

Wahpeton City Council
August 16, 2010

Present: Mitskog, DeVries, Dale, Bohn, Bertsch, Hansey, and Hartman.

Absent: Mayor Sturdevant and Bajumpaa.

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

Meeting called to order by Council President Mitskog.

Motion by Bohn, seconded by Hartman to approve the Council Minutes from August 2, 2010.
Motion Carried.

PUBLIC HEARING-Appeal Regarding Driveway Widths

Council President Mitskog reported that the hearing will be deferred until the Council takes action on the Ordinance dealing with the driveway standard. The item will be referred to the Public Works Public Safety Committee and the Council will take action at a later date. Lies reminded the Council they are acting as a hearing board and should not visit amongst themselves, with staff or the public as they are hearing the appeal as an impartial board.

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:

Red River Sportsmen's Club

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

Senator Conrad Visit

Huwe reported that Senator Kent Conrad will be in Wahpeton on Wednesday, August 18th at NDSCS from 9:00 to 10:30am to discuss the Federal Highway Bill dealing with the Highway 13 corridor.

Contractor License Renewals

Huwe is requesting referral to the Finance Committee with regard to Contractor License renewals to have them all due at the same time. Council President Mitskog will refer this item to the Finance Committee.

Waste Management Contract Renewal

Huwe has received an updated contract from Waste Management and asked for referral to the Public Works Public Safety Committee for review. Council President Mitskog will refer this item to the PWPS Committee.

Clean Diesel Grant Submission

Huwe is requesting a motion for approval from the ND Dept of Health for a clean diesel grant to replace equipment not considered clean diesel in the City's case it is a 1972 dump truck. Jerrilyn Gutzmer filled out the grant application for the City. Huwe stated the grant is up to \$40,000 toward the price of equipment. **Motion Bertsch, seconded by Hartman to acknowledge submission of the grant proposal to the North Dakota Department of Health. Motion Carried.**

2011 Budget Update

Huwe will provide the 2011 Preliminary Budget Presentation to the Council on August 23rd at noon at the regularly scheduled Finance Committee Meeting. This will be a meeting of the Council of the Whole at noon for the presentation of the preliminary budget. Hartman asked for the 2011 Budget information prior to the meeting on Monday, Huwe will provide the information to the Council.

2010 NDLC Annual Meeting

Huwe asked if anyone is interested in attending the NDLC Annual Meeting Sept 23rd & 24th in Bismarck to notify Jerrilyn Gutzmer.

ASSESSOR BROADLAND

Broadland reported that she attended the State Board of Equalization meeting in Bismarck on August 10th. The City of Wahpeton is within the tolerance of 95-105% sales ratio and commercial property is 98.2% and residential is at 96.2% and therefore the Board did not recommend any changes for 2010. Currently Broadland reported that she has 42 sales for residential and the sales ratio is at 90.1%; and there are seven commercial sales with the sales ratio at 83.1%. Broadland stated that she will be reviewing values on properties located west of 11th Street.

ECONOMIC DEVELOPMENT DIRECTOR PRIEBE

Priebe reported at the last City Council Meeting that the **Small Business Development Office** would be conducting post-construction interview strategy with retail businesses along Dakota Avenue. Priebe also reported that the Strom Center out of Dickinson would be conducting the interviews and there has been a change in plans and the Center for Technology and Business, specifically Denise Spanjer and Cindy Sanford will be conducting the survey. Priebe introduced Spanjer and Sanford as they will be conducting the interviews. Priebe reported that postcards were sent out to the businesses along Dakota Avenue informing them of the interviews. Spanjer reported that those interviews will take place Monday through Wednesday this week and into next week the 23rd through the 25th if necessary. Dan Reilly with the SBDC office reported that the interviews are focusing on retail and the information will be used to create a viable long term post construction strategy, how the business community can build awareness; see what types of businesses are feeling the effect of construction and which ones aren't and if so why or why not.

Mitskog asked Reilly in developing these plans once businesses have been identified that need additional support what types of support will be brought in to assist the businesses in moving forward? Reilly reported that once the data is collected a report will be created and it will be presented to the Economic Development Department and discuss plans that would be beneficial and as specific ideas are brought out more people may be involved as there could be a financial component and leadership component and members of the Council would be involved.

Reilly reported that a portability grant was received through the Department of Commerce that expires August 31st of this year. When the SBDC office was created \$5,000 was set aside to conduct interviews in the Wahpeton area and the SBDC is sponsoring the research and any of Reilly's hours that go toward developing a post construction strategy.

Heartland Precision CDLF Loan-

Priebe reported that Heartland Precision is located within ComDel Innovation and makes components for customers that require zinc plating. Priebe reported that Heartland Precision has applied for a Community Development Loan for \$100,000 to purchase equipment to establish a zinc plating line

with a 3% interest rate and amortized over 7-10 years with a total project cost of \$230,000 and Lake Agassiz is looking for a mid-September loan closing. In order for Heartland Precision to obtain this type of funding there needs to be a sponsoring unit of government.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3436
RESOLUTION OF SPONSORSHIP
(Heartland Precision, L.L.C. Expansion)

The motion of the foregoing Resolution was duly seconded by Council member Dale, Motion Carried 8-0.

HUD Grant Application

Priebe reported that the Research Technology Park in Fargo is preparing to apply for a \$2M regional planning grant for Housing and Urban Development for Sustainable Housing in Communities. The planning grant is called the Sustainable Communities and Regional Planning Grant. Priebe reported that in order for the Research Technology Park to apply for this grant there needs to be a population base of 200,000 and HUD requires that they use their numbers for Fargo population which is 192,000 so they are adding Richland County and the City of Wahpeton to the application as this could be a valuable resource for the City to tap planning grants. **Motion by Bertsch, seconded by Hartman to approve Mayor Sturdevant signing the letter of intent for the application process for the Sustainable Communities and Regional Planning Grant. Motion Carried.**

Wahpeton Breckenridge Housing Study Committee

Priebe reported that the final draft of the Housing Study will be delivered on September 20th and will take approximately 30 to 45 minutes to deliver the executive summary and findings. Priebe asked Council President Mitskog if this information should be presented at a Council Meeting? Mitskog stated that the Council will let Priebe know on Monday, after discussion at the Council of the Whole meeting.

Comprehensive Plan Update

Priebe reported that the Selection Committee for the Comprehensive Plan Update is working on reference checks. The Committee would like to render a decision by the next Planning Commission Meeting on Thursday, August 19th at 4pm. Mitskog asked if the housing study document will be included in the Comprehensive Plan; Priebe stated that it would be included.

PUBLIC WORKS DIRECTOR NELSON

Nelson requested referral of the **Street Lighting Services Maintenance Contract** to the Public Works Public Safety Committee. Council President Mitskog will refer this item to the PWPS Committee.

Nelson requested referral of the **Care and Maintenance Program for Dakota Avenue** to the Public Works Public Safety Committee. Council President Mitskog will refer this item to the PWPS Committee.

Construction Updates

Nelson reported that **Dakota Avenue** is progressing and has slowed down with the rain there is some pipe work left and the work continues up and down the corridor. The Dakota Avenue Construction meeting is on Tuesday, August 17th at 10:30am at the Wahpeton Community Center and is open to the public.

North Central Area Street Rehabilitation-Nelson stated that paving will continue this week and is expected to be completed before school starts.

Southside patching continues on 8th Avenue South.

Levee Stage III seeding has been completed on the south side of Dakota Avenue. Nelson reported that river levels are high enough that there is no progress on the riverside park until river levels drop. The Corps are looking at creating a window for releases at Orwell Dam.

Nelson reported that a **Traffic Safety Meeting** was held today at the request of Council President Mitskog. The Wahpeton Police Department, Richland County Sheriff, North Dakota Highway patrol met with Richland County and the City of Wahpeton officials along with Cargill, Minn-Dak, and Jacobson Transport and reviewed the upcoming beet harvest to make the public aware to ensure safety. Nelson stated that Minn-Dak reported the beet harvest will begin tomorrow (Tuesday) continuing into October and wanted to remind drivers to pay attention and be aware of additional truck traffic. Nelson stated there will be flashing signs on the 210 bypass showing driver speeds on a lighted sign in the 40-45mph corridor. Mitskog wants to make the public aware and to keep the roads safe and the meeting was held to take a proactive approach.

Nelson updated the Council regarding **Vector Control** and ground spraying is scheduled for Tuesday night and monitoring continues for larvae in ponds and ditches. Hartman asked about the odor from the lift station on 16th Avenue; Nelson will check.

Council member DeVries received comments regarding the warning sirens and is requesting referral to the Public Works Public Safety Committee. Council President Mitskog will refer this item to the PWPS Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn gave the Finance/Personnel Committee report from the meeting held on August 9, 2010. Bohn reported that the **C-1 Liquor License** has been referred back to the Finance Committee to discuss with the current license holder.

2011 budget review Bohn reviewed the proposed changes in the Public Works Department as presented by Public Works Director Nelson.

Bohn reported that **Town Centre Square** will remain on the Finance Committee Agenda.

Bohn reported that the **NDSOS Building Construction Technology** Spec Home will remain on the Finance Committee Agenda.

Public Works Public Safety Committee Report

Hansey gave the Public Works Public Safety Committee report from the meeting held on August 10, 2010.

Motion by Hansey, seconded by DeVries to approve of change order No. 1 to decrease the contract from \$211,000 to \$204,958. Motion Carried 8-0.

Motion by Hansey, seconded by Hartman to approve the agreement with NDDOT with the \$76,500 local match requirement. Motion Carried 8-0.

Motion by Hansey, seconded by Hartman to approve the proposed 60 month contract at \$759 per month with Midcontinent Communications. Motion Carried. 8-0.

PRESENTATION OF COMMUNICATION/REPORTS

- a. *Breakthru 2010 Governor's Rural Community Summit*
- b. *Hearing Findings & Order –Teschner Contracting Partnership, LLP*
- c. *ND League of Cities Annual Meeting Registration/Agenda*
- d. *Three Rivers Arts Council Fundraiser*

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

101 GENERAL FUND	\$215,979.26	\$35,293.00	\$251,272.26
201 WATER OPERATING FUND	\$38,214.61	\$26,157.51	\$64,372.12
202 SANITARY SEWER OPERATING FUND	\$21,403.22	\$15,196.69	\$36,599.91
203 WASTE REMOVAL OPERATING FUND	\$19,006.97	\$688.08	\$19,695.05
205 VECTOR CONTROL FUND	\$12,166.20	\$1,770.40	\$13,936.60
206 STREET LIGHTING	\$9,222.39		\$9,222.39
209 LIBRARY LEVY FUND	\$11,881.95	\$11,427.30	\$23,309.25
213 ADVERTISING LEVY FUND	\$375.60		\$375.60
216 AIRPORT 4-MILL LEVY FUND	\$444.40	\$449.96	\$894.36
217 PLANN COMMISSION LEVY FUND	\$939.30	\$653.22	\$1,592.52
227 ANNUAL RESERVE WH FUND		-\$2,261.00	-\$2,261.00
229 CAPITAL IMPROVEMENTS FUND	\$6,588.97		\$6,588.97
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$563.50	\$2,500.00	\$3,063.50
236 LEVEE MAINTENANCE	\$710.45	\$5,122.08	\$5,832.53
271 ECONOMIC DEVEL DEPT FUND	\$8,905.07	\$10,072.34	\$18,977.41
272 PROFESSIONAL DEVELOPMENT PLAN	\$8,566.80		\$8,566.80
303 MISCELLANEOUS FUND	\$143.76		\$143.76
305 VECTOR CONTROL DIST LEVY FUND	\$5,700.99	\$541.59	\$6,242.58
317 JOB DEVELOPMENT LEVY FUND	\$10,270.27		\$10,270.27
318 WEED MAINT LEVY FUND	\$4,652.10		\$4,652.10
319 LODGING TAX FUND	\$1,508.60		\$1,508.60
320 SALES TAX OPERATING FUND	\$14,631.67		\$14,631.67
321 SALES TAX RESERVE FUND	\$10,924.01		\$10,924.01
325 SALES TAX H.E.L.P. HOUSING FUND	\$590.04	-\$83.33	\$506.71
326 REVOLVING LOAN FUND	\$58,189.17	\$83.33	\$58,272.50
361 GASOLINE,OIL,ETC	\$9,597.60	-\$3,218.15	\$6,379.45
389 GOLF COURSE DONATIONS	\$146.19		\$146.19
390 CLUBHOUSE MAINTENANCE	\$1,559.00	-\$2,500.00	-\$941.00
446 R/I #9902		-\$138.34	-\$138.34
454 R/I #10809 REFI 5 ISSUES		\$138.34	\$138.34
574 5-2-97 (FLOOD PHASE II)	\$305.65		\$305.65
605 8-1-06 DAKOTA AVE	\$47,002.80		\$47,002.80
608 08-02-03 SOUTHSIDE STORM SEWER	\$51,258.84		\$51,258.84
610 SAFE ROUTES TO SCHOOL	\$447.50		\$447.50
614 NSP GRANT PROJECT	\$2,452.36		\$2,452.36
616 N CENTRAL AREA ST IMP PROJ	\$81,740.24		\$81,740.24
TOTAL	\$660,555.48	\$101,893.02	\$762,448.50

Motion by Bohn, seconded by Hansey to approve disbursements totaling \$762,448.50. Motion Carried 8-0.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Budget Committee August 17th, 12:00 p.m. Noon
- b. Planning Commission August 19th, 4:00 p.m.
- c. Committee of the Whole August 23, 12:00 p.m. Noon
- d. PW/PS Committee August 24th, 5:00 p.m. Noon

Motion by Hartman, seconded by Hansey to adjourn.

Mayor Sturdevant

Angie Appell, Finance Assistant