

Wahpeton City Council
August 20, 2012

Present: Bertsch, Hansey, DeVries, Dale, Bajumpaa, and Bohn

Absent: Mitskog and Sturdevant

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

Meeting called to order by City Council Vice-President Hansey.

CONSENT AGENDA ITEMS (presented by the City Council Vice-President) City Council Vice-President Hansey asked if there were any items to be removed from the consent agenda and there were none.

Approval of minutes of regular meeting held August 6, 2012
Games of Chance Licenses, Site Authorizations & Special Permits
Cargill, Inc. – Games of Chance Raffle Permit
Other Games of Chance and/or Special Permits

Presentation/Approval of Reports
Dilapidated Properties Report
July 2012 Financials
July 2012 Bill Pay Report (\$1,083,529.94 – see below)
Bois de Sioux Watershed District Minutes 6-21-12
Wahpeton Airport Authority Minutes 8-8-12

Motion by DeVries, seconded by Bertsch, to approve the Consent Agenda items as presented.
Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Preliminary Budget Items – request referral to both committees City Council Vice-President Hansey will refer this item to Finance, Economic Development & Personnel Committee and also to the Public Works & Public Safety Committee.

West Briarwood – request referral to Finance Cmt. City Council Vice-President Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Rotary Club Fill the Bus Food Drive Huwe said there will be 3 dates in which donations can be made to this food drive: August 8th at Walmart; August 23rd at Econofoods; and September 10th at Jubilee Foods. Anyone wanting to make a contribution can drop it off at City Hall to be taken to the bus. The goal is to collect 18,000 pounds of food in this event coordinated by the Wahpeton Breckenridge Rotary Clubs and Kim Nelson.

City Hall closed Monday, Sept. 3rd for Labor Day

NDLC Annual Meeting Sept. 20-22nd Huwe said this meeting will be held in Grand Forks and any Council members interested in attending should contact Jerri Gutzmer at City Hall.

ATTORNEY

Resolution No. 3485 Directing Preparation of Detailed Plans & Specs for Drainage Improvement District 11-01-03 (Westside Natural Drain)

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3485
RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ESTIMATE OF COST FOR THE IMPROVEMENT IN
IMPROVEMENT DISTRICT 11-01-03
(Westside Natural Drain)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 6-0.

Resolution No. 3486 Directing Advertisement for Bids for Drainage Improvement District 11-01-03 (Westside Natural Drain)

Lies noted the bid opening date would be September 4, 2012. Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3486
RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN
IMPROVEMENT DISTRICT 11-01-03
(Westside Natural Drain)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 6-0. Lies noted the bid opening date would be September 4, 2012.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Purchase Offer on in-fill lot – Priebe requested referral to Finance Committee of a **Purchase Offer on a City-owned in-fill lot**. City Council Vice-President Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe then requested referral to Finance Committee of a **potential housing rehab project**. City Council Vice-President Hansey will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said a **Property Tax Exemption Application** for a \$70 million Minn-Dak molasses de-sugaring expansion project was reviewed that morning at the Richland County Commission meeting. The application was for a 10 year 100% tax exemption on \$14,700,000 of new structures when completed. Early estimates calculate an annual tax exemption of \$225,000. After much discussion, a motion was made, seconded, and passed to approve 100% tax exemption on the first five years and 50% on years 6-10. Minn-Dak proposes to create 20 new positions throughout the 3 phases of this project. The Mayor and Priebe attended the meeting in support of Minn-Dak's expansion plans.

Regarding the SSBCI program, where the City of Wahpeton joined the City of Carrington and several other ND communities to apply for a US Treasury grant through the State Small Business

Credit Initiative, Priebe said a legal opinion letter needs to be reviewed by the City Attorney. She said there is nothing to sign, just to give confirmation that the letter has been received.

POLICE CHIEF

Request for Street Closure – Classy & Classic Car Show III Sept. 27th Police Chief Thorsteinson was not in attendance to present this agenda item.

PUBLIC WORKS DIRECTOR NELSON

PW Report – Nelson asked for referral to Public Works Committee of **Waiver of Unpaid Utility Bills by First International Bank & Trust on Foreclosed Property**. City Council Vice-President Hansey will refer this item to the Public Works & Public Safety Committee.

Nelson asked for referral to Public Works Committee of **Discussion of a Public Information Meeting for the West Side Natural Drain Cleaning Project**. City Council Vice-President Hansey will refer this item to the Public Works & Public Safety Committee.

Nelson asked for referral to Public Works Committee of **Authorization to Advertise for Bids for Briarwood Levy Project No. FL12-199**. City Council Vice-President Hansey will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

At-Large Council Vacancy Hansey said a committee has been appointed and a date is being scheduled to meet and review the applicants.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee, Personnel & Economic Development Committee met at noon on August 13th.

Budget Items – request for input

Business License Inquiry – discussion tabled

Reimbursement Request – change of address – tabled

MacIver reminded Bohn that at the recent Council Committee of the Whole meeting a recommendation was made to allow the Library Board to advertise for a full-time position to replace the part-time librarian position that was recently vacated. **Motion by Bohn, seconded by DeVries, to approve allowing the Library Board to advertise for a Children’s Librarian at Leach Public Library as a full-time position. Motion Carried.**

Public Works & Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on August 14th.

Dilapidated Properties - discussion

Citizen’s Concerns Regarding Property Maintenance in North Central Area

Appeal of PW Director’s Denial of Request to Permanently Remove Sidewalk at 219 2nd St. S.
- pending

Fire Hydrant at Intersection of 4th St. N. & Cottonwood Ct. (1422 4th St. N.) – pending

Request for Leased Space on Water Tower No. 1 from Red River Telephone - discussion

Proposal for Maintenance for Water Towers by Utility Service Co. Inc. - discussion

Review of Position Description for Public Works Operations Manager - discussion

July 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$240,018.80	\$30,322.49	\$270,341.29
201 WATER OPERATING FUND	\$125,689.97	\$33,040.93	\$158,730.90
202 SANITARY SEWER OPERATING FUND	\$22,690.54	\$20,114.31	\$42,804.85
203 WASTE REMOVAL OPERATING FUND	\$19,267.21	\$692.52	\$19,959.73
205 VECTOR CONTROL FUND	\$5,719.19	\$1,492.91	\$7,212.10
206 STREET LIGHTING	\$8,148.08		\$8,148.08
209 LIBRARY LEVY FUND	\$16,871.79	\$12,801.61	\$29,673.40
213 ADVERTISING LEVY FUND	\$785.31		\$785.31
216 AIRPORT 4-MILL LEVY FUND	\$489.67	\$449.98	\$939.65
217 PLANN COMMISSION LEVY FUND	\$380.50	\$992.76	\$1,373.26
227 ANNUAL RESERVE WH FUND		-\$3,359.00	-\$3,359.00
229 CAPITAL IMPROVEMENTS FUND	\$6,132.63		\$6,132.63
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$57.50		\$57.50
234 SPECIAL STREET MAINT FUND	\$52,685.42		\$52,685.42
236 LEVEE MAINTENANCE	\$949.07	\$6,376.83	\$7,325.90
271 ECONOMIC DEVEL DEPT FUND	\$3,142.29	\$10,880.42	\$14,022.71
303 MISCELLANEOUS FUND			\$0.00
305 VECTOR CONTROL DIST LEVY FUND		\$321.81	\$321.81
316 1% LODGING TAX (ADDTL 1/1/08)	\$2,375.00		\$2,375.00
318 WEED MAINT LEVY FUND	\$1,839.00		\$1,839.00
319 LODGING TAX FUND	\$3,819.88		\$3,819.88
320 SALES TAX OPERATING FUND	\$14,135.41		\$14,135.41
321 SALES TAX RESERVE FUND	\$11,054.42		\$11,054.42
323 SALES TAX DEVELOPERS AGMNT RES	\$6,996.75		\$6,996.75
324 SALES TAX MINI MATCH RSRV FUND	\$341.18		\$341.18
325 SALES TAX H.E.L.P. HOUSING FUND	\$452.20		\$452.20
326 REVOLVING LOAN FUND	\$125.03		\$125.03
361 GASOLINE,OIL,ETC	\$12,756.00	-\$4,387.50	\$8,368.50
390 CLUBHOUSE MAINTENANCE	\$152.00		\$152.00
393 DOWNTOWN CARE & MTC FUND	\$41.55	\$50.00	\$91.55
574 5-2-97 (FLOOD PHASE II)	\$285,343.08		\$285,343.08
605 8-1-06 DAKOTA AVE	\$3,645.50		\$3,645.50
608 08-02-03 SSIDE STORM SEWER	\$74,670.40		\$74,670.40
613 LIFT STATIONS #6 & #8 CTRLS	\$769.71		\$769.71
615 CUL DE SAC IMPROVEMENTS	\$69.00		\$69.00
631 11TH ST. N. AVE B TO 16TH AVE	\$47,659.79		\$47,659.79
TOTAL	\$973,739.87	\$109,790.07	\$1,083,529.94

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee August 27th, 12:00 Noon
- b. PW/PS Committee August 28th, 5:00 P.M.
- c. Planning Commission September 4th, 4:00 P.M.

Motion by Bertsch, seconded by Bohn, to adjourn at 5:20pm.

City Council Vice-President Hansey

Lynelle Amos, Finance Assistant