

**Wahpeton City Council**  
**April 4, 2011**

**Present:** Hansey, Hartman, Mitskog, Sturdevant, DeVries, Dale, and Bohn

**Absent:** Bertsch and Bajumpaa

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

Meeting called to order by Mayor Sturdevant.

**Bids/Offer/Quotes**

**WTP Energy Improvements Ph 1, Project No. W09-164** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

**Hydrant Replacements, Various Locations – 2011, Project No. W10-169** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

**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 March 21, 2011**

**Approval of minutes of City Council Retreat held March 24, 2011**

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

Game of Chance Permit for Ladies Night Raffle

Game of Chance Permit for Wahpeton Fire Dept. Gun Raffle

Other Games of Chance and/or special permits

**Presentation/Approval of Reports**

NDIRF Notice of Annual Meeting

North Ottawa Project

ND Dept. of Health SDWA 2010 Certificate of Compliance

ND State Tax Dept. Sales Tax Newsletter

**Motion by Hartman, second by Hansey, to approve the Consent Agenda items as presented.  
Motion Carried.**

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR/AUDITOR**

**Proposed Initiated Measure to abolish Property Taxes** Huwe requested this item be referred to Finance Committee. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

**Workforce Safety Recommended Policies** Huwe requested referral of this item to Finance Committee which is in regard to policies for safety as well as premiums paid for Workforce Safety. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

**NDLC Regional Meeting in Valley City May 4<sup>th</sup>** Huwe asked that anyone interested in attending contact either herself or Jerri Gutzmer.

**Business After Hours April 14<sup>th</sup>** Huwe asked any council members interested in attending this event to contact Jerri Gutzmer to reserve a ticket.

**Legislative Update conference calls on Fridays at 2:00 p.m.** Huwe said these calls continue and are winding down the legislative season this year.

### **ASSESSOR/BUILDING CODES**

**Notice of Equalization Meeting April 12, 2011 5:00 p.m.** – Assessor Broadland reminded the Council of this annual mandatory scheduled meeting. Broadland stated 80 notices of increased valuation had been sent out and anyone with questions should contact her at City Hall. She said those that cannot attend this meeting can contact City Hall to continue to April 18<sup>th</sup> following the City Council meeting.

### **ATTORNEY**

**Liquor Ordinance Penalty Change** Lies requested referral of this item to PW Committee, which he said was in regard to the ordinance as it relates to patrons carrying drinks out of liquor establishments onto streets, etc. and reducing the fine from a misdemeanor to an infraction. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

### **ECONOMIC DEVELOPMENT**

Priebe announced the kick-off for the HIP Program will be Tuesday, April 5<sup>th</sup> at 10:00 am at Gate City Bank. Applications and program information are available at City Hall as well as at Gate City Bank.

Regarding the business and industry questionnaire sent out a few weeks ago, Priebe reported 20 of the 34 mailings have been filled out and returned. Visits to these companies will be scheduled this summer to review the Comprehensive Plan Update, share information on programs, and learn about the businesses' current economic condition so the economic development department is better prepared to serve the existing industries, also known as Business Retention/Expansion.

Following the reminder in the paper by VJ Smith that the words “Thank You” can go a long way, new vinyl lettering has been installed on the front door and community room door at City Hall welcoming residents and guests.

Priebe reported that since that last council meeting, the judgment of default has been satisfied by Jeff and Shar Paur. She said a letter was signed by Finance Chair, Tiana Bohn, and although the Finance Committee did not meet they will be ratifying it at their next meeting.

Priebe said that she and Dan Reilly attended a meeting in Fergus Falls on March 29<sup>th</sup> regarding a Tour of Manufacturing event for Fergus Falls and Wahpeton manufacturers. The event is scheduled for spring 2012 and will feature 4-6 local manufacturers as well as NDSCS.

Priebe then gave a reminder that the 16<sup>th</sup> Annual NDSCS Dreams Auction will be held Friday, April 8<sup>th</sup>.

## **LIBRARIAN**

**April Activities Update** MacIver announced that April marks National Library Week April 10-16, 2011 with the theme this year being “Libraries, the Heart of Every Community” the following activities are scheduled: Tuesday is National Library Workers Day and Wednesday is Patron Appreciation Day. Drawings will be held throughout the week as patrons visit the library. MacIver added that April is National Poetry Month. She also reported that the Leach Public Library now has its own website up and running as of today.

## **PUBLIC WORKS DIRECTOR NELSON**

### **PW Report**

Nelson requested referral for a report on the traffic signals and signing on Dakota Avenue to PW Committee. Nelson noted there have been a variety of questions/issues regarding the operation of the signals as well as the signing, and he and the project consultant engineer will be prepared to give a report to explain the current signal operations. Nelson said the signals are functional but have not had a final inspection by the NDDOT but will in the near future. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson then requested referral of two change orders, numbers 6 and 10, with Dunnick Inc. for the Dakota Avenue utilities. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Regarding the spring break-up, Nelson reported that spring thaw is well under way and snow melt has been steady. He noted there is a lot of water moving through the system. He talked about how the weather/precipitation could affect the forecast of 15.5 feet. Nelson said the North Ottawa Project is storing all inflow and White Rock is closed entirely. Nelson said the levees are 80% complete in length. He said all flood gates are closed at this time, and plans in place to construct the temporary levy in the golf course if needed. All pump stations have been serviced and activated by staff with maintenance pumps running regularly. Portable pumps and emergency generators have been serviced and are in working order. Nelson said training re-familiarization has been held at staff level. Sand bags have been filled and loaded onto trucks and empty bags are available at City Hall from 8am-5pm Monday-Friday.

Nelson noted that the bid openings mentioned at the beginning of the meeting have not been held yet but will be in the near future.

Nelson also urged residents to direct their sump pumps outdoors and out of the sanitary sewer.

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

### **Finance Committee Report**

Bohn said the Finance Committee did not meet due to lack of a quorum so there was nothing to report at this time, but several items remain on the agenda.

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

Hansey said the Publics Works Public Safety Committee met at noon on March 29<sup>th</sup>.

**Golf Clubhouse Insurance Claim Update** – discussion held.

**Consent Agenda Review** – Hansey said a motion was made to support its use.

**Bid Award for Dakota Ave. Landscape Enhancement Proj. TEU-8-013(048)390 – motion to recommend award of bid to Hoffman & McNamara Co. for \$213,188.81. Hansey reviewed the scope of the project. Motion by Hansey, second by Hartman, to award the bid for Dakota Avenue Landscape Enhancement Project TEU-8-013(048)390 to Hoffman & McNamara Company for \$213,188.81. Motion carried roll call vote 6-0.**

**Professional Services Agreement for Construction Engineering for Dakota Avenue Landscape Enhancement Pro. TEU-8-013(048)390 – motion to recommend approval of professional services contract with Interstate Engineering, Inc. for \$26,799.00. Motion by Hansey, second by DeVries, to approve a Professional Services Agreement with Interstate Engineering, Inc. for \$26,799.00 for Construction Engineering for Dakota Avenue Landscape Enhancement Project TEU-8-013(048)390. Motion carried roll call vote 6-0.**

**Professional Services Agreement for Preliminary Design Engineering of Cul-de-Sac Street Improvements, Various Locations, Project No. ST10-161 – motion to recommend approval of professional services contract with Interstate Engineering, Inc. for \$10,389.00. Motion by Hansey, second by Hartman, to approve a Professional Services Agreement for Preliminary Design Engineering of Cul-de-Sac Street Improvements, Various Locations, Project No. ST10-161 with Interstate Engineering, Inc. for \$10,389.00. Motion carried roll call vote 6-0.**

**Professional Services Agreement for Design Engineering of Alley Improvements, Various Locations, Project No. ST10-162 – motion to recommend approval of professional services contract with Interstate Engineering, Inc. for \$15,736.00. Motion by Hansey to approve a Professional Services Agreement for Design Engineering of Alley Improvements, Various Locations, Project No. ST10-162 with Interstate Engineering, Inc. for \$10,389.00. It was then pointed out that the amount was incorrect. Motion by Hansey, second by Hartman, to amend the motion to the amount of \$15,736.00 with Interstate Engineering for Professional Services Agreement for Design Engineering of Alley Improvements, Various Locations, Project No. ST10-162. Motion carried roll call vote 6-0.**

#### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee April 11<sup>th</sup>, 12:00 Noon
- b. PW/PS Committee April 12<sup>th</sup>, 5:00 P.M.
- c. Council meets as Board of Equalization April 12<sup>th</sup>, 5:00 P.M.
- d. Flood Committee April 15<sup>th</sup>, 7:00 A.M.

**Motion by Mitskog, seconded by Hartman, to adjourn.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant