

Wahpeton City Council
November 15, 2010

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

Absent: DeVries

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

Meeting called to order by Mayor Sturdevant.

Motion by Bertsch, second by Hansey, to approve the Council Minutes from November 1, 2010. Motion Carried.

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:

BW Blades Youth Hockey

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

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.

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

NDSCS Fishing Club

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

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

NDSCS Diesel Club

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

Town Centre Square Update Huwe said RFP's (Request For Proposal) are due today, and one comprehensive proposal has been received which includes 7 conditions. She requested referral to Finance Committee for further review. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

NDLC Biennial Legislative Workshop December 8th at the State Capitol Huwe asked that if anyone is interested in attending this workshop to contact her.

Second Reading of Ordinance No. 935 Liquor Licensing for Beer, Wine & Cordials Bullis explained that the ordinance has been modified to reduce the number of seats for a restaurant from 50 to 25 and is a C-2 Liquor License for a restaurant. **Motion by Bohn, second by Mitskog, to approve amendment to Ordinance No. 935 to modify seating from 50 to 25 seats for a Class C-2 Liquor License. Motion Carried.**

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

ORDINANCE NO. 935
AN ORDINANCE AMENDING §22-205 c
WINE, BEER AND CORDIAL LICENSES

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

Bullis stated the Ordinance will be published tomorrow and should be in place by the end of the week. Huwe then mentioned the resolution revising fees and said it will remain at \$709 until all fees are reviewed and the resolution will not be offered tonight.

Liquor License Application – Mrs. J’s Sweet Treats Huwe said Melissa Jaskowski is applying for a liquor license for her new business and that it may be approved contingent on all criteria of the license being met. Jaskowski was present and addressed the Council regarding her business and its location. **Motion by Hartman, second by Hansey, to approve Mrs. J’s Sweet Treats liquor license application contingent upon all criteria being met. Motion Carried.**

City Council Retreat – November 16th from 4 to 8 pm Huwe reminded the group of this event scheduled to be held the following evening at City Hall.

ECONOMIC DEVELOPMENT DIRECTOR PRIEBE

Economic Development Report

Priebe said most recent activity in the Economic Development office has been administrative and educational. She said she has presented to several organizations promoting “Wahpeton Welcome” campaign, worked on preparing and responding to RFP’s, and scheduling Comprehensive Plan Update listening sessions which she said Council members and staff were welcome to attend as many meetings as possible and to encourage others to participate.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Nelson said winter is approaching creating the need to review the snow removal and ice control policy, which he said is available at City Hall or on the City’s website. Nelson then reviewed some items of the policy. It was noted that although the City will assist with sidewalk snow removal along Dakota Avenue this year, those businesses still have an obligation to maintain a safe sidewalk.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn gave the Finance Committee report from the meeting held November 10, 2010. She said a PILOT application was reviewed regarding Lindenwood II Senior Housing proceeding with a second building, and recommendation was made to proceed with negotiations. **Motion by Bohn, second by Mitskog, to approve offering a PILOT to Legacy IV Properties LLC for Lindenwood II. Motion Carried.**

Scheduling of Evaluations – Bohn said evaluations for the Finance Director, Public Works Director and Police Chief have been set to follow a Finance Committee meeting scheduled for November 22nd at 5pm.

Request review of Contractor's License Renewals – Bohn said once a year license renewals are being considered and how that will be maintained. Discussion is ongoing.

Regarding **Town Centre Square – status update**, Bohn said as of November 10th title action was complete giving clean title if transfer of ownership occurs.

NDSCS Building Construction Technology Spec Home had been removed from the agenda then added again as were interested in a lot in Elm Court which was sold to an individual party as of November 10th. The focus has now been changed to sending out requests for RFP's for the City's 2 in-fill lots to area developers.

The **City Council Retreat** is set for November 16th with Eide Bailly to identify visions and core values.

Public Works Public Safety Committee Report

Hansey gave the Public Works Public Safety Committee report from the meeting held on November 9, 2010.

Hansey said the committee reviewed and discussed a **Bois de Sioux Club House Maintenance Fund Expense Request. Motion Hansey, second Hartman, to approve an expense of \$3,004.56 for refrigerator replacement and dinnerware inventory from the Bois de Sioux Club House Maintenance Fund. Motion Carried roll call vote 7-0.**

Motion Hansey, second Hartman, to approve Change Order No. 1 (final) for Seal Coat Project ST10-176 Morris Seal Coat in the amount of \$6,229.45. Motion Carried roll call vote 7-0.

Adoption of 2009 I-Codes, IBC Amendments, and permit fee review –
The first reading of the ordinance offered by Hansey:

ORDINANCE NO. 936
AN ORDINANCE AMENDING SECTION 18-3001
ADOPTION – BUILDING CODE

Hansey said **Request for amendments to the IBC and the building permit fee schedule** was addressed, and a local contractor was present to express concerns with the amendments to the building codes which was explained thoroughly by City Assessor Broadland. Discussion is ongoing.

Regarding **Review of Sign Code Portable Signs Requirements and Enforcement**, Hansey said are still waiting on wording with the street license agreement with OtterTail Power. Hansey said Jim Oliver was present and updated the committee on Hobby Time Acres project, and Nelson explained some areas of concern.

Ongoing discussion continues for **Street Lighting Maintenance Agreement**.

PRESENTATION OF COMMUNICATION/REPORTS

- a. *Interstate Engineering Client issue 8 Fall 2010*
- b. *Pipeline Awareness – Safety Info for Public Officials*
- c. *NDLC Meeting Management Guide*

Motion by Mitskog, seconded by Bertsch, to approve the reports sent in the mail and in the correspondence book. Motion Carried.

DISBURSEMENTS FUND	ACCTS PAYBL	PAYROLL&GL	TOTAL
101 GENERAL FUND	\$203,983.46	\$24,820.03	\$228,803.49
201 WATER OPERATING FUND	\$28,442.06	\$25,087.85	\$53,529.91
202 SANITARY SEWER OPERATING FUND	\$6,333.78	\$15,806.88	22,140.66
203 WASTE REMOVAL OPERATING FUND	\$18,760.52	\$688.08	\$19,448.60
205 VECTOR CONTROL FUND	\$23.99	\$1,469.51	\$1,493.50
206 STREET LIGHTING	\$7,396.36		\$7,396.36
209 LIBRARY LEVY FUND	\$8,261.86	\$11,490.22	\$19,752.08
213 ADVERTISING LEVY FUND	\$5,850.28		\$5,850.28
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$807.06	\$653.22	\$1,460.28
227 ANNUAL RESERVE WH FUND		-\$2,395.00	-\$2,395.00
229 CAPITAL IMPROVEMENTS FUND	\$3,042.09		\$3,042.09
231 FD BLDG & EQUIP LEVY FUND	\$29,711.17		\$29,711.17
233 REAL ESTATE LEVY FUND	\$80.50		\$80.50
234 SPECIAL STREET MAINT FUND	\$78,001.68		\$78,001.68
236 LEVEE MAINTENANCE	\$435.76	\$4,509.00	\$4,944.76
261 UNEMPLOYMENT COMP RESERVE FU	\$90.00		\$90.00
271 ECONOMIC DEVEL DEPT FUND	\$10,487.07	\$7,298.97	\$17,786.04
272 PROFESSIONAL DEVELOPMENT PLAN	\$8,575.34		\$8,575.34
303 MISCELLANEOUS FUND	\$113.52		\$113.52
305 VECTOR CONTROL DIST LEVY FUND		\$109.16	\$109.16
316 1% LODGING TAX (ADDTL 1/1/08)	\$4,000.00		\$4,000.00
317 JOB DEVELOPMENT LEVY FUND			\$0.00
318 WEED MAINT LEVY FUND	\$905.00		\$905.00
319 LODGING TAX FUND	\$1,425.00		\$1,425.00
320 SALES TAX OPERATING FUND	\$18,621.93		\$18,621.93
325 SALES TAX H.E.L.P. HOUSING FUND	\$130.00		\$130.00
326 REVOLVING LOAN FUND	\$246,849.45		\$246,849.45
340 HANDICAPPED PARKING FINES	\$310.00		\$310.00
361 GASOLINE,OIL,ETC		\$8,976.91	\$8,976.91
390 CLUBHOUSE MAINTENANCE	\$1,350.00		\$1,350.00
395 CERT	\$950.20		\$950.20
449 R/I #10303 SERIES 2003D	\$22,703.00		\$22,703.00
450 R/I 10405 (FLOOD PHI)	\$28,831.25		\$28,831.25
451 R/I #10506 (2-2-03 + 1-1-04)	\$14,777.00		\$14,777.00
452 R/I #10607 (FLOOD MIT. 11/07)	\$32,104.63		\$32,104.63
453 R/I #10708 WESTSIDE TIF	\$36,012.50		\$36,012.50
454 R/I #10809 REFI 5 ISSUES	\$31,576.50		\$31,576.50
574 5-2-97 (FLOOD PHASE II)	\$104.34		\$104.34
605 8-1-06 DAKOTA AVE	\$1,092,831.42		\$1,092,831.42
608 08-02-03 SOUTHSIDE STORM SEWER	\$101,861.90		\$101,861.90
614 NSP GRANT PROJECT	\$59.07		\$59.07
616 N CENTRAL AREA ST IMP PROJ	\$623,766.21		\$623,766.21
TOTAL	\$2,669,565.90	\$98,964.79	\$2,768,530.69

Motion by Bohn, seconded by Mitskog, to approve disbursements totaling \$2,768,530.69. Motion Carried 7-0.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. City Council Retreat November 16th, 4:00 P.M.
- b. EDC & CDC Comprehensive Plan Mtg. November 17th, 12:00 Noon
- c. Planning Commission November 18th, 4:00 P.M.
- d. Finance Committee November 22nd, 5:00 P.M.
- e. PW/PS Committee November 23rd, 12:00 Noon

Motion by Mitskog, seconded by Bertsch, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant

