

Wahpeton City Council
October 5, 2015
5:00 p.m.

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

Absent: Bajumpaa

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, Guck, Rogahn, and Cain

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Hearing on Community Development Block Grant Closeout – Well House #3 – Mitch Calkins of Lake Agassiz Regional Council said today was intended for the closeout final public hearing for the Well #3 Reconstruction Project that they helped fund last year. He said the total cost of the project was approximately \$348,700 of which the Community Development Block Grant covered \$289,300. He asked for any questions or comments as far as the CDBG process. Lambrecht thanked LARC for the grant opportunity and their efforts. Hansey asked Huwe if there were any written or oral protests received of which there were none. Hansey then asked if there was anyone present to protest of which there was none. **Motion by Schmidt, seconded by Bertsch, to approve the Community Development Block Grant Closeout for Well House #3 Reconstruction Project. Motion carried with a roll call vote of 7-0.**

Public Hearing on the Assessment List for Street & Storm Sewer District 12-01-06 – Resolution No. 3581 Confirming Assessments and Directing Certification of Levy – Rogahn reviewed the 11th Street North Reconstruction Project, which went from Avenue B to 16th Avenue North and converted a rural section road into an urban section with curb and gutter, trunk storm sewer line, street lowered to match existing streets, street widened with parking lane and turn lane, water main and sanitary sewer that were lowered, and 5' sidewalk installed on the west side. Rogahn said the final project cost was \$2,523,007.39 less State/Federal Share of \$1,783,767.86 and less the County Share of \$278,404.13 for a total assessment spread of \$460,835.40. Regarding how the assessments were spread, location maps were provided with Tier 1 Street properties designated in orange for those who absorbed the greatest amount of the cost for the street portion of the project at 90% of the City cost and Tier 2 Street designated in green on the east side of the road who received a secondary benefit at 10% of the City cost. For storm sewer, Rogahn explained the Tier 1 Storm Sewer designated in orange were properties that benefited directly at 75% of the City cost and Tier 2 Storm Sewer designated in green received a secondary benefit at 25% of the City cost. Rogahn then asked for questions or comments. Mitskog commented that she was an opponent as to the way the specials were spread due to the schools located in this area she felt they should be more city-wide, and now the State Legislature has asked every community to come up with a special assessment policy and she wondered if that would be considered for future street reconstruction projects that are a benefit community-wide. Rogahn said that Miranowski is currently reviewing a draft of that policy. Hansey asked Huwe if there were any written or oral protests received of which there were none. Hansey then asked if there was anyone present to protest of which there was none.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3581
RESOLUTION CONFIRMING SPECIAL ASSESSMENT LIST
FOR ASSESSMENT DISTRICT 12-01-06

STREET AND STORM SEWER IMPROVEMENT DISTRICT 12-01-06
(11th Street North - Reconstruction)
(Avenue B to 16th Avenue North)
(11th Street North to Hwy 210 Bypass – Storm Sewer)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Wateland. Motion carried with a roll call vote of 6-1, with Lambrecht, Bertsch, DeVries, Dale, Bajumpaa, and Schmidt voting ‘aye; and Mitskog voting ‘nay’.

Proclamation Declaring Manufacturing Day Oct. 14, 2015

Schmidt read a Proclamation Declaring Manufacturing Day October 14, 2015. It stated the City of Wahpeton through its Economic Development Department and local Job Service have partnered with NDSCS, Bobcat, Minn-Dak, Masonite, and ComDel Innovations and organized tours for Juniors and Sophomores of Wahpeton High School in the second annual Manufacturing Day program. Students will be touring and learning first-hand about career choices local manufacturers provide. All citizens were urged to recognize that when our manufacturing base and our value added ag industries are strong, our entire economy is strong.

Proclamation Honoring Chahinkapa Zoo –

Bertsch read a Proclamation Recognizing Chahinkapa Zoo 2015 Association of Zoos & Aquariums Accreditation, and commending Kathy Diekman and the Chahinkapa Zoo staff for their continued commitment to exceeding standard expectations and recognition in earning their fifth AZA Accreditation. Appreciation was shown through a round of applause. Diekman expressed her thanks and said the zoo is very proud of being part of what Wahpeton has to offer, not only in the tourism that they bring to town to share our wonderful community with everyone who visits, but also with the science portion of what they bring to town, they are very proud of their work and are very proud to be in Wahpeton.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held September 21, 2015

Games of Chance Licenses, Site Authorizations & Special Permits:

- Wahpeton Breckenridge Chamber of Commerce – Raffle Permit
- Head of the Red Gun & Archery Club – Raffle Permit
- SE Fraternal Order of Police – Raffle Permit

Other Games of Chance and/or special permits:

- HBA Club NDSCS – Raffle Permit

Presentation/Approval of Reports

- Fall Cleanup Week – collection at Waste Management Oct. 12th – 16th
- National League of Cities 2015 Priorities for Washington
- Regional Workforce Study

http://www.fargomoorhead.org/assets/templates/fmcvb/uploads/docs/2015_06_15_Fargo_Regional_Workforce_Study_FINAL2.pdf

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

REPORTS FROM CITY OFFICERS AND STAFF
FINANCE DIRECTOR

Special Assessments for the 11th St. N. Project may be pre-paid with no interest until Oct. 20th

– Huwe gave a reminder that there is an opportunity for residents who are in the special assessment district to pre-pay their special assessments without any interest prior to October 20th. Questions can be directed to City Assessor Broadland.

Tax Forfeited Properties – Hearing for Objections Oct. 6th at 8:10 AM at Courthouse

– Huwe explained that the City typically would receive the list of properties subject to tax forfeiture in early September and the list would be presented to the Council to evaluate the suggested sales prices.

This year the list, of which a copy was provided, was received September 29th but there were no new properties subject to forfeiture. The only ones that were previously listed had been redeemed by the current property owners so the prices are consistent with what was listed last year. Huwe said if the Council would like to contest any of those prices or would like a higher amount requested the hearing can be attended tomorrow morning and request that of the Richland County Commission. She then asked for a motion approving the unsold property minimum sale prices.

Motion by Mitskog, seconded by Bertsch, to approve the Unsold Properties Minimum Sale Prices as presented. Motion carried with all voting ‘aye’.

BND Infrastructure Loan Fund – request referral to Finance Cmt. – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Contract Authority Ordinance Review – request referral to Finance Cmt. – Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Recommendations from the Planning Commission & Renaissance Zone Authority

– In Priebe absence, Huwe presented the Economic Development Director’s Report. In their meeting earlier today, Huwe said the Planning Commission/Renaissance Zone Authority reviewed an application submitted by Richland Wilkin Funeral Homes, LLC to demolish an existing facility on 3rd Avenue North and to build a new building on that existing site. The RZA evaluated the Payment In Lieu Of Taxes or property tax exemption that would be considered. The City Assessor provided three different scenarios. The first was a tiered property tax exemption over 5 years with 100%, 80%, 60%, 40% and 20%. The second exemption was a 5 year tax exemption provided on the property improvements only. And the third was a 100% exemption for 5 years. The RZA made a unanimous motion to offer a 5 year exemption on the improvements only, with the estimated value of that exemption being \$63,637. Huwe requested a motion to approve that recommendation.

Motion by Bertsch, seconded by DeVries, to approve a 5 year property tax exemption on the improvements only for the Richland Wilkin Funeral Homes, LLC Renaissance Zone Project on 3rd Avenue North. Motion carried with a roll call vote of 7-0.

In other notes from the Economic Development Office, Huwe said the Renaissance Zone Boundary revisions have been officially approved. Owners within the additional blocks and all the property owners in the entire Renaissance Zone will be receiving updated information on the program sometime this month.

To continue moving the Cooperative Housing project forward, there is a need to conduct a feasibility study for this type of housing and the Finance Committee will offer a recommendation later in the meeting to discuss this further.

Manufacturing Day is October 14th and Huwe explained the importance of the opportunity for this gateway event.

Information and applications were received from PACES Lodging for a FLEX PACE for housing project and two PILOT applications for apartment complexes north of Walmart. The PILOT applications are in the preliminary review, and Huwe asked that they be referred to the Finance Committee. Mayor Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Huwe announced the Grain Bin officially opened October 1st in the former Bon Jos location. Also, the American Association of University Women has a tour of homes scheduled for Sunday, October 25th from 1-5 p.m. Tickets will be on sale this week with the proceeds being used towards educational scholarships.

Huwe then stated there is an MDI hearing appealing the Building Official's order scheduled for October 19th immediately following the City Council meeting, requiring a quorum of Council members to be in attendance.

NDLC Conference Update – Huwe reported she attended six different training sessions at the NDLC Conference in Fargo last week, including one on Renaissance Zones and TIF Districts which she felt was very interesting and informative. In other sessions, she said there was an election update, she learned about municipal contracts, there was an interim legislative update, and a session on employee recruitment and retention. Huwe said she appreciated the opportunity to attend the ND League of Cities Conference and do some networking and meet new people, as she felt it was a valuable experience.

Bertsch commented that she also attended the NDLC Conference and had the opportunity to take a couple of bus tours and said it was interesting to see the housing, apartments and senior housing going up in Fargo. She also attended an entrepreneurial workshop that took place downtown. She met a lot of people and felt good to be representing Wahpeton in a time of expansion.

ASSESSOR/BUILDING CODES

Broadland reiterated that any residents can come in and pre-pay the 11th Street North special assessments prior to October 20th, 2015. She said she has information available to them if they have any question.

ECONOMIC DEVELOPMENT DIRECTOR

Small Business Development Center Update – Justin Neppel – Justin Neppel of the ND Small Business Development Center explained that his primary job is to help people start businesses, expand businesses, secure capital, write business plans, etc., in a 3 county area, Sargent, Richland and Ransom. His office is located on the NDSCS campus. Reporting on Wahpeton numbers, he said for 2015 year-to-date he has signed up 24 clients in Wahpeton, which is about 40% of his 51 total clients. Of those 24 clients, 3 were successful start-ups, and an additional 5 businesses he is currently working with that he feels have crossed significant milestones and would anticipate them to be starting up business by the first of the year or shortly thereafter. He helped 3 businesses in Wahpeton secure \$1.4 million in capital, and anticipates another \$1.1 million with another 5 businesses in Wahpeton before the end of the year or shortly thereafter. Regarding other projects that he is working on, he talked about the NDSCS incubator whose concept is to leverage available space and resources on NDSCS campus. He is looking at holding another Business Bootcamp like was done last winter, plus do a seminar on how to start a business. Another thing he just started working on is a CEO (Creating Entrepreneur Opportunities) Program aimed toward high school students to educate them on how to start a business.

LIBRARIAN

Library Report – Guck reported that the Adult Spelling Bee was fantastic with 10 teams participating, and very good spectator turnout. The first place team was the law firm of Smith, Strege, Fredericksen & Butts, second place was the Spellbinders, and third place was the Young Professionals Network. The coloring contest winner was Kathy Matejcek. \$1,800 was raised, with \$1,000 going towards funding Books in Bars, and \$800 toward children’s programming at the library. Guck said she plans to hold the Spelling Bee again next year as it was a good event with really good community response. She said the staff at the Firehouse Pub were great as well as the volunteers who helped to make it successful.

Guck said when she was in Jamestown a few weeks ago at the ND Library Association Conference she met North Dakota First Lady Betsy Dalrymple, and one of her initiatives is bringing Imagination Library (started by Dolly Parton) to as many ND communities as she can. Children from 0-5 years of age are eligible for the program as long as local communities fund it and get it started, at the cost of \$25 per child per year. Each child will receive a hard cover book delivered to their home every month that’s theirs to keep. Guck felt this was a great way to promote reading. Dalrymple is interested in bringing the program to Wahpeton/Breckenridge and this Thursday she will be at Leach Public Library at 11:15a.m. so Guck was just trying to get the word out. She urged anyone who would be interested in partnering with the project, as it is a financial commitment, and felt it would be very good for the community.

Guck announced that Author Karen Hansen is at the Breckenridge Library at 6:30p.m. tonight. She wrote the book “Encounter on the Great Plains”.

Guck also announced that Chocolate Chocolate Day is next Thursday, October 15th from 12:30–5p.m. It will also be open for an evening event this year from 7–9p.m., with a book sale from Thursday to Saturday.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski reported that next week, October 13, 14 and 15, fall hydrant flushing will be conducted. He also wanted to inform residents that the yard disposal site is open and is located at the end of 23rd Avenue North by the tree disposal site. Residents are asked to empty plastic bags into the dumpsters and dispose of them properly themselves.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Recommendation from the Hay Compensation Study Committee to approve the proposed 2016 salary scale with amendments – DeVries reviewed a summary of the ad-hoc committee meeting held last week and recommendations made. **Motion by DeVries, seconded by Bertsch, to approve the proposed 2016 salary scale with amendments as recommended by the Hay Compensation Study Committee.** Dale said he knows this has drug on and that City staff leaders want to make sure that City employees are compensated well, and as an elected official he had strong feelings also that we have to make sure employees are being compensated fairly, and after the ad-hoc committee meeting last Thursday he was still was not comfortable with the grade assignments as they are proposed. Schmidt agreed with Dale, and felt all Council members should be involved. A timeline for a decision was discussed. **Motion failed 2-5, with DeVries and Bertsch voting ‘aye’; and Dale, Wateland, Schmidt, Lambrecht and Mitskog voting ‘nay’.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met at noon on September 28th.

Brew Ales & Eats Development Documents – motion to recommend approval – Motion by DeVries, seconded by Lambrecht, to approve the Development Agreement Documents with Brew Ales & Eats with revisions as presented by Attorney Lies. Motion carried with a roll call vote of 7-0.

Cooperative Housing Pre Development of River Pointe Cooperative – motion to recommend reallocation of up to \$10,000 previously approved on April 6, 2015 from site development to enter into a contract with Maxfield Research to conduct a feasibility study – Motion by DeVries, seconded by Dale, to approve the reallocation of up to \$10,000 from the \$25,000 Set Aside Fund previously approved on April 6, 2015 dedicated for Cooperative Housing site development for the purpose of entering into a contract with Maxfield Research to conduct a Full Market Feasibility Study for River Pointe Cooperative. Discussion held regarding a comprehensive housing study and using this information as part of that. Motion carried with a roll call vote of 7-0.

Public Works Public Safety Committee Report

Lambrecht said the Public Works Public Safety Committee met at 5:00 p.m. on September 29th.
Bus Unloading Area at St. John’s School – discussion

Yard Waste Collection Update – motion to recommend approval of the revised agreement for composting services with Jay Schnell – Motion by Lambrecht, seconded by Schmidt, to approve the Revised Agreement for Composting Services with Jay Schnell. Motion carried with all voting ‘aye’.

Waste Water Ponds Odor Concerns Update – discussion

Garage & Shed Demo at 804 2nd Ave. N. – motion to recommend approval of the base bid from Comstock Construction, Inc. for \$1,400 – Motion by Lambrecht, seconded by Bertsch, to approve the base bid from Comstock Construction, Inc. for \$1,400 for the Garage and Shed Demolition at 804 2nd Avenue North. Motion carried with a roll call vote of 7-0.

Staff Updates – motion to recommend approval of the use of City’s crushed concrete inventory for School District Project – Motion by Lambrecht, seconded by Dale, to approve the use of the City’s Crushed Concrete Inventory for the Wahpeton School District Project. Motion carried with all voting ‘aye’.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 12th, 12:00 Noon
- b. Public Works Committee October 13th, 12:00 Noon
- c. Planning Commission October 15th, 4:00 p.m.

Huwe noted that a Committee of the Whole meeting needs to be scheduled.

Motion by Mitskog, seconded by Lambrecht, to adjourn at 6:05 p.m.

Mayor Hansey

Lynelle Amos, Finance Assistant