

**Wahpeton City Council
March 4, 2013**

Present: Hansey, Sturdevant, DeVries, Dale, and Bohn

Absent: Bertsch, Schmidt, Mitskog, and Bajumpaa

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

Meeting called to order by Mayor Sturdevant.

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 February 19, 2013

Games of Chance Licenses, Site Authorizations & Special Permits

ACS Relay for Life Raffle Permit

Bois de Sioux Public Golf Course Raffle Permit

Breck-Wahp Zonta Club Raffle Permit

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Notice of Public Hearing & Input Meeting on the Major Street Plan

March Madness Agenda

ND DOT Financing the Federal Aid Highway Program

Motion by Bohn, seconded by Dale, 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

C-6(a) Liquor License Application for Bois de Sioux Public Golf Course Huwe presented an application from the Bois de Sioux Golf Course for a C-6(a) liquor license for the Grille Room which would allow operations seasonally from April 1st to October 31st for an annual fee of \$931. She said the Golf Course has submitted a complete application for their City license and their State license is pending. **Motion by Bohn, seconded by Dale, to approve a C-6(a) Liquor License Application for the Bois de Sioux Public Golf Course. Motion Carried with all voting ‘aye’.**

Recommendation from EDC Huwe said at a recent EDC meeting, the President of the Bois de Sioux Golf Board presented information on a request for \$60,000 from the sales tax for recreation. Doug Hockert was asked to explain the request. The Golf Board created a sub-committee to formulate a long-range 5-year plan for the golf course, implementing several changes to bring in additional revenue and gain more exposure. The course provides 35 full and part time jobs in the community and if the Grille Room doesn't open an estimated 17 jobs would be lost. There is an immediate need to order equipment, saving on shipping and acquisition costs, and to order kitchen supplies for the restaurant. Several EDC members supported the request since the board is taking over control of the Grille Room, implementing measures to run efficiently, and determination to make it work, and it will take a cash injection to get all this accomplished. The sub-committee has been working with Jerry Prante to be their off-site manager and to assist in getting the Grille Room up and running. There is also a strong partnership forming with NDSCS Culinary Arts program. Upon review by the EDC, the request was broken up to a working capital/equipment grant of \$35,000 grant and a \$25,000 loan set up as a line of credit that the Board can access if needed and

payable at 1% interest in one payment if accessed. Discussion held by the Council regarding this request. **Motion by Dale, seconded by Bohn, to approve up to \$35,000 in grant funds from Sales Tax for Recreation Fund and provide a \$25,000 line of credit and if accessed, a 1% interest rate is charged and the amount borrowed is due and payable one year from date of approval.** Comments were heard from the Council members present. Hansey requested that the Golf Board report back to the Council by July 1st. **Roll Call vote 4-0. Motion Carried.**

Reminder – Celebrate Cities Day at the Capitol March 8th Huwe gave a reminder that Celebrate Cities Day will be held this Friday, March 8th, at the Capitol and said travel arrangements will be made for those who have expressed interest in attending.

NDLC March Madness Training March 19th-20th in Bismarck Huwe said an agenda and training offerings had been provided and asked those who are interested in attending to contact her.

City Council Retreat Planning – Wednesday, March 27th Noon – 5:00p.m. Huwe asked that Council members contact her by the end of the week to let her know if this date works with their schedules.

ATTORNEY

City Attorney Lies asked the Council's consent and approval to his appointment of Assistant City Attorney Mike Leaser. **Motion by DeVries, seconded by Hansey, to consent to and approve the City Attorney's recommendation to appoint Assistant City Attorney Mike Leaser. Motion Carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR NELSON

PW Report

Nelson requested referral to PW/PS Committee for **Professional Services Agreement for Commercial Streets Rehabilitation Various Locations Project No. ST12-205.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson gave notice of a Public Hearing for the Westside Major Street Plan to be held Monday, March 11th in the City Council Chambers at 5:00pm, followed by a Public Input Meeting for the Westside Land Use Plan at approximately 5:30pm.

Nelson then reported on the February 21st spring flood outlook by the National Weather Service saying that given the amount of moisture we've had since the first of the year/last month the risk of moderate to major spring flooding has increased. He explained there is expected to be significant runoff in the spring. Nelson said Wahpeton/Breckenridge have a 64% risk of major flooding, which will be watched carefully in the next weeks. Discussion held.

Nelson then moved to the item on the agenda from the PW Committee relating to the East Side Sanitary Sewer District, and provided a map of the District that is intended to be formed by resolution and explained the proposed improvements.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3504 **RESOLUTION CREATING SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 4-0.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3505
**RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
AND COST ESTIMATE FOR
SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bohn. Motion carried with a roll call vote 4-0.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3506
**RESOLUTION OF THE CITY OF WAHPETON
RELATING TO THE ISSUANCE OF BONDS AND
THE REIMBURSEMENT OF CERTAIN EXPENDITURES
FOR
SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember DeVries. Motion carried with a roll call vote 4-0.

Nelson then reported on the Planning Commission meeting held the previous week. He said discussion was held regarding a proposed rezoning of property on the west side of 6th St S from 7th Ave to 11th Ave. He said the property owners were invited to attend and their comments in general were not positive for rezoning. He said there was much discussion but no action was taken. The current zoning was reviewed along with the proposed zoning changes. Nelson said he anticipates there will be further discussion by the Planning Commission regarding this.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Sturdevant said a request had been received inquiring about the cost of a parcel of City-owned property. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at noon on February 25th.

PW Director Job Advertisement – motion to recommend proceeding with position advertising as presented – Motion by Bohn, seconded by DeVries, to approve proceeding with the Public Works Director Job Advertisement as presented. Motion Carried with all voting ‘aye’.

Tax Increment Financing District 2006-1 Proposed Amendments – motion to recommend designating funding for preliminary engineering in TIF area from Housing Set-Aside Fund – Motion by Bohn, seconded by Dale, to approve designating funding for the Professional Service Agreement for Preliminary Design of the West Side Infrastructure Improvements from the Housing Incentive Set-Aside Fund. Motion Carried with all voting ‘aye’.

Designation of Depositories – motion to recommend proceeding to survey to evaluate depository services – Motion by Bohn, seconded by DeVries, to proceed with survey to evaluate depository services. Motion Carried with all voting ‘aye’.

City Council Retreat Planning – discussion

Convention & Visitors Bureau Ordinance Review - discussion

Public Works Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at noon on February 26th.

Review of Patrol Car Bids – motion to recommend purchase of 2013 Ford Interceptor for \$27,794 – **Motion by Hansey, seconded by DeVries, to approve the purchase of a 2013 Ford Interceptor for \$27,794.** Discussion held. **Roll Call vote 4-0. Motion Carried.**

Authorization to Purchase Tractor from State Contract – motion to recommend denial of authorization – **Motion by Hansey, seconded by Dale, to deny authorization to Purchase Tractor from State Contract.** Discussion held. **Motion Carried with all voting ‘aye’.**

Authorization to Purchase a Snow Blower from State Contract – motion to recommend denial of authorization – **Motion by Hansey, seconded by DeVries, to deny authorization to Purchase a Snow Blower from State Contract.** Motion Carried with all voting ‘aye’.

Authorization to Advertise for Bids for Cul-de-Sac Street Improvements Proj. ST10-161 – motion to recommend project resolutions to proceed

1. Resolution of Necessity
2. Resolution to Advertise for Bids

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3507
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN
IMPROVEMENT DISTRICT 10-02-04
(Cul-de-Sac Streets Improvements)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bohn. Motion carried with a roll call vote 4-0.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3508
**RESOLUTION DECLARING WORK NECESSARY FOR AN
IMPROVEMENT IN IMPROVEMENT DISTRICT 10-02-04
(Cul-de-Sac Streets Improvements)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 4-0.

Amendment to Professional Services Agreement with Interstate Engineering for 3rd Ave. N. Reconstruction, Ph. A Proj. No. ST11-180 – discussion

Engineer’s Report for East Central Streets Rehabilitation Proj. No. ST12-196 – motion to recommend project resolutions to proceed

Professional Services Agreement for Preliminary Design of Westside Infrastructure Improvements – discussion continues

Property Maintenance in Southside Industrial Park

Authorization to Request Proposals for Facility Plan & Preliminary Design for East Side Sanitary Sewer & Lift Stations No.s 2 & 3 Proj. SS08-145 – motion to recommend project resolutions to proceed

1. Resolution Creating District 13-02-02
2. Resolution Directing Prep of Prelim Engineers Report
3. Resolution to Finance/Issuance of Bonds

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee March 11th, 12:00 Noon
- b. Planning Commission March 11th, 5:00 PM (Note date & time change)
- c. Public Works Committee March 12th, 12:00 Noon

Motion by DeVries, seconded by Dale, to adjourn at 6:00pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant