

**Wahpeton City Council
September 17, 2012**

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

Absent: Hansey

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

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS/ETC.

Proclamation – Welcome Home Troops Day Mayor Sturdevant read the proclamation declaring September 22, 2012 as ‘Welcome Home Troops Day’ in Wahpeton in recognition and celebration of the homecoming of the 188th Engineer Company (Vertical) of the ND Army National Guard.

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 September 4, 2012

Approval of minutes of public hearing held September 4, 2012

Approval of minutes of Committee of the Whole meeting held September 12, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Dilapidated Properties Report

August 2012 Financials

August 2012 Bill Pay Report (\$644,660.93 – see below)

Correspondence from Deb Waxweiler

Wahpeton Airport Authority Budget 2013

**Motion by Mitskog, 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

ECivis Grant Database Subscription Huwe requested Council action on this item as it is time sensitive. She said the City has an opportunity to participate in a grants research and management database called ECivis. She said after participating in an online demonstration it was felt it would be a very powerful tool. Huwe said the City would be cooperating through multiple departments to utilize this tool and would have lead people, doing grant research/management for any City department, Parks & Rec department, or even for a community-wide interest. She said the annual cost is \$3,835 which is being proposed to split 1/3 each between City Hall, Economic Development, and the Fire Department from their training budget for 2013. She said that amount is relative as the City typically will garner \$380,000-\$500,000 in grant awards for the City and at the end of the year a detailed report of the grants and donations received is provided, and she felt a goal of not less than \$380,000 could be set to keep it relative to the cost of the research tool. Huwe said she would like Council approval to enter into a contract with ECivis, knowing that it's a 3 year contract at \$3,835

per year, looking for appropriation for year 1 then to continue to address within the budget cycles. **Motion by Bohn, seconded by Bajumpaa, to approve entering into a 3-year contract with ECivis at the cost of \$3,835 annually with the 2013 appropriation being split 1/3 each between City Hall, Economic Development, and the Fire Department from their training budget.** Discussion held regarding the 3 year commitment and the cost. **Roll call vote 6-0. Motion Carried.**

2013 Budget Huwe said initially the 2013 budget calendar had scheduled second reading of the 2013 budget ordinance, however there were a few items that require further discussion before the budget is finalized so it will remain on both the Finance Committee and Public Works Committee agendas, and will be on the October 1st City Council agenda for adoption.

NDLC Annual Meeting in Grand Forks Sept. 20th – 22nd Huwe reminded the group of this event being held later this week, from Thursday through Saturday.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe said as previously reported, the Economic Development office has been authorized to collect information, conduct research, and develop partnerships in the acquisition, relocation, and renovation of the rectory currently located along Dakota Avenue and owned by St. John's Church. She said the plan is to move the rectory house from its current location to a vacant property 3 ½ blocks south on the corner of 2nd Street and 4th Avenue South. Priebe explained there would be some rehabilitation costs to the structure, a new garage built and new foundation in place, prior to selling the property to a low/moderate income household. Priebe said last week she contacted the Eastern Dakota Housing Alliance (EDHA) to share the project concept and inquire about accessing the HOME funds for such a project. She said there are some funds available for this region, and was instructed to fill out an application and submit it by September 24th in time for a September 27th board meeting of the EDHA. The contact for the organization was very interested in this project and would like to work with this office to revitalize the neighborhood and provide affordable housing, which is a big need in most communities. The application calls for evidence of site control. Priebe said there is an oral promise to control the house but the County, until this morning, had ownership control of the vacant lots. She said earlier today she and City Assessor Broadland attended the Richland County Commissioners meeting to request consideration to sell lots 13 and 14 of Block 2 in Roots Addition to the City for \$1 so this application could be forwarded to the EDHA for consideration. The balance of the application would be completed by City staff. Priebe said the County Commission did unanimously agree to sell the property to the City for the purpose outlined. Priebe said these applications are approved on a points system, and letters of support are a key piece in the approval process. She said she would like the City Council to consider formally supporting the project concept and to key in on the City's vision and guiding principles: To provide housing for all stages of life by leveraging resources to enhance our tax base. Priebe commented this is similar to what was done previously with the NSP initiative which worked out very well for all parties involved. She said this isn't an automatic approval for the HOME funds because the feasibility of financing the entire project is still being put together, and she still needs to report back to the Finance Committee with cost estimates on each phase of the project and identify a city funding source, such as the Revolving Loan Fund or Sales Tax. **Motion by Mitskog, seconded by Bertsch, to approve crafting a letter of support for the aforementioned housing project to be submitted with the application to the EDHA for HOME Funds. Motion Carried.**

Revolving Loan Fund Delinquencies – Priebe said all the Revolving Loan Fund delinquencies have been worked through so there were none to report at this time.

Priebe then gave a reminder of the Classy & Classic Car Show III which will be held Thursday, September 27th from 5-7pm in downtown Wahpeton. She stated this is a free event and announced some of the other activities which will also be held during this event. Sturdevant noted that volunteers are still needed to help with the cars if anyone is interested.

PUBLIC WORKS DIRECTOR NELSON

PW Report – Permission to Advertise Northside Ditch Maintenance, Proj. No. DR12-206

Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson was then asked to give an update on the Briarwood project. Nelson said the project is still in design and anticipate a letting this fall, with hopefully the construction of the major core of the levy. He said it would not be completed this year but will carry over into next year for finishing.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Vacant Council Position – Mayor Sturdevant said two interviews have been conducted for the open vacancy on the City Council with applicants Nathan Gilbertson and Marty Schmidt, with one more to be conducted next week with Lane Wateland.

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 September 10th.

ND Insurance Reserve Fund Coverage – discussion

Reimbursement Request for change of address – motion to recommend reimbursement to homeowner for \$548.98 subsequently tabled

Limousine Licensing Inquiry – motion to recommend amendment of ordinance 22-451 to specifically exclude limousines and fun buses

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

ORDINANCE NO. 946
AN ORDINANCE AMENDING ARTICLE XI.
TAXICABS

Pawn Shop License Review – motion to recommend amendment of ordinance 22-379,380 pawn brokers to report transactions as prescribed by the Chief of Police

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

ORDINANCE NO. 947
AN ORDINANCE AMENDING ARTICLE IX.
PAWNBROKERS, SECOND HAND DEALERS AND JUNK DEALERS

Discussion held regarding what changes were made to this ordinance.

Public Works & Public Safety Committee Report

DeVries said the Publics Works Public Safety Committee met at noon on September 11th.

Dilapidated Properties Report – motion to recommend directing the Building Official to solicit quotes for demolition of 610 8th St. N. **Motion by DeVries, seconded by Dale, to approve authorizing Building Official Johnson to solicit quotes for demolition of 610 8th Street North. Motion Carried.**

Requested Waiver of Unpaid Utility Bills – motion to recommend continued negotiation – It was noted no official motion was made from Public Works Committee.

Procedure for Addressing Property in the City - discussion

NDCC 39-08-23 Wireless Communications Device Prohibited – motion to recommend amendment of Ordinance Ch. 42 to adopt NDCC 39-08-23 into City ordinance with charges specified

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

ORDINANCE NO. 948
AN ORDINANCE
PROHIBITING THE USE OF WIRELESS COMMUNICATION
DEVICES

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

ORDINANCE NO. 949
AN ORDINANCE AMENDING
SECTION 42-129 FEES
TO PROVIDE PENALTY FOR SEC. 42-635 AND SEC. 42-636

Flood Mitigation (ad-hoc)

Reminder – Flood Cmt. will meet on Friday, Sept. 21st

August 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$191,466.14	\$31,802.48	\$223,268.62
201 WATER OPERATING FUND	\$191,299.73	\$31,174.81	\$222,474.54
202 SANITARY SEWER OPERATING FUND	\$57,490.19	\$19,540.23	\$77,030.42
203 WASTE REMOVAL OPERATING FUND	\$19,883.79	\$692.52	\$20,576.31
204 WASTE REDUCTION FUND	\$387.24		\$387.24
205 VECTOR CONTROL FUND	\$5,634.48	\$1,528.11	\$7,162.59
206 STREET LIGHTING	\$7,935.31		\$7,935.31
209 LIBRARY LEVY FUND	\$5,932.84	\$12,768.04	\$18,700.88
213 ADVERTISING LEVY FUND	\$573.45		\$573.45
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$365.70	\$992.76	\$1,358.46
227 ANNUAL RESERVE WH FUND		-\$2,634.00	-\$2,634.00
229 CAPITAL IMPROVEMENTS FUND	\$2,728.09		\$2,728.09
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$345.00		\$345.00
234 SPECIAL STREET MAINT FUND	\$625.19		\$625.19
236 LEEVE MAINTENANCE	\$6,628.67	\$6,721.71	\$13,350.38
253 METER DEPOSITS TRUST FUND	\$102.78		\$102.78
261 UNEMPLOYMENT COMP RESERVE FUND	\$82.33		\$82.33
271 ECONOMIC DEVEL DEPT FUND	\$2,637.84	\$10,880.42	\$13,518.26
305 VECTOR CONTROL DIST LEVY FUND		\$374.71	\$374.71
318 WEED MAINT LEVY FUND	\$1,290.00		\$1,290.00
319 LODGING TAX FUND	\$3,492.85		\$3,492.85
320 SALES TAX OPERATING FUND	\$22,769.41		\$22,769.41
324 SALES TAX MINI MATCH RSRV FUND	\$1,157.55		\$1,157.55
325 SALES TAX H.E.L.P. HOUSING FUND	\$212.50		\$212.50
326 REVOLVING LOAN FUND	\$721.66		\$721.66

361 GASOLINE,OIL,ETC		-\$4,487.01	-\$4,487.01
393 DOWNTOWN CARE & MTC FUND	\$115.45	\$33.91	\$149.36
455 R/I #10910 SERIES 2010	\$586.50		\$586.50
574 5-2-97 (FLOOD PHASE II)	\$4,884.00		\$4,884.00
608 08-02-03 SSIDE STORM SEWER	\$23.00		\$23.00
615 CUL DE SAC IMPROVEMENTS	\$702.60		\$702.60
630 WESTSIDE NATURAL DRAIN PROJ.	\$46.00		\$46.00
631 11TH ST. N. AVE B TO 16TH AVE	\$48.00		\$48.00
632 AERIAL DIGITAL TOPO MAPPING	\$187.97		\$187.97
TOTAL	\$534,822.26	\$109,838.67	\$644,660.93

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission September 20th, 4:00 P.M.
- b. Flood Committee September 21st, 12:00 Noon
- c. Finance Committee September 24th, 12:00 Noon
- d. PW/PS Committee September 25th, 5:00 P.M.

Motion by Mitskog, seconded by Bertsch, to adjourn at 5:30pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant