

Wahpeton City Council
September 4, 2012

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

Absent: Bajumpaa

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

Meeting called to order by Mayor Sturdevant.

BIDS / OFFERS / QUOTES

Concur Award of Bid for Westside Natural Drain Improvement District No. 11-01-03

Nelson said today bids were open with the City of Wahpeton acting as fiscal agent for the Joint Powers Board consisting of Center Township, Dwight Township, and the City of Wahpeton for Cleanout of West Side Natural Drain. He said 7 bids were received with JAV Construction, Inc. as low bidder with a total bid of \$114,782.75. His recommendation was to award that bid contingent upon award by the Joint Board of the Townships and the City, who would be meeting later tonight. Nelson mentioned that the City of Wahpeton's portion would be funded by Assessment District No. 11-01-03 so would need resolution of necessity. Lies said the motion would be for Resolution No. 3487.

Council member Dale offered the following on behalf of the City of Wahpeton and moved its adoption contingent upon approval by the Joint Board of Center Township, Dwight Township, and the City of Wahpeton:

RESOLUTION NO. 3487

**RESOLUTION CONCURRING IN AN AWARD OF CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT IN
DRAINAGE IMPROVEMENT DISTRICT 11-01-03
(Westside Natural Drain)**

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

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 August 20, 2012

Approval of Committee of the Whole Minutes August 14, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Red Door Art Gallery – Game of Chance Raffle Permit

St. Francis Healthcare & Wellness Foundation – Game of Chance Raffle Permit

Red River Area Sportsmen's Club – Game of Chance Raffle Permit

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Community Development Block Grant Award to ComDel Innovation

Lake Agassiz Water Authority Notice of Meeting

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

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR

2013 City Budget – Request first reading of Ord. No. 945 2013 Budget and reminder of public budget hearing tonight at 6:00 p.m. Huwe said tonight the public hearing for the preliminary budget will be held and requested first reading of budget Ordinance No. 945 making the appropriation for 2013. She gave a reminder that when the City has their preliminary budget and have met the publication requirements the only changes that can be made in the budget are decreases once have had first reading.

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

ORDINANCE NO. 945

AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF WAHPETON, NORTH DAKOTA FOR THE YEAR 2013

Request to schedule Committee of the Whole Budget Review – Wed. Sept. 12th at 5:00 Huwe confirmed the meeting date with the Council members present.

NDIRF Insurance Coverage – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe said the SSBCI signatures needed for the grant have been secured and have received the closing documentation that included the Allocation Agreement, the Joint Powers Agreement, and Services Agreement. She said the City Attorney is reviewing the Legal Opinion Letter. She explained that this grant is where the City of Wahpeton joined 39 other ND communities with the City of Carrington being the lead. Priebe said Mayor Sturdevant's signature has been obtained but requested formal approval by the Council authorizing the Mayor to sign the aforementioned documents. **Motion by Mitskog, seconded by DeVries, to authorize Mayor Sturdevant to sign the necessary SSBCI grant documents. Motion Carried.**

Priebe said she received correspondence from the Fairview Cemetery Association, reminding those present that last year a housing redevelopment, reinvestment and development taskforce was formed to review several areas throughout the community based on the Comprehensive Plan with one of those areas being the property just west of the Fairview Cemetery of about 20 acres. She said the correspondence received back from the Fairview Cemetery Association indicated they appreciated the City's efforts in seeking out areas for residential development but feel the parcel is better suited for future cemetery expansion, so turned down the City's offer to develop the property into residential areas. She said they will continue to pursue the 4 other potential areas.

Priebe shared a promotional football magnet for the upcoming Classy & Classic Car Show III which will be distributed to the participants and attendees. The event is scheduled to be held Thursday, September 27th coinciding with NDSCS Homecoming week. Mayor Sturdevant mentioned that volunteers will be needed to help with the car show and anyone interested should contact Priebe.

POLICE CHIEF

Request for Street Closure 200 Block of Dakota Ave. Sept. 22nd for Welcome Home for National Guard Troops Chief Thorsteinson said this was a request from the Wahpeton Vets Club to close the 200 Block of Dakota Avenue on September 22nd for the Welcome Home for National

Guard Troops. He noted the street will already be closed from 3rd to 4th St that day and this would include the extra block for the same hours of 4pm to midnight. He did not think it would be a problem. **Motion by DeVries, seconded by Dale, to approve the request for Street Closure of the 200 Block of Dakota Avenue September 22nd for the Welcome Home for National Guard Troops event.** Discussion held. **Motion Carried.**

Request for Street Closure – Classy & Classic Car Show III Sept. 27th Chief Thorsteinson said this request for street closure from 4th Street to 6th Street is for the Classy and Classic Car Show III event to be held September 27th and will be for the hours of 2pm to 7pm which has been done in the past without any problems. **Motion by Hansey, seconded by Bertsch, to approve the request for Street Closure from 4th Street to 6th Street on Dakota Avenue on September 27th from 2pm to 7pm for the Classy & Classic Car Show III event.** **Motion Carried.**

NDCC 39-08-23 Wireless Communications Device Prohibited – request referral to PW Cmt. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

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

PUBLIC WORKS DIRECTOR NELSON

PW Report – Nelson shared information on the meter replacement process that was started recently, and said they are slowly going through the system and estimated it may take approximately 2 years or more. He provided an example of a door hanger which he explained will be placed on customer's doors requesting them to schedule an appointment for their meter replacement to be changed over to automatic meter reading utilizing radio transmitting devices. Customers will be asked to schedule an appointment either by phone or e-mail within 2 weeks of receiving the door hanger notice, which can be an evening appointment if need be, asking they allow an hour's time for installation with an adult present at the residence and the water meter area accessible. Nelson said there is no cost to the customer for this and contact information is provided if questions. He said they anticipate working primarily on the south side where there are older meters first and on Dakota Avenue where entry to businesses are required to read meters. Sturdevant asked that each of the Council members be provided with a sample door hanger in case they have any inquiries regarding them.

Nelson then gave an update on the vector control program. He said it is the end of the season for the State traps, with the last week's collections being sent in tomorrow. He said the last report received from the State, the mosquito counts continue to decrease and are nearly zero. He added that the last report had no West Nile carrying mosquitoes. Nelson said the local traps will be kept out for two more weeks and will continue to track the numbers unless conditions indicate there is no benefit to be gained. If any change is seen the City is prepared for either a ground or aerial spray.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Vacant Council Position Mayor Sturdevant said there are 3 applicants, and interviews are going to try to be arranged with them on Wednesday, September 12th. The committee conducting the interviews will consist of Hansey, Bohn, and Sturdevant.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at noon on August 27th.

Reimbursement Request for change of address – motion to recommend reimbursement to homeowner for \$548.98 – Bohn explained the situation and said the first motion died due to lack of a second, and after some discussion a second motion was made which had a split vote. **Motion by Bohn, seconded by Mitskog, to approve reimbursing the Reilly’s in the amount of \$548.98.** Discussion was then held. Hansey did not feel there was any liability to the contractor, and also struggled on whether or not it was proper to expect the City to provide the right address especially from a tax statement. DeVries understood some of the reimbursement was for house numbers and some for stationery/return address labels, and he felt numbers for the house was one thing but struggled with purchasing stationery and address labels prior to moving into the property. He felt it could be split but the whole amount was not something he would be comfortable with reimbursing. Bertsch said she would like to have seen receipts for the reimbursement amounts submitted by the Reilly’s. She also felt that if the building permit had been picked up in a timely matter it may have alerted someone to the address change. She was also concerned about the precedence this may be setting. Mitskog felt there could be better communication efforts between the County and City departments. Sturdevant agreed and felt the City needed to assume some responsibility. Regarding the receipts that Bertsch had mentioned, Dale said there would be dates and felt if the items were purchased prior to a building permit application being applied for that might have some bearing also. **Bohn withdrew her motion and Mitskog withdrew her second to the motion, to send the item back to committee.** Mayor Sturdevant referred the item back to committee. A request will be sent to the Reilly’s requesting receipts be provided.

Purchase offer on in-fill lot at 403 6th St. N. – motion to recommend counter offer of \$2,000 with conditions – Bohn said a motion was made, seconded and carried by the Finance Committee, to recommend to counter the offer for the in-fill lot at 403 6th St N with \$2,000, to include the clawback that the property would have to have a single family residence within 2 years or the City could buy the lot back for \$1,500. Bohn stated the counter offer has since been accepted. **Motion by Bohn, seconded by Dale, to allow the purchase of the in-fill lot at 403 6th St N for \$2,000. Motion Carried.**

Budget Items – discussion – Bohn said any questions can be directed to Finance Director Huwe.

Housing Rehabilitation Project (in-fill lot) – motion to recommend authorization to investigate – **Motion by Bohn, seconded by Bertsch, to authorize Priebe to investigate the proposal for the property at 222 Dakota Avenue further and to come back with a recommendation. Motion Carried.**

West Briarwood – discussion

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at 5:00pm on August 28th.

Requested Waiver of Unpaid Utility Bills – motion to recommend negotiation – Hansey asked that this item be referred back to Public Works for further discussion. Mayor Sturdevant will refer this item back to the Public Works & Public Safety Committee.

Authorization to Advertise for Bids on Briarwood Levee Project – discussion

Preliminary Budget Review – discussion

Public Information Meeting on Westside Drainage Project – discussion

FLOOD MITIGATION (AD-HOC)

Reminder – Flood Cmt. will meet on Friday, Sept. 7th

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Flood Committee September 7th, 12:00 Noon
- b. Finance Committee September 10th, 12:00 Noon
- c. Public Works Committee September 11th, 12:00 Noon
- d. Committee of the Whole September 12th, 5:00 P.M.

Motion by Mitskog, seconded by Hansey, to adjourn at 5:43pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant