local EDC's. The final piece will be to ask the Legislature for \$1.5 million in State dollars to round off the \$2 million proposed budget. The plan would be that the three person office consisting of a general manager, recruiter and admin staff, would be self-sustaining after the initial 4 year period. Priebe said the EDC recommends approving the \$50,000 in Sales Tax for Economic Development Funds (\$12,500 per year for 4 years) in support of the Manufacturing Training Initiative as outlined and contingent upon all other resources collaborating. **Motion by Mitskog, seconded by Bertsch, to approve \$50,000 in Sales Tax for Economic Development Funds (\$12,500 per year for 4 years) in support of the NDSCS Manufacturing Training Initiative as outlined and contingent upon all other resources collaborating.** Discussion held. **Motion carried with a roll call vote of 6-0.**

Priebe said about a year ago the Golf Club received a \$25,000, 1% interest, 5 year term RLF loan to cover operations and needed equipment purchases made in 2013. The first annual payment is scheduled for November 15, 2014. The most recent Bois de Sioux Golf Course treasurer's report shows not only a shortfall for this loan payment but also expenses exceeding the income by around \$35,000. The Golf Board is requesting the loan be converted to a grant. If approved, \$25,000 in Sales

Tax Funds for Recreation would be transferred to the RLF account to satisfy the loan. The EDC also considered the ðup toð amount of \$35,000 to cover expenses to the end of the year but contingent upon documentation of the shortfall be reviewed prior to disbursement. The EDC was informed that Doug Hockert would be making a presentation at the next City Council meeting October 6<sup>th</sup> to propose some alternate plans for operations. Priebe noted that Hockert, Dave Mann and Jay Ovsak, Golf Board members, were present at tonight's meeting.

Doug Hockert then gave an update on the Bois de Sioux Golf Club operations. He started by congratulating the Wahpeton Girls Golf Team on winning the EDC, noting that Jeff Ralph had assisted in bringing that tournament to Wahpeton and that all the girls on the team had been through their youth programs. Hockert then provided a list of the 2014 tournaments held, of which there were 29, that help support the golf course financially. He noted 2 tournaments were lost due to weather and the slurry dike. Hockert reviewed some of the things the golf board has done to raise money, which included selling bench advertising, selling team markers, managing all the pop machines on the course, running the Grille Room restaurant, punch cards, ladies' league punch cards, instituting fall membership and cart rentals, raising \$33,000 of private funds to build a bathroom on the back side, and proposing to sell advertising on their flag sticks. He said they have gone over on their budgets but have made cuts wherever possible, and they have good hard-working members on their board. Discussion was then held regarding payback of the loan and how converting it to a grant would benefit the golf course financially.

Priebe said the EDC recommends approval of up to \$60,000 as a grant to the Bois de Sioux Golf Board to (1) satisfy the \$25,000 RLF and (2) provide up to \$35,000 in Sales Tax for Recreation funds to cover predicted budget shortfall, all contingent on receiving required documentation. **Motion by Wateland, seconded by Bertsch, to table this agenda item and refer it to the Finance, Personnel, and Economic Development Committee for further review once the Golf Board provides an up-to-date financial report. Motion carried with a roll call vote of 5-1, with Wateland, Schmidt, Bertsch, DeVries and Dale voting 'aye'; and Mitskog voting 'nay'.**

**Economic Development Report** ó Priebe said Manufacturing Day will be held October 22<sup>nd</sup> in Wahpeton. She circulated a photo of herself with Governor Jack Dalrymple and others at the signing of the Manufacturing Day proclamation whose national date was October 3<sup>rd</sup>. She also referred to the Prairie Business Journal feature about Wahpeton/NDSCS saying it was well-written and very timely.

Schmidt then led a discussion regarding the Council getting a better opportunity to review, and more information regarding, the EDC requests for funding from sales tax prior to them being presented for approval. Mitskog noted that the EDC meets quarterly and are public meetings, and that two City Council members sit on the commission as Council representatives so any questions can be directed to them or the meetings can be attended to receive information first hand. It was requested that EDC meeting agendas be sent to all Council members. It was also noted that the committees were formed so that all council members would not have to attend all committee meetings but that they are public meetings so anyone can attend, but if a quorum of the Council is in attendance it will need to be noticed. When asked to have more information provided regarding the EDC requests, Priebe said all the information received in the EDC requests is provided to the Council in the summary sheets of the recommendations provided prior to Council meetings, but the EDC request materials could also be included.

## **PUBLIC WORKS DIRECTOR**

**PW Report** ó Miranowski requested referral to Public Works Committee of **Vector Control as it relates to the Zoo and the Park**. Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski then reviewed some details for Wahpeton Fall City Cleanup scheduled for the week of October 12-18, 2014. He said all cleanup items must be brought to the Wahpeton Waste Management Transfer Station with hours on Monday from 8:00 a.m. to 7:00 p.m. and Tuesday through Friday from 8:00 a.m. to 4:00 p.m. Information can be found on the City of Wahpeton website along with a list of acceptable items, or residents can call Waste Management at 642-8403.

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

**Mayor RE: SEMCA Board cc on NDSCS letter to Attorney General** ó Hansey said this item was already addressed in the Consent Agenda.

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

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

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

**Ballot Issue on Discretionary Tax Exemptions – discussion**

**City Hall Office Equipment Leases – discussion**

**West Briarwood Development – motion to recommend proceeding with cooperative housing option ó Motion by Dale, seconded by Mitskog, to approve Economic Development Director Priebe pursue the cooperative housing option for West Briarwood. Motion carried with all voting ‘aye’.**

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

DeVries said the Public Works Public Safety Committee met at noon on September 23<sup>rd</sup>.

**Dilapidated Properties Update – discussion**

**Wahpeton School Water Main Relocation – discussion**

**Revised Domestic Sanitary Sewer Contract with Cargill – motion to recommend approval ó Motion by DeVries, seconded by Bertsch, to approve the Revised Domestic Sanitary Sewer Contract with Cargill. Motion carried with a roll call vote of 6-0.**

**Leach Library Roof & Repairs – action at special City Council Meeting on 9-23-14**

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee October 13<sup>th</sup>, 12:00 Noon
- b. Flood Committee October 14<sup>th</sup>, 11:30 AM (TBD) . Scheduled for Oct. 28<sup>th</sup> at 4:30 PM
- c. Public Works Committee October 14<sup>th</sup>, 12:00 Noon . Cancelled
- d. Planning Commission October 16<sup>th</sup>, 4:00 PM

**Motion by Mitskog, seconded by Wateland, to adjourn at 6:10 p.m.**

---

Mayor Hansey

---

Lynelle Amos, Finance Assistant