

**Wahpeton City Council
November 1, 2010**

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

Motion by DeVries, second by Bertsch, to approve the Council Minutes from October 18, 2010. Motion Carried.

Motion by Mitskog, second by Bertsch, to approve the Special Council Minutes from October 26, 2010. Motion Carried.

PUBLIC HEARINGS

Public Hearing on Resolution of Necessity for Street Improvement District 10-03-04 (Alley Improvements, Property Areas A,B and C, Proj. No. ST10-162)

Mayor Sturdevant asked if there were any written protests received. Nelson explained a petition had been received to opt out on southern alleys designated as areas D & E and northern portion of C. He said property owners were in favor in project areas labeled A & B and southern portion of C. Mayor Sturdevant then asked if there was anyone present to protest areas A, B or south portion of C, hearing none Mayor asked Huwe if any written protests had been received, there are none. A resident that was present then asked some questions about the project regarding drainage, moving telephones poles to allow for parking, and cost, which Nelson addressed.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3443
**RESOLUTION DETERMINING INSUFFICIENCY OF PROTEST
AGAINST IMPROVEMENT DISTRICT 10-03-04
(AREAS A, B AND SOUTH PORTION OF C)
AND SUFFICIENT PROTEST AGAINST
IMPROVEMENT DISTRICT 10-03-04
(AREAS NORTH PORTION OF C, D AND E)**

The motion of the foregoing Resolution was duly seconded by Council member Bertsch, Motion Carried.

Scouts from Troop 346 present at the meeting working on their Citizenship in the Community Badge were welcomed and introduced themselves.

REPORTS

FINANCE DIRECTOR/AUDITOR HUWE-Huwe asked for approval for any site authorizations or games of chance permits presented.

Council member Bohn offered the following game of chance permit and moved its adoption:

St John's Church

The motion for the adoption of the foregoing Resolution was duly seconded by Bajumpaa.

City Council Retreat – November 16th from 4 to 8 pm Huwe asked that council members check their schedules to see if this date and time work for them.

Town Centre Square Update Huwe said this item would be deferred to Attorney Lies.

NDLC Nuts & Bolts for the Newly Elected in Fargo on November 10th Huwe felt this is a beneficial workshop for newly elected officials and anyone interested in attending should contact her.

PILOT Application for Lindenwood II – request referral to Finance Committee Mayor Sturdevant will refer this item to Finance & Personnel Committee.

Golf Club House Maintenance Expenses & Update – request referral to PW Committee Mayor Sturdevant will refer this item to PWPS Committee.

Scheduling of Evaluations – request referral to Finance Committee Mayor Sturdevant will refer this item to Finance & Personnel Committee.

ATTORNEY

Lies requested second reading and adoption of **Ordinance No. 934 Rezoning Request of Vertin Munson Funeral Home property at 503 3rd Ave. N., 224 6th St. N., and 218 6th St. N.**

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

ORDINANCE NO. 934
AN ORDINANCE REZONING FROM TWO-FAMILY RESIDENCE (R-2)
TO BUSINESS-HEAVY (B-2)
(PART OF ORIGINAL TOWNSITE)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Mitskog, Motion Carried.

Regarding **Town Centre Square**, Lies explained that US Bank is willing to sign off on any interest they have at the cost of \$2,500, and that Jerry Meide has agreed to the same and will also provide the abstracts of title. Lies strongly recommended the City do so which would make the title marketable. He strongly recommended approving obtaining Quit Claim Deeds from US Bank and the Meide's in their Town Centre Square entities for the sum of \$2,500. Huwe explained that there were RLF loan proceeds remaining to cover these costs. **Motion Bohn, second by Dale, to approve obtaining Quit Claim Deeds from US Bank and Jerry & Sandra Meide in their Town Centre Square entities at the cost of \$2,500 each.** Discussion followed. It was noted that RFP's for Town Centre Square are due in City Hall on November 15th, 2010, but that if more time is needed that date could possibly be pushed back to the end of the month. **Motion Carried roll call vote 8-0**

ECONOMIC DEVELOPMENT DIRECTOR PRIEBE

Economic Development Report

Priebe introduced Shari Hetland, the new Economic Development Assistant, who introduced herself and gave a brief background.

Priebe gave an update on the Comprehensive Plan Update saying a timeline has been developed and interviews will be held November 17 & 18, with mailings being sent out asking for participation.

Regarding the NorthPark spec homes, Priebe said they are nearing completion and one will be listed with a local realtor. She also stated that the NSP house may have a qualified buyer soon.

Priebe announced that Wahpeton/Breckenridge will be featured in the December issue of Prairie Business Journal.

Priebe said that the Wahpeton CVB will be ordering new summer banners to fit the new light poles on Dakota Avenue and also new winter banners which need to be ordered by next week if want to display them yet this holiday season.

Elm Court Lot No. 15 for NDSCS – request referral to Finance Committee Priebe said that NDSCS Construction Technology is now interested in building on this lot. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Nelson requested referral of the **annual review of the policy for snow and ice control** to Public Works Public Safety Committee. Mayor Sturdevant will refer this item to PWPS Committee.

Nelson requested referral of **Change order #1 final for seal coats project 2010 with Morris Seal Coat** to Public Works Public Safety Committee. Mayor Sturdevant will refer this item to PWPS Committee.

Nelson explained a proposed improvement project for 3rd Ave. N. includes all utilities, water, storm sewer, sanitary sewer, street, street lightings and potentially sidewalks, and that the project need is based on the condition of the sanitary sewer. Nelson also talked about the district boundaries and that not all properties within the district will receive all three benefits: water, sewer and storm sewer. Lies explained this project will require a Resolution of Necessity hearing because streets are involved.

Council member Mitskog offered the following and moved its adoption:

RESOLUTION NO. 3444
RESOLUTION CREATING 3RD AVE. NORTH RECONSTRUCTION IMPROVEMENT
DISTRICT 11-01-06
(STREET AND UTILITIES)

The motion of the foregoing Resolution was duly seconded by Council member Hansey, Motion Carried.

Motion by Mitskog, seconded by Hansey, to set a Resolution of Necessity hearing. Motion carried all voting aye. Discussion was then held regarding the property owners in this area already paying specials for the recent Dakota Avenue street projects.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3445
**RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
FOR THE IMPROVEMENT IN 3RD AVE. NORTH RECONSTRUCTION
IMPROVEMENT DISTRICT 11-01-06
(STREET AND UTILITIES)**

The motion of the foregoing Resolution was duly seconded by Council member Dale, Motion Carried.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn gave the Finance Committee report from the meeting held October 25, 2010. She said discussion was held and suggestions made regarding the **request review of Contractor's License Renewals**. This is an ongoing agenda item.

Liquor License Ordinance Review, Motion by Bohn, second by Mitskog, to recommend City Attorney Lies draft ordinance amendment to include provisions for a Beer & Wine only license. Lies said the ordinance was drafted and ready for first reading, and suggested adding 'cordials' to the ordinance.

The first reading of the amendment to the liquor license ordinance to include cordials offered by Bertsch:

ORDINANCE NO. 935
**AN ORDINANCE AMENDING SECTION 22-205
(LIQUOR LICENSE CLASSIFICATIONS TO INCLUDE PROVISIONS
FOR BEER, WINE AND CORDIALS)**

Regarding **NDSCS Building Construction Technology Spec Home**, Bohn said it was decided to remove this item from the agenda. She said an update on the spec homes currently being built was heard and discussion held regarding how to handle city-owned properties in the future.

A **City Council Retreat** will be held in November with elected officials and staff attending. **Motion by Bohn, second by Mitskog, to approve the proposal from Dale Carnegie at the cost of \$1,250 plus mileage of 50¢ per mile to facilitate the City Council Retreat on November 16th, 2010. Motion Carried.** It was noted the retreat will focus on understanding the mission of the City and goal setting for 2011. **Motion Carried, roll call vote 7-1 with Bertsch, Hansey Mitskog, DeVries, Dale Bajumpaa, and Bohn voting 'aye', and Hartman voting 'nay'.**

Public Works Public Safety Committee Report

Hansey gave the Public Works Public Safety Committee report from the meeting held on October 26, 2010.

Motion Hansey, second Hartman, to approve the Professional Services Agreement with Interstate Engineering for \$59,361 for design services. Motion Carried roll call vote 8-0.

Hansey said discussion was held regarding **Adoption of 2009 I-Codes, IBC Amendments, and permit fee review.**

Hansey said **On-Street Parking Configuration on 6th St N** was addressed with lots of representation present at the meeting and it was decided to leave it as diagonal for now. Suggestion was heard to restrict parking to one hour in the affected area. It was also proposed to add this to the Preliminary Design on the downtown side streets for assessment of parking in downtown area. Nelson said his proposal is to come back with an amendment to the Preliminary Design Contract for the side streets that the City has with Interstate Engineering.

Regarding **Review of Sign Code Portable Signs Requirements and Enforcement**, Hansey said discussion was held. Ongoing discussion continues for **Street Light Maintenance Agreement, Dilapidated Properties Report, and Prime Board Property Maintenance.**

Motion Hansey, second DeVries, to authorize Public Works Director to collect proposals for 2010-2011 sidewalk snow removal on Dakota Avenue. It was noted the City would fund the program this year and the property owners next year. **Motion Carried.**

PRESENTATION OF COMMUNICATION/REPORTS

- a. *Lake Agassiz Water Authority Bulletin*
- b. *Project Management Plan – Red River Basin Watershed Feasibility Study*
- c. *Wahpeton Visitors Committee Q3 Report*

Motion by Bohn, seconded by Bajumpaa, to approve the reports sent in the mail and in the correspondence book. It was noted that a name needs to be updated on page 9 of the Project Management Plan. **Motion Carried.**

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee November 8th, 12:00 Noon
- b. PW/PS Committee November 9th, 12:00 Noon

Motion by Mitskog, seconded by Hansey, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant

