

**Wahpeton City Council**  
**October 15, 2012**

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

**Absent:** None

**Also Present:** Huwe, Lies, Priebe, MacIver, Amos, and Johannessen

Meeting called to order by Mayor Sturdevant.

**PUBLIC HEARINGS/ETC.**

**At-Large Council Position** Mayor Sturdevant said a committee consisting of himself, Public Works & Public Safety Committee Chair Hansey, and Finance, Personnel & Economic Development Committee Chair Bohn conducted interviews with three applicants, and he asked if a member of the committee had a recommendation to bring forward. **Motion by Hansey, seconded by Bohn, to appoint Martin Schmidt to fill the At-Large Council position to complete the term to 2014 of the vacated position. Motion Carried.** Attorney Lies then administered the Oath of Office to Martin Schmidt. After Schmidt joined the other Council members, Mayor Sturdevant said he would like to appoint Schmidt to the Public Works & Public Safety Committee and also to the Flood Committee and asked for confirmation from the Council. **Motion by Hansey, seconded by DeVries, to appoint Councilmember Schmidt to the Public Works & Public Safety Committee and also to the Flood Committee. Motion Carried.**

**BIDS / OFFERS / QUOTES**

In the absence of Public Works Director Nelson, Randy Pope of Interstate Engineering reported on the bid awards.

**Bid Award Recommendation for the Briarwood Flood Protection Levee Project No. FL12-199**

Pope said bid letting was done today, Monday, October 15<sup>th</sup>, for the Briarwood Flood Protection Levee Project No. FL12-199. He explained this project would replace the temporary levee in this area with a permanent structure. Pope reviewed the bid summary: Comstock Construction, Inc. - \$394,998.00; Griffin Construction Co. - \$521,087.00; Industrial Builders, Inc. - \$532,683.00; Reiner Contracting, Inc. - \$322,058.31; and Sellin Brothers, Inc. - \$673,621.00. Pope said of the five bids received, Reiner Contracting, Inc. was the low bidder at \$322,058.31. He said the engineer's estimate before the bid was \$384,800. Pope said he has never worked with this company before so did some checking with communities where they have done projects in the past and they were given good reviews. **Motion by Bohn, seconded by Bajumpaa, to award the Briarwood Flood Protection Levee Project No. FL12-199 to Reiner Contracting, Inc. in the amount of \$322,058.31.** Discussion held regarding the timeline for the project to ensure protection in the spring. **Roll call vote 8-0. Motion Carried.**

**Bid Award Recommendation for the Northside Ditch Maintenance Proj. No. DR12-206**

Pope said bid letting was done on Friday, October 12<sup>th</sup> for the North Side Ditch Maintenance Project No. DR12-206. Pope reviewed the bid summary: H & S Contracting - \$64,631.10; Sellin Brothers Inc. - \$78,675.55; and Comstock Construction, Inc. - \$91,321.00. Pope said Engineering Project Manager Travis Schafer has been overseeing this project and feels that since the bid came in under the engineer's estimate of \$85,000, recommends the bid be awarded to the low bidder, H & S Contracting. **Motion by Dale, seconded by Bohn, to award the North Side Ditch Maintenance Project No. DR12-206 to H & S Contracting in the amount of \$64,631.10. Roll call vote 8-0. 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 October 1, 2012**  
**Games of Chance Licenses, Site Authorizations & Special Permits**

NDSCS Dental Club Raffle Permit  
St. Catherine's Living Center Raffle Permit  
Humane Society of Richland/Wilkin Raffle Permit  
Chahinkapa Zoo Raffle Permit  
Knights of Columbus Council 2205  
Other Games of Chance and/or Special Permits

**Presentation/Approval of Reports**

Dilapidated Properties Report  
September 2012 Financials  
September 2012 Bill Pay Report (\$995,826.27 – see below)  
Measures on the November Ballot

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

**ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA** None.

**REPORTS**

**FINANCE DIRECTOR/AUDITOR**

**Tax Forfeited Properties – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**Legislative Planning Meeting with Legislators – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**Waste Management Contract – request referral to PW Cmt.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** – Priebe presented recommendations from the Economic Development Commission meeting held October 12<sup>th</sup>. She said the EDC reviewed a request from the Bois de Sioux Golf Club, Inc. Board of Directors for 2 repairs (an equipment upgrade and a building fix) that occurred during the 2012 golf season. Installation of a new 50HP pump & 6” suction line replaced the 20HP setup after the system failed in the spring of this year, and cost \$18,417.84. In addition, the maintenance shed located on the MN side needs to be repaired as a wall in the cold storage area of the building is rotted out due to excess moisture over time and the estimated cost is \$4,700. The EDC recommends approval of the request in the form of a \$23,117.84 grant from Sales Tax for Recreation. **Motion by Mitskog, seconded by Hansey, to approve a \$23,117.84 grant from Sales Tax for Recreation to reimburse the Bois de Sioux Golf Board for the pump expense and to order the work done for the maintenance shed repair as presented.** Discussion held regarding the funding. **Roll call vote 8-0. Motion Carried.**

Priebe said the EDC also heard a request from Chamber Exec Ron Rowland regarding a 3-fold Holiday Promotion. Sales Tax Funds would help to leverage and stretch dollars needed to advertise and pay for expenses for “Dash for Cash” (which is business driven so does not need funding), Poinsettia Promotion”, and “Shop Local” during the upcoming holiday season. The request for \$12,000 would cover promotion and purchase of the poinsettias, a 37 day ad campaign for the shop local promotion, and costs covering administrative fees. The City of Breckenridge has already approved \$2,000 toward the Holiday Promotion campaign. Priebe noted the grant would be disbursed on a reimbursement basis. She said the EDC recommends approval of \$10,000 from Sales Tax for Economic Development for this holiday promotion. **Motion by Bohn, seconded by Mitskog, to approve \$10,000 from Sales Tax for Economic Development for the 2012 Chamber Holiday Promotion plan.** Discussion held regarding this request and the planned promotions. **Roll call vote 8-0. Motion Carried.**

#### **PUBLIC WORKS DIRECTOR NELSON**

**PW Report – Request to Purchase Wheel Loader from State Contract – request referral to PW Cmt.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**Change Order No. 1 (Final) for Rosewood Seal Coat Maintenance, Project No. ST12-204 – request referral to PW Cmt.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**Change Order No. 1 (Final) for Hydrants Replacement Various Locations, 2012, Project No. W12-194 – request referral to PW Cmt.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

#### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Recommendation from Housing Committee – Council Member Mitskog** Mitskog brought forward a recommendation from the Housing Taskforce/Development Team. She said to continue assessment of options for housing development areas, she recommended engaging the professional services of R.S. Carey Land Company for preliminary concept design options for up to \$5,000 funded from the Development Reserve Fund. **Motion by Mitskog, seconded by Dale, to engage the professional services of R.S Carey Land Company for preliminary concept design options of up to \$5,000 funded from the Development Reserve Fund. Roll call vote 8-0. Motion Carried.**

Mayor Sturdevant referred to Finance, Personnel & Economic Development Committee funding for Christmas lighting on Dakota Avenue.

#### **REPORTS FROM THE CITY COUNCIL COMMITTEES**

**Finance, Personnel & Economic Development Committee Report** (Meeting cancelled October 8, 2012)

**Report from Employee Benefits Cmt.** – Bohn said although the Finance Committee did not meet due to lack of a quorum, she did have a request from the Cafeteria Benefits Review Committee. She explained that this committee consists of employees that review the benefits that the cafeteria plan offers to the employees, such as life insurance, dental insurance, vision insurance, etc., that employees can choose to enroll in each fall when they do open enrollment periods. Bohn said the committee is requesting that the City Council allow switching to Premier Benefits Group as the servicer for these insurance options. She said there is no cost at this time to do so, and that it would just be a change in the servicer but the underwriters would remain the same allowing for bundling

of different services in a cost effective way. **Motion by Bohn, seconded by Mitskog, to allow the Cafeteria Benefits Review Committee to engage in the services of Premier Benefits Group for the upcoming open enrollment. Motion Carried.**

**Public Works & Public Safety Committee Report**

Hansey said the Public Works Public Safety Committee met at noon on October 9<sup>th</sup>.

**Dilapidated Properties Report – motion to recommend City Assessor to purchase 610 and 811 8<sup>th</sup> St. N. from Richland County – Motion by Hansey, seconded by DeVries, to authorize City Assessor Broadland to negotiate an offer to purchase 610 8<sup>th</sup> St N and 811 8<sup>th</sup> St N for \$1.00 each from Richland County, once they are delinquent on property taxes. Motion Carried.**

**Request for Wayfinding Signage on Shared Use Paths & Rec Trails – motion to recommend to coordinate with Janet Gagelin/SVHW and proceed – Motion by Hansey, seconded by Dale, to authorize the Public Works department to work with Janet Gagelin and Southern Valley Health Watch (SVHW) on way-finding signage for paths and trails. Lies noted that other organizations, such as United Way, would provide the funding so no City money would be involved. Motion Carried.**

**Authorization to Request Cost Proposal for Professional Services of Town Centre Square Improvements – motion to recommend requests for cost proposals – Motion by Hansey, seconded by DeVries, to authorize a request for a cost proposal for Professional Services for Town Centre Square Plaza Improvements. Motion Carried.**

**Review of alternatives for PW Operations Manager**

**Property Maintenance issues in Southside Industrial Park – motion to recommend the Bldg. Official visit property owners for corrective action – Motion by Hansey, seconded by Bertsch, to direct Building Inspector Johnson to personally visit with offenders with a corrective remedy within a certain timeframe that the City would appreciate them cleaning up their property. Motion Carried.**

**Screening Requirements in Industrial Zoning Districts**

**Request for Golf Clubhouse Improvements by Golf Board – motion to decline funding request from Club Hse. Mtc. Fund for bar/restaurant equipment – Motion by Hansey, seconded by Dale, to decline the Golf Board funding request from the Club House Maintenance Fund to purchase bar/restaurant equipment. Discussion held. Motion Carried.**

**Requested Waiver of Unpaid Utility Bills – motion to recommend continued negotiation – Huwe commented that she had contact with First National Bank and Trust and they have agreed to accept the committee’s initial offer of waiving the late fees and penalties that were certified against the properties that they subsequently sold so have agreed to a settlement of \$1,500 as was initially discussed. Motion by Hansey, seconded by DeVries, to allow Finance Direct Huwe to conclude negotiations and sign the necessary paperwork to accept the agreed upon settlement of \$1,500 from First National Bank and Trust. Discussion held. Motion Carried.**

September 2012 Bill Pay Report

| <b>DISBURSEMENT FUND</b>          | <b>ACCOUNTS PAYABLE</b> | <b>PAYROLL &amp; GL</b> | <b>TOTAL</b> |
|-----------------------------------|-------------------------|-------------------------|--------------|
| 101 GENERAL FUND                  | \$190,102.93            | \$54,612.75             | \$244,715.68 |
| 201 WATER OPERATING FUND          | \$195,047.16            | \$32,326.92             | \$227,374.08 |
| 202 SANITARY SEWER OPERATING FUND | \$60,914.37             | \$20,666.30             | \$81,580.67  |

|                                     |                     |                     |                     |
|-------------------------------------|---------------------|---------------------|---------------------|
| 203 WASTE REMOVAL OPERATING FUND    | \$19,863.32         | \$692.52            | \$20,555.84         |
| 205 VECTOR CONTROL FUND             | \$15.39             | \$1,290.00          | \$1,305.39          |
| 206 STREET LIGHTING                 | \$8,155.33          |                     | \$8,155.33          |
| 209 LIBRARY LEVY FUND               | \$46,827.84         | \$10,467.45         | \$57,295.29         |
| 213 ADVERTISING LEVY FUND           | \$1,128.65          |                     | \$1,128.65          |
| 216 AIRPORT 4-MILL LEVY FUND        |                     | \$449.98            | \$449.98            |
| 217 PLANN COMMISSION LEVY FUND      | \$300.00            | \$992.76            | \$1,292.76          |
| 222 SOCIAL SECURITY LEVY FUND       | \$22,705.80         |                     | \$22,705.80         |
| 224 RETIREMENT FUND                 | \$22,811.22         |                     | \$22,811.22         |
| 227 ANNUAL RESERVE WH FUND          |                     | -\$2,859.00         | -\$2,859.00         |
| 229 CAPITAL IMPROVEMENTS FUND       | \$3,362.06          |                     | \$3,362.06          |
| 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       | \$6,502.11          |                     | \$6,502.11          |
| 236 LEVEE MAINTENANCE               | \$485.20            | \$5,939.54          | \$6,424.74          |
| 251 AMBULANCE LEVY FUND             | \$274.49            |                     | \$274.49            |
| 261 UNEMPLOYMENT COMP RESERVE FUND  | \$85.53             |                     | \$85.53             |
| 271 ECONOMIC DEVEL DEPT FUND        | \$1,339.74          | \$10,880.42         | \$12,220.16         |
| 305 VECTOR CONTROL DIST LEVY FUND   |                     | \$17.63             | \$17.63             |
| 315 TAX INCREMENT FUND              | \$3,750.00          |                     | \$3,750.00          |
| 318 WEED MAINT LEVY FUND            | \$3,646.00          |                     | \$3,646.00          |
| 319 LODGING TAX FUND                | \$680.72            |                     | \$680.72            |
| 320 SALES TAX OPERATING FUND        | \$81,032.64         |                     | \$81,032.64         |
| 325 SALES TAX H.E.L.P. HOUSING FUND | \$105.00            |                     | \$105.00            |
| 326 REVOLVING LOAN FUND             | \$3,020.38          |                     | \$3,020.38          |
| 340 HANDICAPPED PARKING FINES       | \$400.00            |                     | \$400.00            |
| 361 GASOLINE,OIL,ETC                | \$26,498.79         | -\$4,485.17         | \$22,013.62         |
| 390 CLUBHOUSE MAINTENANCE           | \$501.00            |                     | \$501.00            |
| 393 DOWNTOWN CARE & MTC FUND        | \$50.00             |                     | \$50.00             |
| 572 1/2 SALES TAX FUND              | \$26,726.95         |                     | \$26,726.95         |
| 574 5-2-97 (FLOOD PHASE II)         | \$18,752.95         |                     | \$18,752.95         |
| 605 8-1-06 DAKOTA AVE               | \$44,874.33         |                     | \$44,874.33         |
| 608 08-02-03 SSIDE STORM SEWER      | \$46,445.63         |                     | \$46,445.63         |
| 615 CUL DE SAC IMPROVEMENTS         | \$34.50             |                     | \$34.50             |
| 618 NDDOT HWY 127 FROM JCT 11       | \$384.00            |                     | \$384.00            |
| 630 WESTSIDE NATURAL DRAIN PROJ.    | \$410.64            |                     | \$410.64            |
| 631 11TH ST. N. AVE B TO 16TH AVE   | \$23,030.00         |                     | \$23,030.00         |
| 634 COMMERCIAL STREET REHAB         | \$46.00             |                     | \$46.00             |
| <b>TOTAL</b>                        | <b>\$864,834.17</b> | <b>\$130,992.10</b> | <b>\$995,826.27</b> |

## SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission October 18<sup>th</sup>, 4:00 P.M.
- b. Finance Committee October 22<sup>nd</sup>, 12:00 Noon
- c. PW/PS Committee October 23<sup>rd</sup>, 5:00 P.M.

Bohn said due to a conflict with the next scheduled Finance Committee date she would like to reschedule to a later date. Members were asked to check their schedules to find a date that would work that week.

**Motion by Mitskog, seconded by Bertsch, to adjourn at 5:52pm.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant