

Wahpeton City Council
August 6, 2012

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

Absent: Bertsch

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

Meeting called to order by Mayor Sturdevant.

BIDS / OFFERS / QUOTES

Rosewood Seal Coat Maintenance, Project No. ST12-204 – Public Works Director Nelson presented a bid award summary. He said bids were opened on July 23, 2012, with two bids received: Morris Seal Coat & Trucking, Inc. with a bid of \$64,784.55; and Caldwell Asphalt Company, Inc. with a bid of \$66,992.75. Recommendation was made to award to the low responsible bidder, Morris Seal Coat & Trucking, Inc. in the amount of \$64,784.55. **Motion by Hansey, seconded by Dale, to award the Rosewood Seal Coat Maintenance, Project No. ST12-204 to Morris Seal Coat & Trucking, Inc. in the amount of \$64,784.55. Roll call vote 5-0. Motion Carried.**

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 July 16, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Woody Keeble VFW Post – Game of Chance Raffle Permit

Three Rivers Arts Council – Game of Chance Raffle Permit

Bois de Sioux Public Golf Course – Game of Chance Raffle Permit

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Bois de Sioux Watershed District Board Minutes 5-16-12

Q2 CVB Report

Motion by Bajumpaa, seconded by Bohn, to approve the Consent Agenda items as presented. Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR

Budget Presentations to Committee of the Whole Aug. 14th at 5:00pm

Budget Items – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Business Licensing Inquiry – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

NDLC Annual Meeting Sept. 20th – 22nd Huwe said this was a reminder that the NDLC 100th Annual Convention will be held in Grand Forks this year on September 20th-22nd. She asked that

anyone interested in attending contact Jerri Gutzmer at City Hall to get registered and arrange for lodging.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe said on July 18th the Economic Development Commission reviewed a request from the Wahpeton-Breckenridge Chamber of Commerce to fund, in part, advertising, administration, and other expenses for the July 25th Crazy Daze event in the downtowns of Wahpeton & Breckenridge in the amount of \$2,025 from the Sales Tax for Economic Development. Ron Rowland, Chamber Exec., was present at the meeting to discuss the historical budget of this event. EDC and staff offered suggestions on presenting these types of requests in the future and the EDC approved the grant funding. Priebe explained that the City Council is the final authority on funding requests and due to time constraints and scheduling, tonight's Council motion will be to ratify the EDC's action to approve the application as the event has already occurred, and noted there are adequate funds in the account to manage this request. **Motion by Mitskog, seconded by Bohn, to ratify the EDC's approval for a \$2,025 grant toward expenses outlined in the Crazy Daze event as presented by the Chamber Exec. on July 18th.** Mitskog commented that this has been done in the past and in recent years for special event requests the City has offered their support through sales tax dollars, especially when information has been provided detailing the expenditures. **Roll call vote 6-0. Motion Carried.**

Priebe then mentioned, for informational purposes, that the EDC also motioned, seconded and passed action to advertise the vacancy left on the commission, and provided a copy of the ad that was ran in the local paper. She said an end date of August 8th was set in anticipation of an EDC meeting, however since a meeting will not be held will let it run a while longer. Priebe said one letter of interest has been received thus far.

POLICE CHIEF

NDSCS Homecoming Parade Request for Sept. 29th Police Chief Thorsteinson presented a request from NDSCS to hold their Homecoming Parade on September 29th starting at 10:00am from Wells Memorial Park to 6th Street then north and need permission to utilize Dakota Avenue. **Motion by DeVries, seconded by Bajumpaa, to approve the NDSCS Homecoming Parade Request for Sept. 29th. Motion Carried.**

K9 Grant from Wahpeton Eagles Club Thorsteinson announced that Office Dustin Hill submitted a grant request to the Wahpeton Eagles Club recently, receiving a \$2,500 grant to be put into the K-9 account to use for canine maintenance, training, etc. He said the Police Department is very thankful for their generosity.

Radio Grant Thorsteinson said that Brett Lambrecht, Richland County Disaster Manager, has established a good rapport with DES at the State level, and was recently contacted by them regarding some 2009 grant funds available offering Lambrecht the opportunity to access those funds making it possible for the Police Department to purchase 16 portable radios with no matching funds or any other funding requirements, just an outright 100% grant. Thorsteinson said they were very thankful that Lambrecht has that type of relationship with the State giving them such consideration.

PUBLIC WORKS DIRECTOR NELSON

PW Report –

Nelson requested referral to the Public Works/Public Safety Committee for **an appeal of the Public Works Director's denial of request to permanently remove sidewalk at 219 2nd Street South.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to the Public Works/Public Safety Committee for a **proposal for maintenance of water towers**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to the Public Works/Public Safety Committee for **review of a fire hydrant at 4th Street North and Cottonwood Court**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Weed Board Meeting Tues. Aug. 14th at 11:30am

Nelson then reported on the vector control program so far this year. A graph showing mosquito counts and adulticide applications for 2012 and 2011 was provided and reviewed. Nelson said mosquito counts are low but encouraged residents to continue to take precautions to avoid exposure to West Nile Virus.

COMMUNICATIONS FROM THE MAYOR & COUNCIL
At-Large Council Vacancy accepting inquiries until August 15th.

Sturdevant said a letter of request was received from a local citizen who would like the City Council to take a look at some old buildings and other items of concern in their neighborhood. Mayor Sturdevant referred this item to the Public Works & Public Safety Committee. Mitskog commented that the City has a complaint-based system for nuisance/problematic properties and stated there was a form that could be down-loaded from the City's website and filled out and returned to City Hall to start the process for investigation and possibly some action can be taken.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at noon on July 23rd. **2013 Budget Premises – motion** to recommend to proceed with 3% cost of living increase scenario – **Motion by Bohn, seconded by Mitskog, to proceed with the 2013 budget premises as proposed with the 3% cost of living increase scenario.** Discussion held. **Motion Carried.**

Loan Delinquency in Revolving Loan Fund – motion to recommend seeking a judgment of default – **Motion by Bohn, seconded by Mitskog, to approve pursuing a judgment of default against Brenda Le for the outstanding loan amount.** **Motion Carried.**

Reimbursement Request – change of address – tabled

Review of Contract List – informational only

Funding Dakota Ave. Care & Mtc. – Ordinance No. 944 – motion to recommend to proceed to 2nd reading with a sunset clause of 1/1/2033

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

ORDINANCE NO. 944
AN ORDINANCE PROVIDING FOR A ONE PERCENT
TAX FUND GROSS RESTAURANT RECEIPTS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bajumpaa. Discussion held. Dale wondered if there had been any further input following the public meeting of which Sturdevant said there was none. The redefining of the priorities was then mentioned, which Lies explained that the priorities are not a part of the ordinance as such. He said the ordinance constrains the use to visitor-type activities, promotions, and capital improvements, but as far as how it is prioritized would be a Council decision. The timeline for second reading for the tax to start collection January 1, 2013 was then discussed. In light of the request for prioritization of the expenditures/project to be funded with these dollars, Mitskog wondered about postponing enactment of the second reading until that information could be brought back to the Council of the Whole. Lies said it would be possible as have until the second meeting in September within which to adopt the ordinance in order for it to become effective January 1, 2013. Mitskog said she just wanted clarification in respect for the concerns of the public on how those dollars will be utilized and spent. Lies said a motion could be made to table second reading until either a set time or indefinitely which would require a motion to bring it back off the table at a subsequent Council meeting. Sturdevant said he would like to see this ordinance move forward and felt the prioritization was important but as long as it isn't tied to the ordinance that it could be worked on at a later date. How the prioritization list will be addressed in the future was then discussed. Mitskog asked that this item remain on a committee agenda to continue to refine the use of these dollars and to review the list of needs and prioritization of projects. Further discussion held. Motion Carried.

Upgrade to Channel 12 – motion to recommend to proceed expending up to \$5,000 from the Advertising Fund to be reimbursed by General Fund at year end – **Motion by Bohn, seconded by Mitskog, to approve expending up to \$5,000 from the Advertising Fund to be reimbursed by the General Fund at year end to proceed with Channel 12 updates.** Clarification was asked for and given as to what funds will be utilized. **Roll call vote 6-0. Motion Carried.**

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at 5:00pm on July 24th.

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

Change Order No. 1 for S. Side Drainage Imp. Phase C, Part 1 Proj. No. DR12-191 with Rising Sun Construction – motion to recommend approval of change order of \$3,430 – **Motion by Hansey, seconded by DeVries, to approve Change Order No. 1 for South Side Drainage Improvements – Phase C, Part 1, Project No. DR12-191, with Rising Sun Construction in the amount of \$3,430.00. Roll call vote 6-0. Motion Carried.**

Change Order No. 1 (Final) for Town Centre Square Alley Repairs Proj. No. ST12-198 with Heitkamp Construction – motion to recommend approval of change order of \$3,148.92 – **Motion by Hansey, seconded by Dale, to approve Change Order No. 1 (Final) for Town Centre Square Alley Repairs, Project No. ST12-198, with Heitkamp Construction Inc. in the amount of \$3,148.92. Roll call vote 6-0. Motion Carried.**

2013 Budget Premises for Calculation - discussion

Review of Position Description for Public Works Operations Manager - discussion

Sidewalk Repairs on 4th St. N. – discussion

Status Update of City Hall Flag Pole - discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee August 13th, 12:00 Noon
- b. Weed Board August 14th, 11:30 A.M.
- c. Public Works Committee August 14th, 12:00 Noon
- d. Committee of the Whole August 14th, 5:00 P.M.
- e. Planning Commission August 16th, 4:00 P.M.

Motion by Mitskog, seconded by Hansey, to adjourn at 5:41pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant