

**Wahpeton City Council**  
**September 16, 2013**  
**5:00 p.m.**

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

**Absent:** DeVries

**Also Present:** Huwe, Lies, Miranowski, M. Anderson, Broadland, Priebe, MacIver, and Gutzmer

Meeting called to order by Mayor Sturdevant.

**PUBLIC HEARINGS / ETC.**

**2014 Budget Hearing – Ordinance No. 954** Mayor Sturdevant commenced the Public Hearing for the 2014 Budget. He said there was a publication in the Daily News on Sunday, September 25<sup>th</sup> and on Monday, September 26<sup>th</sup> there was a presentation of the preliminary budget following the Council meeting. Sturdevant asked City Auditor Huwe if any written protests or inquiries had been received, and Huwe answered that one written inquiry was received that pertained to deposit of City funds but no inquiries regarding revenue or expense items or the budget as proposed. He then asked if anyone present would like to be recognized, and there was none. He said the budget would be discussed further during the Finance Committee report.

**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 3, 2013**

**Approval of minutes of Public Hearing held September 3, 2013**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Cargill – United Way Campaign 2013 Raffle Permit

Knights of Columbus Raffle Permit

Richland-Wilkin Humane Society Raffle Permit

BW Blades Hockey Association Raffle Permit

Wahpeton High School Raffle Permit

Other Games of Chance and/or Special Permits

**Presentation/Approval of Reports**

August 2013 Financials

August 2013 Bill Pay Report (\$860,409.36 – see below)

Dilapidated Properties Report

2013 Fall Extravaganza

**Motion by Bajumpaa, seconded by Bohn, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

The Council minutes had not been included in the review of the Consent Agenda and a motion was requested for their approval. **Motion by Schmidt, seconded by Mitskog, to approve the minutes of the regular Council meeting held September 3, 2013, and also the minutes of the Public Hearing held September 3, 2013. Motion carried with all voting ‘aye’.**

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**City Insurance Binder Renewal – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Huwe announced that the City of Wahpeton owns surplus property which was acquired as part of the flood control project in 2003 and are now ready to re-market the property which is located at 316 17<sup>th</sup> Avenue North. She said there was an advertisement in Sunday's newspaper requesting proposals for the property, and an open house will be held Thursday, September 19<sup>th</sup> from 5-7pm. Huwe said proposals are due by September 29<sup>th</sup> and once they are received they will be referred to both Committees for review to decide the best outcome for redevelopment of that lot. She noted information on the property is available on the City's website, and it is also available for private viewing.

**Special City Council Meeting Sept. 23<sup>rd</sup> with public hearing for the Wheatland Rd. street vacation request between 17<sup>th</sup> Ave. N. & Woodland Dr.**

**ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** – Priebe said that new aerial photographs have been ordered for the Volunteer Park area, Dakota Avenue east and west gateways, Rosewood addition area east of Walmart and south of ComDel/Bobcat sites, both sides of the Red River that feature the Golf Course, and the southwest area of the City near the airport and south side industrial park. She explained there are multiple uses for these photographs but for the most part they are used for future developments of the City, for comparisons in the changing landscape, and for planning and zoning decisions.

Priebe said the feasibility study for a new hotel/conference center is supposed to be ready for review this week. She said once a draft copy is received we will have 2 weeks to edit, change and submit additional data so that we have the best possible and most current information to make the best decisions. Priebe said potential partners in this venture are waiting for the study's findings and recommendations before moving forward or even considering the project's viability.

At the NDLC annual conference, Priebe said she attended a session on communicating with the public using electronic messaging and social media. She said while the City has an electronic devices policy in the Personnel Manual she found the Facebook policy developed by the City of Bismarck to be very thorough and a good outline for using social media as a tool for public input and surveying citizens. She asked that this item be referred to Finance Committee for further consideration. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee. Priebe also noted that West Fargo was chosen as City of the Year at this annual conference.

Priebe said a policy for city-owned properties is still being worked on and is a standing item on the Public Works Committee agenda. She said she and Mayor Sturdevant need to decide how to proceed.

**POLICE CHIEF**

**Application of Insurance Proceeds – request referral to PW Cmt.** Sergeant Matthew Anderson requested referral of this item to Public Works Committee. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**PUBLIC WORKS DIRECTOR**

Miranowski gave an update on some of the projects currently taking place in the City, which included the Cul-de-Sac Improvements Project in Oakwood Avenue and Oakwood Court, Red River Court patching and seal coating, the South Side Drainage Project, and the East Side Sanitary Sewer Project. Discussion held.

**COMMUNICATIONS FROM THE MAYOR & COUNCIL**

Mayor Sturdevant expressed concern for the water budget financing and requested that this issue be referred to the Public Works Committee for further investigation/review. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

**REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

**Finance, Personnel & Economic Development Committee Report**

Bohn said the Finance, Personnel & Economic Development Committee met at noon on September 9<sup>th</sup>.

**400 Block Development Agreement – motion** to recommend to maintaining the agreement as previously approved – **Motion by Bohn, seconded by Mitskog, to maintain the 400 Block Development Agreement**

**as previously approved.** Discussion was then held. Sturdevant said he has been involved with this project since last fall and expressed concern for the future of the downtown buildings involved. He said that the proposed developer is the same one that did Town Centre Square and did an outstanding job on that project, and noted it was done without plans and specs. Sturdevant noted the same statement was in the agreement for that project as the one that is currently being proposed that said plans and specs needed to be drawn up by a licensed architect. Sturdevant said he had requested copies of the plans and specs from the TCS project from City Hall staff but received nothing, then after talking to Assessor Broadland was provided with 2 pages which showed the renovating of a one bedroom to a two bedroom. He felt this project is being delayed by the plans and specs requirement, and the same agreement was used in the TCS project so wondered why there was a difference now. He wondered who would want to kill this project when there is no other developer who is interested in the project. He talked about the track record of the present property owner with other properties previously owned. He said he has encouraged Council members and City staff to visit the 400 Block and view the state of the buildings for themselves but some have not done so yet. Sturdevant mentioned the Hyett-Palma study that was done that identified the importance of downtown. He talked about the potential of 11 apartments in these buildings but the present property owner just didn't finish them. He said there is a willing seller/property owner and willing buyer for renovating those buildings, and he felt if nothing is done and this project is delayed the roof will not be fixed. Sturdevant said one retailer has already relocated from the property and one of the buildings is empty, and that potential renters downtown do not want to rent from the current owner. He expressed his frustration with the way the project is moving. He stated that the developer has hired a roofing contractor to do a \$200,000 project and that areas have been identified that need to be totally replaced and one such area is the one that collapsed a few weeks ago. Sturdevant said at a meeting held with the developer last Friday the developer asked Building Official Johnson what else would be required of him and talked about removing the requirement that plans and specs be prepared by a licensed architect, and he felt that by Monday's noon Financing Committee meeting things had changed. He felt the games needed to stop regarding whether or not the City was willing to work with the developer. He felt if this developer is lost it would be hard to find another, and it would hurt the City's reputation dealing with developers. Sturdevant said that he had asked the question of what changed from Friday to Monday and has gotten no response.

Sturdevant then asked Assessor Broadland if there were plans and specs on the TCS project, to which Broadland answered that she had provided what they had when they did the conversions of the existing apartments from the efficiency to the one bedroom apartments. Sturdevant then asked if the plans and specs are the same being required for the 400 Block, which Broadland answered that she believed more detail would be needed but Johnson asked for existing and for what they are putting it to. She added that she had pulled all the parcels to see if there were any permits. She said in 1994 a permit was issued to demolish the apartments upstairs, then took out a permit in 1995 to put 11 apartments back up, but in her inspection in 2005 it was still vacant and was run as warehouse/storage so she did not have any plans on the 400 Block or any old permit on it either.

Sturdevant then went back to TCS which he said the same developer has renovated. He said one retailer has relocated there from the 400 Block, and asked Broadland if in reassessing those properties if she was satisfied with the work that was done by the developer and if she felt the apartments were completed as requested. Broadland responded that she was but that those apartments already had their certificate of occupancy and were apartments, and believed that the developer did more superficial improvements. Sturdevant asked if Broadland was satisfied that the developer has the capabilities of remodeling a project, which Broadland felt they had done a fine project with the 500 Block. Bohn felt it was important to remember that the TCS project that Broadland said was completed successfully was a facelift project – a remodel job – so a lot of the things we see in that project are things that are not structural in nature. Sturdevant asked what was structural in nature in the 400 Block, to which Bohn said from Broadland's statements the 400 Block was never issued a construction permit for residential property on the second floor. She said that makes it so it doesn't have any base material so we know what the changes are going to be from the commercial property to the residential property. She said if a floor plan or spec had been in place at the time that the initial permit was issued on those 400 Block properties, we would have a base line and then it would be considered similar to the TCS project in which there is a facelift/remodel going on but this is a complete gut and it is not known what is in there, which makes her uncomfortable about it. Sturdevant asked for further explanation. Bohn said that when a construction project moves forward without a permit on file it

is not known what existed there. She said the assessor had stated that the space was valued as warehouse/storage space which is not residential property and is not eligible for a remodel or facelift. That leaves a lot of unknowns in the walls that are sheetrocked, that are plumbed, that are electrical. Bohn said it makes it very difficult to make sure that the residents that would take up space in those buildings would not be assisted by the City's Building Codes Official. Further discussion held as to how the existing work can be used without knowing if the work was done to code.

Mitskog then commented that some valid points have been raised regarding the 400 Block and everyone is in agreement that something needs to be done. She said downtown Wahpeton has progressed and great strides have been made in the appearance and improvements are continued to be made, but the difference with this project is that public dollars are being used and as EDC Chairman she would like to have assurances that the City's investment of nearly \$1 million into this block that the City has the right to do their due diligence and ask questions and have inspections done. She wondered if when a roof collapses if the integrity of that buildings and adjacent buildings is compromised and if money should be invested there. She did not feel it was out of line to have assurances that it's a good investment. She noted the City does not have ownership of these properties. She applauded the developer for considering these properties and said they did great work on TCS, and are very willing and forthcoming but when investing nearly a million dollars of taxpayer dollars she felt the City has a right to require plans and specs to ensure the safety of those buildings, from air quality to structural issues. Huwe was then asked to review the dollars that have been earmarked for this project, which she said totaled \$1,010,000, and she gave a breakdown of those dollars.

Sturdevant then again asked what had changed from the Friday meeting with the developer to Monday's meeting. He said the developer had asked Building Official Johnson what would be required of him. Huwe said she attended Friday's meeting and heard the developer's question to Building Official Johnson and Johnson's response, to the best of her recollection, was for plans and specs. She said the developer's response was to request that Section 7 be removed from the agreement and that's why it was referred to the Finance Committee the following Monday. She said that's why it was discussed and why the recommendation was brought to Council tonight. Sturdevant said he did not recall hearing that but if he was wrong he would apologize.

Sturdevant then asked again if there were plans and specs for TCS, which he felt there were none. He said when a Finance Committee member asked Johnson on Monday if there were plans and specs for the JCPenney project and TCS what was his answer. Bohn answered that she believed there were drawings. Sturdevant felt he had said there were plans and specs.

Lies then said at the meeting on Friday with the developer Section 7 was discussed and Lies had said there would be a material change in the agreement and he felt that it needed to go back to the full Council in order to amend that contract, that it could not be done at that meeting. He said during that meeting Huwe left to make sure it got on an amended Finance Committee agenda so it was discussed at that meeting to some extent. Sturdevant agreed that Lies had advised that it needed to go back to the Finance Committee and they needed to vote if they wanted to take it out.

Dale commented that he has seen a lack of motivation by City staff to try to work with this developer and make this project move forward. Hansey commented that he understood that the Building Official and current owner were going to work together and come up with the necessary paperwork for the project to progress, but it seems to have bogged down someplace and he wasn't sure where. Sturdevant felt the main discussion was over the firewall. Regarding the firewall, Broadland noted that the Building Official did meet with the current owner a minimum of 3 times and they did review what needed to be done for the firewall, and it was their understanding that the current owner was going to produce something in reference to the 400 Block but are yet to receive any documentation.

Lies then addressed Dale's comment from his perspective, saying the development agreement and transaction was supposed to have closed the end of May when he was out of state and the documents were done in advance of him leaving. He said there was a change requested by the developer relating to the FLEX PACE Loan and before he left that change was made. He said for reasons on the developer's end the project and the development agreement did not close the end of May. Lies said he sent at least 3 e-mails to the

developer's attorney asking if there were any changes needed, or any suggestions or recommendations relating to the development agreement and never received any. Lies said there were 2 dates in July and an August date given by the developer for closing and were not able to close because the developer did not have their appraisal or the Phase I environmental, and they had no changes proposed to the development agreement. So from Lies' standpoint in his office they have done what they needed to in asking if there was anything they needed and worked with the developer's attorney as he is not supposed to have direct contact with the developer when he's represented. He said he could not speak for other departments but knew that the Building Official did meet with the current owner on several occasions trying to work things out. Lies said he believed that Finance Director Huwe has had some contact with the developer. Dale said he was not questioning the timeline, but was the give and take that he would like to see, and compromise on some of the things like plans and specs instead of saying this is the way it is going to be if it's going to break the project. Lies said he agreed and pointed out that in Section 7 it doesn't say detailed plans and specs as is done in a lot of the City's engineering contracts. He said later in the paragraph it says plans and specs to the satisfaction of the Building Official so he can issue a building permit. Lies said there are no plans and specs provided by an architect or otherwise so there is nothing for the Building Official to work with. Dale pointed out that the papers provided for TCS had no specifications and yet it's the same language that is in this agreement. Lies said that was correct, and that the language gives flexibility to the Building Official so he is satisfied with what he gets.

Regarding the financing, Mitskog said she had a question for Dale. She said the scope of this project and the finances that are involved it is known that it is pretty tight as the developer didn't have the money to pay an architect so her concern is that one roof has already collapsed and the integrity of the other structures is not known so if the developer gets into the project and need more money where those funds would come from – if the project is going to stall or if more money would be requested from the EDC and sales tax dollars. She said even in TCS there were issues that came up. Dale wondered what would happen with the property if it sits there and nothing is done to maintain its structure. Mitskog said that was not an option, but wondered if need to gather more information and rethink what needs to be done. She said hopefully the City can continue to work with this developer and property owner, to which Sturdevant commented that it is hoped that can happen.

Sturdevant then noted that Lies had made mention to the plans and specs and did not say 'in accordance to plans and specs prepared by a licensed architect'. He said the licensed architect is the question and that's because it is estimated that a licensed architect would cost \$125,000 and the architect has said that it is not known whether he can put his stamp of approval on it. Lies said he would be leery of an architect that would charge \$125,000 for something he is not willing to sign off on, and would make you wonder what is going on behind the scenes that he is not willing to put his signature on his own work.

Sturdevant then had a question for the Finance Committee, asking if at last Monday's meeting if when they heard Building Official Johnson say he had plans and specs for TCS if that influenced their vote at all – which he noted there is no plans and specs for. Bohn answered that there were no plans and specs but her personal feeling on this is that when the TCS project was moving forward, as she eluded to before, was a pure remodel, there were no structural changes to that building, it had occupants in it in the past, and the cosmetic issues were known that needed to be addressed such as new carpet and appliances. She said this project because of the timeline and the slow nature of it makes her wonder if there is something that the developer is aware of over the last 3 months that has him losing faith in this project. And as Mitskog pointed out, there is a lot of public funding in this project. She said if the developer is stalling or even giving that appearance there might be something else going on and this might not be the project that the City really wants to be behind. To the statement of what will be done with that block, she felt that was still on the table and would need to find a plan for that as we don't want the buildings to continue to deteriorate. She agreed with Mitskog that it's not an option. Bohn felt there were other options out there but they just need to be identified.

Sturdevant then mentioned that there are back taxes on the building of \$55,000 that would be picked up by Wahpeton citizens if the owner does not pay them on time. Bohn noted that even at \$55,000, \$1 million goes a long way on back taxes before the City comes out ahead.

Bertsch said she was the one that had asked about plans and specs at the Finance Committee meeting. She said she had experience as a realtor working with construction projects and there were always plans and specs and blueprints, etc., yet 4 months into this project there is still nothing. Regarding the buildings, she said there are firewalls, structural problems with collapsed roofs and mold, and wondered where are the necessary documents. She then wondered where the appraisal is as would not be able to close without one. Lies said to his knowledge one has been ordered but he has not seen it to this point. Sturdevant said he, Huwe, Priebe and Lies attended a meeting with the developer's bank where the appraisal was ordered and felt it was up to the bank to provide it.

Sturdevant said if there are no plans and specs for TCS he would like to see something in writing that there are none. Huwe asked if he had received a copy of the drawings Johnson had used to issue the building permit. Sturdevant said he had received 2 sheets of paper that said a one bedroom apartment was going to be turned into a two bedroom apartment. Huwe stated that those were drawings prepared by a professional architect, although they weren't stamped and were not indicated for construction use, she believed it was at the discretion of the Building Official to accept those as plans and specs. She said Dale referred earlier to working with the developer and that is an example of the building official working with this developer to get the job done. She did not know if Sturdevant and the building official have different definitions of what plans and specs are or what the expectations are. Huwe felt there have been a series of miscommunications and missed expectations and she regrets that deeply, which she said she expressed to the developer earlier today. She said she did not feel the City was at a dead end with this project but at a left turn. She felt the City needs to be positive and seek out solutions and alternatives, and not look for reasons to blame or an excuse to call it an end. Sturdevant commented that he was afraid it is an end.

Local business owner Ted Pietron then addressed the Council. He said the City has invested a lot of money into their downtown and he sees improvements being made to the buildings and storefronts. He said his concern, as a retailer, is if the City does not continue these improvements with the 400 Block where there are 3 buildings and a collapsed roof, that if there are not people in there no one is going to fix it and they will just continue to deteriorate, and will eventually affect all the other downtown retailers. Pietron said he had spoken to about 10 other retailers who would like to see this project happen. He said they want it to be done correctly, but it needs to be done. He felt it was very important for the people, the retailer, and the City to have a viable downtown.

Bajumpaa said he had some concerns when he read the Finance Committee minutes as he was not able to attend the meeting. He said the City has codes for how they do things and how things are constructed in the City. He said those are codes that people are expected to live up to and the codes that the Building Official follows are built off of sound practices that have been demonstrated to work. He said he would like to see the City be as flexible in recognizing the fact that there are accepted procedures that the City Building Official would lean on and go to when determining if a phase/aspect of a project is completed as designed or not. He said in his line of business he has worked with contractors who are given a specific set of standards and specifications that they expect and they have someone who is willing to sign off on a job at the end that says that it was done according to plans and specs, and he felt if there was a way the City could enter into some partnership with the developer to come to some sort of consensus that would allow the City to do that without the developer having to incur the extra expenses he would be most willing to look into that. Bajumpaa then asked a question regarding how the City, staff and Council were protected. Lies answered that the protection is the insurance, and talked about the City's liability if the codes are violated.

Schmidt said he is hearing that part of the problem is that it is not known what is behind the walls so suggested removing some of the sheetrock to expose what is being covered up. Miranowski then shared information he had regarding a recent visit by himself and Johnson to the 400 Block buildings. He said some holes had been made in the sheetrock above the apartments that did not exist during a previous visit. He said what he discovered is that above the new sheetrock that was installed in the apartments is another existing ceiling about 2 feet above that looked like an old tin ceiling and a hole in that ceiling could be seen that looked like it was for a vent or something of that type and above that was another cavity that he could not make out because of the distance. He said this is the issue of not being able to see, but said holes could be made to expose what is behind there, and said they identified areas that they felt should be opened up so they can be viewed.

Following further discussion held, Sturdevant said the question before the Council is whether the City is going to require the developer to have a licensed architect do the plans and specs at the estimated cost of \$125,000. Bertsch said the requirement has always been in the agreement and wondered why the developer was requesting it be removed at this point. Sturdevant said they have wanted it removed ever since they found out how much it was going to cost. Bertsch then questioned if that cost wasn't already included in the funds the City is providing, which Huwe said that would be subjective. Sturdevant noted that they would just have less money to invest in the project.

To keep things moving, Mitskog thanked Pietron for his input and talked about the progress that has taken place downtown. She said she is aware that the 400 Block needs to be mitigated soon, and that retention of retail is important and that the City's commitment continues on this project but the right thing needs to be done. She asked Sturdevant if there was a possibility for staff and Council to express and summarize their concerns with this project and meet with the developer again to see if can come to some amicable agreement. Sturdevant said he couldn't speak for the developer but felt timing was an issue right now especially concerning the roofs. Miranowski then explained the timeline for doing those particular types of roofs.

Sturdevant then reiterated the motion made by the Finance Committee to approve the agreement as is intact and not remove the stipulation that the developer hire a licensed architect to put together plans and specs. **Roll call vote 4-3. Motion carried with Bohn, Schmidt, Bertsch and Mitskog voting 'aye'; and Hansey, Dale and Bajumpaa voting 'nay'.**

Sturdevant stated he has voiced his opinion on the project and has some real concerns with what is going to happen with the 400 Block given the history of the current owner of the property, so he said he would like to put this project in the hands of the City Development Team to make a report to Public Works Committee on a monthly basis on progress of finding another developer and working with the developer to see if can get this thing taken care of. Mitskog asked that it go to both committees as this is a finance issue with public dollars being in effect and invested. Sturdevant said it can come back to Finance, and Public Works can come back when financing is being asked for. Mitskog then requested that it remain on both committees because of the large amount of public dollars being invested so Finance, Personnel, and Economic Development Committee keep this item maintained on their agenda as well. Sturdevant said a developer may be found that doesn't need City financing so felt that was a mute point, and denied Mitskog's request. Bohn said the project still remains economic development, however, as it is the downtown retail core so she felt Mitskog's point was valid. Mitskog said it has been on the EDC agenda, came out of the EDC for funding, so she formally requested that it be on the Finance Committee agenda, and had no problem with it being on both agendas. When asked, she said she had no contention with the Development Team moving this project forward with the current developer or others but formally requested that both committees be in the know and informed. Sturdevant then said the City Development Team will make a report to the Public Works Committee and the Finance Committee on a monthly basis – first meeting of the month.

**Building Official Job Description – (discussion to revisit at 1<sup>st</sup> meeting in November)**

**Retirement of Library Director – discussion**

**Loan Write-off Notice from ND Dept. of Commerce – motion to recommend approval of write off of former Ro-Banks CDBG obligation – Motion by Bohn, seconded by Mitskog, to approve the write-off of the balance of the former Ro-Banks Tool & Manufacturing Co., Inc. CDBG loan obligation. Motion carried with all voting 'aye'.**

**2014 Budget – discussion** – Bohn said some questions have arisen since the meeting and wanted to address those. She said one of the outstanding items is the City has an agreement with Richland County on the 911 communications budget number. She said a proposal has been submitted to the County however have not received a counter-proposal. She reminded the committee that this is a budget neutral item so whatever the final number is will be balanced with the capital improvements fund and will not impact the property tax levy. Bohn said there was also a question regarding vector control and the payroll expenses that are currently allocated to that fund. Referring to the budget report, she said there is 10% allocation of the Public Works

Director and 5% of the Street Superintendent, and that there were some questions as to what had changed this year as far as administration of the vector operation. Bohn said she spoke with Miranowski and invited him to share some thoughts on next year's operations regarding vector control. Miranowski talked about some suggested changes for next year, such as purchasing additional equipment to put a spraying machine on the back of the kubota so can start doing alleys again, and doing more educating of the public for vector control to let them know of the availability and use of the larvacide at City Hall. Further discussion held. Bohn then addressed the item for the pay study. She said initially in this budget \$55,000 was set aside to perform a pay study and the item is allocated this year to be executed. She explained the benefit to the City in having the study done. Bohn said just because the money has been allocated does not mean that the pay study happens, as there is a process where a request for proposals has to be done, have to understand the scope of the project, and can do a lot of refinement and discussion in 2014. She said if the Council chooses not to perform that study that \$55,000 will remain in the general fund. Further discussion held. Council member Bohn offered the second reading of the following Ordinance:

**ORDINANCE NO. 954**  
**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF**  
**WAHPETON, NORTH DAKOTA FOR THE YEAR 2014**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Mitskog. Motion carried with a roll call vote 7-0.

**Public Works & Public Safety Committee Report**

Hansey said the Public Works Public Safety Committee met at noon on September 10<sup>th</sup> at the City Shop.

**Dilapidated Properties Report**

**Change Order No. 1 S. Side Drainage Project – motion** to recommend approval of CO#1 in the amount of \$183 – **Motion by Hansey, seconded by Dale, to approve Change Order No. 1 South Side Drainage Project in the amount of \$183.00. Roll call vote 7-0. Motion carried.**

**Policy for designation of Handicapped Parking Spaces on Public Streets – motion** to recommend Resolution to adopt policy as presented

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3529**  
**RESOLUTION ADOPTING**  
**RESIDENTIAL DISABLED PARKING ZONE POLICY**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Schmidt. Motion carried with a roll call vote 7-0.

**Tenco 2 Stage Snow Blower Purchase Request – discussion**

**Review of Hydrant Policy – discussion**

**Golf Club House Mtc. Items – motion** to recommend approval of reimbursement to club for fire suppression system mtc. of \$1,622.18. Discussion to get estimates for storm damage repairs. **Motion by Hansey, seconded by Schmidt, to approve reimbursement to the Bois de Sioux Golf Board in the amount of \$1,622.18 from the Golf Club Maintenance Fund for recharging the fire suppression system. Roll call vote 7-0. Motion carried.**

**Water Tower Mixer Purchase Request – discussion**

**Yard Waste Disposal Site at 14<sup>th</sup> Ave. N. - discussion**

**Building Official Job Description – (discussion to revisit at 1<sup>st</sup> meeting in November)**

## Disposition of City Owned Lots – ongoing discussion

August 2013 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$183,910.73	\$24,162.57	\$208,073.30
201 WATER OPERATING FUND	\$184,561.74	\$32,702.42	\$217,264.16
202 SANITARY SEWER OPERATING FUND	\$40,864.36	\$19,915.85	\$60,780.21
203 WASTE REMOVAL OPERATING FUND	\$21,388.64	\$725.30	\$22,113.94
205 VECTOR CONTROL FUND	\$19,211.60	\$1,776.20	\$20,987.80
206 STREET LIGHTING	\$10,263.42		\$10,263.42
209 LIBRARY LEVY FUND	\$6,759.90	\$13,862.88	\$20,622.78
213 ADVERTISING LEVY FUND	\$896.21	-\$300.00	\$596.21
216 AIRPORT 4-MILL LEVY FUND		-\$2,249.78	-\$2,249.78
217 PLANN COMMISSION LEVY FUND	\$796.68	\$3,941.25	\$4,737.93
227 ANNUAL RESERVE WH FUND		-\$2,859.00	-\$2,859.00
233 REAL ESTATE LEVY FUND	\$1.00		\$1.00
234 SPECIAL STREET MAINT FUND	\$237.99		\$237.99
235 SNOW/FLOOD EMERG LEVY FUND			\$0.00
236 LEVEE MAINTENANCE	\$882.93	\$6,897.51	\$7,780.44
253 METER DEPOSITS TRUST FUND			\$0.00
261 UNEMPLOYMENT COMP RESERVE FUNDS	\$2,085.00		\$2,085.00
271 ECONOMIC DEVEL DEPT FUND	\$640.47	\$11,258.72	\$11,899.19
305 VECTOR CONTROL DIST LEVY FUND		\$349.63	\$349.63
318 WEED MAINT LEVY FUND	\$531.00		\$531.00
319 LODGING TAX FUND	\$2,247.70	\$300.00	\$2,547.70
320 SALES TAX OPERATING FUND	\$56,955.42		\$56,955.42
323 SALES TAX DEVELOPERS AGMNT RES	\$1,424.50		\$1,424.50
326 REVOLVING LOAN FUND	\$621.21		\$621.21
361 GASOLINE,OIL,ETC	\$16,700.00	-\$1,893.94	\$14,806.06
363 SAFE COMMUNITIES COALITION	\$150.00		\$150.00
390 CLUBHOUSE MAINTENANCE	\$496.30		\$496.30
393 DOWNTOWN CARE & MTC FUND	\$167.61		\$167.61
574 5-2-97 (FLOOD PHASE II)	\$25.77		\$25.77
608 08-02-03 SSIDE STORM SEWER	\$828.98		\$828.98
611 S SIDE DRAINAGE IMP DR09-150	\$155,052.15		\$155,052.15
620 TOWN CENTRE SQUARE	\$127.82		\$127.82
629 66TH ST S SHARED USE PATH	\$1,444.50		\$1,444.50
634 COMMERCIAL STREET REHAB	\$771.12		\$771.12
639 E. SANITARY SEWER 13-02-02	\$41,775.00		\$41,775.00
<b>TOTAL</b>	<b>\$751,819.75</b>	<b>\$108,589.61</b>	<b>\$860,409.36</b>

## SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission September 19<sup>th</sup>, 4:00 P.M.
- b. Special City Council Meeting September 23<sup>rd</sup>, 12:00 Noon
- c. Finance Committee September 23<sup>rd</sup>, 12:00 Noon
- d. PW/PS Committee September 24<sup>th</sup>, 5:00 P.M.

**Motion by Mitskog, seconded by Bertsch, to adjourn at 6:40 p.m.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant