

Wahpeton City Council
May 21, 2012

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

CALL TO ORDER

Moment of Silence in Memory of former City Auditor Arden Anderson

PUBLIC HEARINGS/ETC.

Public Hearing On Alley & Street Vacation – parts of 9th St. S. and adjacent alleyway.

Resolution No. 3473 Mayor Sturdevant asked Huwe if there were any written protests received of which there were none. Sturdevant then asked if there was anyone present to protest and there was none.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3473

RESOLUTION VACATING STREET AND ALLEY

**(Part of 9th Street South Lying North of 7th Avenue South
and**

Alley Lying Between Block E and Block 14 Hubbard & Tyler's Addition)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Mitskog. Motion carried with a roll call vote 8-0.

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 May 7, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Site Authorization – Three Rivers Gymnastics

Site Authorization – NDSCS Catbackers

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Midcontinent Communications Changes for June 2012

April 2012 Bill Pay Report (\$4,216,461.34 – see below)

April 2012 Financials

Dilapidated Properties Report

Bois de Sioux Watershed District Board Meeting Minutes

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

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Upgrade to Public Access Channel 12 – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Proposed GASB 54 Fund Balance Policy – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

City Hall Closed Monday, May 28th in observance of Memorial Day

Huwe announced that at 4:00pm on Tuesday, May 22, St. Francis Medical Center will be hosting a MN DOT meeting to discuss intersection safety at the intersection of Hwy 210 and MN Hwy 75 for anyone interested and available to attend.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe asked for referral to Finance Committee of **Housing Project Development Agreement**. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

2011 Annual Report – 20th Anniversary of Local Sales Tax Priebe reviewed the Economic Development 2011 Annual Report which she explained included information on the 20th anniversary of the City Sales Tax. She first reviewed some of the highlights of 20 years of sales tax collections, including its historical expenditures, a tax timeline of approvals, allocations, and projects assisted with sales tax dollars. Priebe then reviewed the 2011 Economic Development/sales tax annual report information, which included housing development information, business expansions, loan and Mini-Match information, and Renaissance Zone program information for the year. Discussion held regarding the document. **Motion by DeVries, seconded by Bohn, to approve the Economic Development 2011 Annual Report – 20th Anniversary of Local Sales Tax. Motion Carried.**

SBDC Update – Dan Reilly Reilly provided a copy of a SBDC YTD Performance report. He reviewed year-to-date totals, goals for the year and percentage complete for jobs retained, jobs created, unique clients, business start-ups, consulting hours, and business investment for the months January through April of this year. In reviewing the report, Reilly talked about the importance of confidentiality of client information. Reilly noted that in March a federal SBA audit was conducted, and a state SBA audit will be conducted in May. He directed anyone interested in reviewing a copy of these reports to contact Dr. John Richman at NDSCS.

LIBRARIAN

Library Update Bonnie MacIver provided copies of the new newsletter the library is starting entitled “Open Book” which will go out 3-4 times a year to talk about the different programs that will be coming up during that time. She said this newsletter talks about the summer reading program. She noted that Zonta International helps fund/sponsor this program each year with a \$400 grant. MacIver said this year’s program starts June 4th for 6 weeks. The children’s section (ages 0-12) is titled “Dream Big & Read” with a lot of fun activities planned about dreaming. The teen program is titled “Own the Night” and Aliien Profir has been hired as the Teen Coordinator for the summer and has a lot of nighttime activities planned. The adult program is titled “Between the Covers” where classic covers of books will be provided and the name of the book will need to be guessed.

MacIver then reported that the lift at the library needed to be repaired again with new guide shoes having to be installed this time at the cost of about \$2,500. She said money was set aside in the budget this year in anticipation that this may happen, and that the lift has been working well since the completion of this repair.

MacIver then announced there was a new look to the library website (leachlibrarywahpeton.org) and asked those present to visit the site and check it out. She noted that a calendar of activities for the summer programs is also available and listed on the website.

POLICE CHIEF

Alcohol Compliance Check Results Police Chief Thorsteinson shared information regarding alcohol compliance checks conducted earlier this month on May 9th by the Police Department in conjunction with some citizen volunteers. Thorsteinson said he was very happy to report that during this compliance check 100% of the businesses passed, which has not been the case in recent years. He also reported that the Police Department has conducted two Server Trainings to 35 employees so far this year where officers train local employees in such establishments as how to do their jobs better by providing information that will assist them by making their jobs easier to do so that mistakes can be avoided.

PUBLIC WORKS DIRECTOR NELSON

PW Report Nelson asked for referral to Publics Works Committee of a **Proposal for Comprehensive Energy and Facility Management Planning Services by Energy Service Group**. Mayor will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Sturdevant referred an item to the Public Works Committee of **Replacing the flag mast at City Hall**.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee met at 5:00 p.m. on May 14th.

Funding Dakota Ave. Care & Mtc. – ongoing discussion –

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

ORDINANCE NO. 944

AN ORDINANCE PROVIDING FOR A ONE PERCENT TAX FUND GROSS RESTAURANT RECEIPTS

CVB Welcome to Wahpeton Sign Lease Agreement - discussion

Public Works & Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on May 15th.

Dilapidated Properties Updates

Request for Quotes for City Hall Fleet Vehicle – motion to recommend purchase of 2012 Chevrolet Impala from Smith Motors for \$14,990 – **Motion by Hansey, seconded by Hartman, to approve accepting the quote from Smith Motors for purchase of a used 2012 Chevrolet**

Impala for \$14,990 after trade-in of the Ford Taurus. Discussion held. Roll call vote 8-0. Motion Carried.

Joint Powers Agreement with Park Board for Maintenance of Hanging Baskets on Dakota Avenue – motion to recommend approval of agreement – Motion by Hansey, seconded by DeVries, to approve entering into a Joint Powers Agreement with Park Board for Maintenance of Hanging Baskets on Dakota Avenue. Discussion held. Motion Carried.

Review of Bids for Town Centre Square Alley Rehabilitation, Project No. ST12-198; Bid Opening 5-15-12 – motion to recommend award of bid to Heitkamp Construction for \$49,536.50 – Motion by Hansey, seconded by Dale, to award the bid for Town Centre Square Alley Rehabilitation, Project No. ST12-198 to Heitkamp Construction in the amount of \$49,536.50. Roll call vote 8-0. Motion Carried.

Review of Bids for Leach Library Basement Walls Waterproofing & Grounds Improvement, Project No. L10-176; Bid Opening 5-15-12 – continued to next meeting

Review of Proposals for Automated Meter Reading Equipment, Project No. W12-195 – motion to recommend approval of proposal submitted by Ferguson Waterworks for \$227,284.50 – Motion by Hansey, seconded by DeVries, to approve the proposal submitted by Ferguson Waterworks in the amount of \$227,284.50 for the Purchase of Automated Meter Reading Equipment, Project No. W12-195. Discussion held. Roll call vote 8-0. Motion Carried.

Supplemental Agreement No. 1 to Professional Services Agreement with Interstate Engineering for Southside Drainage Improvements – Phase C, Project No. DR12-191 – motion to recommend approval of agreement not to exceed \$23,371 – Motion by Hansey, seconded by Hartman, to approve the Supplemental Agreement No. 1 to Professional Services Agreement with Interstate Engineering for Southside Drainage Improvements – Phase C, Project No. DR12-191 in an amount not to exceed \$23,371. Motion Carried.

Engineer’s Report for Cul-de-Sac Street Improvements, Project No. ST10-161 – motion to recommend approval of Resolution No. 3474 Receiving & Approving Engineer’s Report. Motion to recommend approval of Resolution No. 3475 Directing Preparation of Plans & Specifications and Estimate of Cost

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3474
**RESOLUTION RECEIVING AND APPROVING ENGINEER’S REPORT
IN IMPROVEMENT DISTRICT 10-02-04
(Cul-de-Sac Streets Improvements, Project No. ST10-161)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember DeVries. Motion carried with a roll call vote 8-0.

Council member Hansey offered the following and moved its adoption:

RESOLUTION NO. 3475
**RESOLUTION DIRECTING PREPARATION OF PLANS AND SPECIFICATIONS
AND ESTIMATE OF COST FOR
IMPROVEMENT DISTRICT 10-02-04**

(Cul-de-Sac Streets Improvements, Project No. ST10-161)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember DeVries. Motion carried with a roll call vote 8-0.

Supplemental Agreement No. 1 to Professional Services Agreement with Interstate Engineering for Cul-de-Sac Street Improvements, Project No. ST10-161 (Assessment District 10-02-04) – motion to recommend approval of agreement not to exceed \$62,390 – Motion by Hansey, seconded by Mitskog, to approve Supplemental Agreement No. 1 to Professional Services Agreement with Interstate Engineering for Cul-de-Sac Street Improvements, Project No. ST10-161 (Assessment District 10-02-04) in an amount not to exceed \$62,390, and to allow cul-de-sacs to petition into the project. Motion Carried.

April 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$226,564.32	\$822,824.66	\$1,049,388.98
201 WATER OPERATING FUND	\$20,460.60	\$30,989.33	\$51,449.93
202 SANITARY SEWER OPERATING FUND	\$23,366.81	\$219,680.95	\$243,047.76
203 WASTE REMOVAL OPERATING FUND	\$18,955.94	\$692.52	\$19,648.46
205 VECTOR CONTROL FUND		\$1,278.28	\$1,278.28
206 STREET LIGHTING	\$10,652.10		\$10,652.10
209 LIBRARY LEVY FUND	\$6,040.41	\$12,723.81	\$18,764.22
213 ADVERTISING LEVY FUND	\$1,056.63		\$1,056.63
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$656.50	\$992.76	\$1,649.26
227 ANNUAL RESERVE WH FUND		-\$2,734.00	-\$2,734.00
229 CAPITAL IMPROVEMENTS FUND	\$25,320.09	\$110,000.00	\$135,320.09
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$197.45		\$197.45
234 SPECIAL STREET MAINT FUND			\$0.00
235 SNOW/FLOOD EMERG LEVY FUND	\$7,223.75		\$7,223.75
236 LEVEE MAINTENANCE	\$18,145.28	\$5,941.79	\$24,087.07
253 METER DEPOSITS TRUST FUND	\$597.63		\$597.63
261 UNEMPLOYMENT COMP RESERVE FUND			\$0.00
271 ECONOMIC DEVEL DEPT FUND	\$1,063.12	\$10,880.42	\$11,943.54
315 TAX INCREMENT FUND		-\$10,000.00	-\$10,000.00
319 LODGING TAX FUND	\$1,828.72		\$1,828.72
320 SALES TAX OPERATING FUND	\$61,915.31	\$350,000.00	\$411,915.31
321 SALES TAX RESERVE FUND	\$10,000.00	-\$200,000.00	-\$190,000.00
322 SALES TAX DEFAULTS RES FUND		-\$200,000.00	-\$200,000.00
323 SALES TAX DEVELOPERS AGMNT RES	\$54,000.00	-\$50,000.00	\$4,000.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$134.70		\$134.70
326 REVOLVING LOAN FUND	\$27,600.00	\$500,000.00	\$527,600.00
361 GASOLINE,OIL,ETC		-\$3,873.72	-\$3,873.72
365 PD DIGITAL RADIO SINKING FUND		-\$1,200.00	-\$1,200.00
366 PD CANINE UNIT FUND	\$92.63		\$92.63
390 CLUBHOUSE MAINTENANCE	\$3,643.61	\$1,200.00	\$4,843.61
393 DOWNTOWN CARE & MTC FUND	\$2,483.68		\$2,483.68
450 R/I 10405 (FLOOD PHI)	\$1,342,060.50		\$1,342,060.50
451 R/I #10506 (2-2-03 + 1-1-04)	\$663,900.00	\$11,191.06	\$675,091.06
452 R/I/#10607 (FLOOD MIT. 11/07)		-\$1,317,647.21	-\$1,317,647.21
453 R/I #10708 WESTSIDE TIF	\$178,375.50		\$178,375.50
454 R/I #10809 REFI 5 ISSUES	\$482,652.00		\$482,652.00
455 R/I #10910 SERIES 2010	\$488,554.37		\$488,554.37
456 R/I #11011 SERIES 2011	\$163,602.25		\$163,602.25
457 R/I #11111 SERIES B 2011	\$170,849.86	-\$172,352.79	-\$1,502.93
458 R/I #11212 SERIES A 2012	\$6,161.70	-\$11,191.06	-\$5,029.36
572 1/2 SALES TAX FUND			\$0.00
574 5-2-97 (FLOOD PHASE II)	\$846.00		\$846.00
605 8-1-06 DAKOTA AVE	\$513.00		\$513.00
608 08-02-03 SSIDE STORM SEWER	\$26,896.25		\$26,896.25
616 N CENTRAL AREA ST IMP PROJ	\$209.50		\$209.50
618 NDDOT HWY 127 FROM JCT 11	\$708.09		\$708.09
628 SAFE RTS TO SCHOOL 2011	\$1,174.64		\$1,174.64
629 66TH ST S SHARED USE PATH	\$22,373.50		\$22,373.50
630 WESTSIDE NATURAL DRAIN PROJ.	\$1,513.00		\$1,513.00
631 11TH ST. N. AVE B TO 16TH AVE	\$29,759.14		\$29,759.14
TOTAL	\$4,106,614.58	\$109,846.76	\$4,216,461.34

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee May 29th, 12:00 Noon
- b. PW/PS Committee May 30th, 5:00 P.M.
- c. Planning Commission June 4th, 4:00 P.M.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant