

**Wahpeton City Council**  
**September 15, 2014**  
**5:00 p.m.**

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

**Absent:** None

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

Meeting called to order by Mayor Hansey.

**PUBLIC HEARINGS/ETC.**

**2015 Budget Hearing – Ordinance No. 965** ó Huwe said tonight would be the second reading and adoption of the City of Wahpeton's 2015 Budget. She stated she had not received any written or oral inquiries, suggestions, etc. Huwe noted that the budget being proposed for adoption has fewer dollars being levied to provide city services than the current year. She then did a quick review of the City of Wahpeton 2015 Preliminary Budget to allow the public the opportunity to get a general overview, noting that the budget could be viewed on the City's website and hard copies were available at City Hall.

Council member Bertsch offered the second reading of the following Ordinance:

**ORDINANCE NO. 965**  
**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF**  
**WAHPETON, NORTH DAKOTA FOR THE YEAR 2015**

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

**CONSENT AGENDA ITEMS (presented by the Mayor)** ó Mayor Hansey asked if there were any items to be removed from the Consent Agenda and there were none.

**Approval of minutes of regular meeting held September 2, 2014**

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

BW Blades Hockey ó Games of Chance Raffle Permit

Circle of Nations School ó Games of Chance Raffle & Bingo Permit

St. Francis Healthcare & Wellness Foundation ó Games of Chance Raffle Permit

Other Games of Chance and/or special permits:

**Presentation/Approval of Reports**

August 2014 Financials

August 2014 Bill Pay Report \$1,085,441.49 ó see below

Dilapidated Property Report

Correspondence from Owner of Dilapidated Property at 104 2<sup>nd</sup> Ave. N.

Richland County Courthouse Rededication

Bertsch read the Proclamation declaring "Richland County Day Celebrating 125 Years as a North Dakota County October 3, 2014". Whereas, Richland County is commemorating 125 years as a county in North Dakota and 100 years in the beautiful and historic courthouse in Wahpeton, the County Seat of Richland County; the residents of Richland County have been celebrating a yearlong campaign of "Celebrate! Educate! Energize!" with many special events throughout the county which will culminate with a re-dedication ceremony at the courthouse on Friday, October 3, 2014; the Richland County CEE Committee, Commissioners and employees have worked together to recognize the significance of this important occasion; and Richland County continues to provide important services to the residents of Richland County, North Dakota and have been now for 125 years. On behalf of Mayor Meryl Hansey,

Bertsch proclaimed October 3<sup>rd</sup> as Richland County Day in celebration of the 125<sup>th</sup> Anniversary of the county and 100<sup>th</sup> Anniversary of the courthouse.

**Motion by Bajumpaa, seconded by Mitskog, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

## **REPORTS FROM CITY OFFICERS AND STAFF**

### **FINANCE DIRECTOR**

**Acceptance of AT&T Tower Lease counter proposal** ó Huwe provided an update of the response to the AT&T Tower Lease counter proposal which she said was accepted and contracts are in the works. She noted the contract will be in place until 2034.

**November Ballot Issue on Discretionary Tax Exemption – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**City Hall Office Equipment Leases – request referral to Finance Cmt.** ó Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

**Special Assessment Commission Public Hearings on September 23<sup>rd</sup> at 5:30 PM** ó Huwe said these public hearings will take place in front of the Special Assessment Commission and that Council members were invited to attend and may also be well-attended by residents. She said City Assessor Broadland has fielded numerous inquiries, with several residents choosing to pre-pay their specials.

**Invitation to Council to the Richland County Courthouse Rededication on October 3<sup>rd</sup> at 4:00 PM** ó Huwe said that Brad Cruff has asked that he be made aware of the Mayor or any City Councilmembers who plan to attend this event so they may be recognized at the ceremony.

**NDLC Annual Conference in Minot September 25<sup>th</sup>-27<sup>th</sup>**

**NDSCS Homecoming Parade October 4<sup>th</sup> at 10:00 AM**

### **ECONOMIC DEVELOPMENT DIRECTOR**

#### **Economic Development Report & Recommendation from the Economic Development**

**Commission** ó Priebe asked that the West Briarwood Property be referred to the Finance Committee. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said a joint meeting of the Wahpeton Community Development Corporation and the Economic Development Commission was held on Monday, September 8<sup>th</sup> to learn about the CDC's acquisition deal for approximately 36 acres of property north of WalMart. She said the WCDC is in need of land inventory for future development projects and this area presented itself in the last few months. Priebe said the CDC Executive Committee had met several times in closed session to negotiate and shape a deal agreeable with landowner Albena C. Oliver with Jim Oliver handling the offers and possible transfer. She said the property has three zoning classifications, that of Industrial, PUD, and Commercial Business, and general discussions were held for potential residential development. While all ideas were preliminary, three points were made from the CDC perspective: 1) Control of the property; 2) Setting price; and 3) Multiple opportunities for development. Infrastructure to and through the property, ingress/egress, train whistles and the neighborhood were discussed as well as undevelopable land under and near two rows of transmission lines along the north edge of the property. More due diligence is needed to determine the type of development that is feasible, practical, and affordable in this area. Priebe stated this property is located within a Tax Increment Financing District, and that the EDC recommends the City Council approve a Sales Tax Loan from Sales Tax for Economic Development to the WCDC in the amount of \$300,000, zero interest rate for a term of 5 years payable when property [approx. 36 acres] is developed and sold; contingent upon due diligence of the property and the Oliver's bringing all taxes current. **Motion by Dale, seconded by Mitskog, to approve a Sales Tax Loan from**

**Sales Tax for Economic Development to the Wahpeton Community Development Corporation in the amount of \$300,000, zero interest rate for a term of 5 years payable when property [approximately 36 acres] is developed and sold; contingent upon due diligence of the property and the sellers (Oliver's) bringing all taxes current.** Discussion held regarding the appraised value of the property, possible issues such as infrastructure and utilities, future use of the property, and the loan obligation. **Motion by Bertsch to table this agenda item. Motion died due to lack of a second.** A vote was then called for on the motion to approve the loan. **Motion carried with a roll call vote 7-1 with Dale, Bajumpaa, Wateland, Schmidt, Lambrecht, Mitskog, and DeVries voting 'aye'; and Bertsch voting 'nay'.**

Priebe said the Classy/Classic Car Show V is scheduled for Thursday, October 2<sup>nd</sup> from 5-7pm, which she noted is during NDSCS Homecoming week.

Priebe said Manufacturing Day for Wahpeton is set for October 22<sup>nd</sup> and will showcase four local manufacturers and NDSCS. She said over 200 Wahpeton high school juniors and seniors will be visiting the companies in an effort to expose future employees to career opportunities here in Wahpeton, including the education and training needed to fill those open positions.

In the September issue of the Prairie Business Journal, Priebe announced that local company, WCCO Belting, was recognized as one of best places to work as selected by its employees. She explained that Prairie Business magazine recently invited employees of for-profit companies to visit the magazine's website and complete an anonymous employee engagement satisfaction survey to rate their employer. She said nearly 2,000 employees representing over 100 companies completed the survey. Priebe said WCCO Belting was one of the top 25 large companies (over 100 employees). She said she and Mayor Hansey have been visiting with company owner, Tom Shorma, and in the coming months will be participating in a billboard accounting this recognition and encouraging the area to take a look at a career in manufacturing in the jobs available locally. She congratulated WCCO Belting on this recognition.

### **LIBRARY DIRECTOR**

**NDLA Conference** ó Guck said she will be attending the North Dakota Library Association Conference which starts this Wednesday and runs through Friday in Bismarck. She said there is a pre-conference on Wednesday entitled "The Black Belt Librarian" which is about safety in the library. She noted she would be giving a conference presentation on Thursday afternoon on providing tech support over the phone to library patrons.

### **POLICE CHIEF**

**Request for Street Closure for Classy/Classic Car Show on Dakota Ave. October 2<sup>nd</sup> 3-8 PM** ó Thorsteinson requested street closure for the Classy/Classic Car Show from 4<sup>th</sup> Street to 6<sup>th</sup> Street on Dakota Avenue on October 2<sup>nd</sup> from 3:00-8:00 PM. **Motion by Mitskog, seconded by DeVries, to approve the street closure for the Classy/Classic Car Show from 4<sup>th</sup> Street to 6<sup>th</sup> Street on Dakota Avenue on October 2<sup>nd</sup> from 3:00-8:00 PM. Motion carried with all voting 'aye'.**

### **PUBLIC WORKS DIRECTOR**

Miranowski requested referral to Public Works Committee **of a Revised Domestic Sanitary Sewer Agreement with Cargill.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Consideration of Proposals for the Library Roof Repairs, etc., of which Bids will be Received September 16<sup>th</sup> at 11:00 a.m.** Mayor Hansey will refer this item to the Public Works & Public Safety Committee.

Miranowski reported that vector control is nearing completion for the season, but will be doing a ground spray tomorrow evening. Regarding the slurry trench, Miranowski said nothing has been scheduled yet.

## REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

### Finance, Personnel & Economic Development Committee Report (No meeting held September 8<sup>th</sup>)

#### Public Works & Public Safety Committee Report

DeVries said the Public Works Public Safety Committee met at noon on September 9<sup>th</sup>.

#### **Dilapidated Properties Report**

#### **Wahpeton School Water Main Relocation Options – discussion**

**Burn Permit for Tree Disposal Site – motion** to recommend PW Director to proceed ó **Motion by DeVries, seconded by Dale, to approve the Public Works Director Miranowski to proceed with applying for a variance for fall burning once there is a snow cover. Motion carried with all voting ‘aye’.**

**Well #3 Reconstruction Bid Review – motion** to recommend award to Comstock Construction, Inc. in the amount of \$289,300 contingent upon release of \$150,000 in CDBG funds ó **Motion by DeVries, seconded by Schmidt, to approve awarding Well #3 Reconstruction Project to Comstock Construction, Inc. in the amount of \$289,300 from Sales Tax for Infrastructure, contingent upon release of \$150,000 in CDBG Funds.** Discussion held regarding the possibility of just doing repairs rather than a new structure in an effort to reduce costs. **Motion carried with roll call vote 7-1 with DeVries, Bajumpaa, Wateland, Schmidt, Lambrecht, Bertsch and Mitskog voting ‘aye’; and Dale voting ‘nay’.**

**11<sup>th</sup> St. N. Project Change Order No. 2 – motion** to recommend approval of CCO #2 to H & S Contracting, Inc. in the amount of \$4,237.60 ó **Motion by DeVries, seconded by Bertsch, to approve Change Order #2 to H & S Contracting, Inc. in the amount of \$4,237.60, for 11<sup>th</sup> Street North Reconstruction Project. Motion carried with roll call vote 8-0.**

**Waste Water Ponds Odor Concerns – motion** to recommend proceeding with approx. \$2,000 in upfront costs and \$12,000 in chemical costs ó **Motion by DeVries, seconded by Lambrecht, to approve proceeding with the Waste Water Ponds Odor project for up to \$2,000 in upfront costs and \$12,000 in chemical costs per year.** Discussion held. **Motion carried with roll call vote 8-0.**

August 2014 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$230,541.43	\$177,182.12	\$407,723.55
201 WATER OPERATING FUND	\$194,069.16	\$34,241.99	\$228,311.15
202 SANITARY SEWER OPERATING FUND	\$36,443.19	\$21,302.38	\$57,745.57
203 WASTE REMOVAL OPERATING FUND	\$21,657.04	\$750.30	\$22,407.34
204 WASTE REDUCTION FUND	\$90.00		\$90.00
205 VECTOR CONTROL FUND	\$7,112.48	\$1,776.04	\$8,888.52
206 STREET LIGHTING	\$9,252.37		\$9,252.37
209 LIBRARY LEVY FUND	\$6,962.42	\$13,758.49	\$20,720.91
213 ADVERTISING LEVY FUND	\$802.26		\$802.26
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$553.00	\$581.54	\$1,134.54
226 EMPLOYEE SAFETY COMMITTEE	\$150.00		\$150.00
227 ANNUAL RESERVE WH FUND		-\$2,839.00	-\$2,839.00
229 CAPITAL IMPROVEMENTS FUND	\$56,306.11	-\$150,000.00	-\$93,693.89
233 REAL ESTATE LEVY FUND	\$2,356.98		\$2,356.98
236 LEVEE MAINTENANCE	\$2,399.78	\$7,297.64	\$9,697.42
253 METER DEPOSITS TRUST FUND	\$212.11		\$212.11
261 UNEMPLOYMENT COMP RESERVE FUND	\$80.04		\$80.04
271 ECONOMIC DEVEL DEPT FUND	\$2,228.18	\$11,658.74	\$13,886.92
303 MISCELLANEOUS FUND	\$100.80		\$100.80
305 VECTOR CONTROL DIST LEVY FUND		\$453.60	\$453.60
317 JOB DEVELOPMENT LEVY FUND	\$42,341.00		\$42,341.00
318 WEED MAINT LEVY FUND	\$1,796.63		\$1,796.63
319 LODGING TAX FUND	\$2,528.31		\$2,528.31
320 SALES TAX OPERATING FUND	\$114,472.05		\$114,472.05
323 SALES TAX DEVELOPERS AGMNT RES	\$1,889.00		\$1,889.00
326 REVOLVING LOAN FUND	\$7,519.15		\$7,519.15
361 GASOLINE,OIL,ETC		-\$994.88	-\$994.88

390 CLUBHOUSE MAINTENANCE	\$255.00		\$255.00
393 DOWNTOWN CARE & MTC FUND	\$767.40		\$767.40
574 5-2-97 (FLOOD PHASE II)	\$5,183.00		\$5,183.00
631 11TH ST. N. AVE B TO 16TH AVE	\$172,281.66	\$339.93	\$172,621.59
636 16TH AVE. 11TH ST TO HWY 210	\$11,156.50		\$11,156.50
639 E. SANITARY SEWER 13-02-02	\$4,285.00		\$4,285.00
640 WELL #3 RISER REPAIRS/WELLHSE	\$33,690.57		\$33,690.57
<b>TOTAL</b>	<b>\$969,482.62</b>	<b>\$115,958.87</b>	<b>\$1,085,441.49</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Planning Commission September 18<sup>th</sup>, 4:00 P.M.
- b. Finance Cmt. September 22<sup>nd</sup>, 12:00 Noon
- c. Public Works Cmt. September 23<sup>rd</sup>, 5:00 P.M.
- d. Special Assessment Commission Public Hearings September 23<sup>rd</sup>, 5:30 P.M.

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

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Mayor Hansey

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Lynelle Amos, Finance Assistant