

Wahpeton City Council
March 7, 2011

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

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 February 22, 2011
Games of Chance Licenses, Site Authorizations & Special Permits
Game of Chance Permit for Wahpeton Harmony Sr. Ctr.
Site Authorization for Red River Human Services
Other Games of Chance and/or special permits

Presentation/Approval of Reports

February 2011 Dilapidated Properties Report
Chamber Newsletter March 2011

Motion by Bertsch, second by Hartman, to approve the Consent Agenda items as presented.
Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR/AUDITOR

Itinerant Merchant License application for Dakota Country Foods Huwe said that after due diligence was done it was found this is a legitimate company based out of West Fargo looking to expand into our area. **Motion by Hansey, second by DeVries, to approve an Itinerant Merchant License application for Dakota Country Foods.** Discussion held. **Motion Carried.**

Golf Clubhouse Insurance Claim update – request referral to PW Cmt. Huwe said the Golf Clubhouse sustained an estimated \$22,000 in water damage to the building due to a faulty water drinking fountain. This is an informational item only.

State Audit scheduled for the week of April 25th

City Council Retreat – Thursday March 10th at 4:00pm Huwe announced that due to scheduling conflicts the City Council Retreat has been postponed to Thursday March 24th at 4:00pm if this date works for Council members.

NDLC March Madness 3/29-3/30 Huwe said there is a comprehensive agenda for this training event this year and asked that anyone interested in attending contact her so arrangements can be made.

Legislative Update conference calls on Fridays at 2:00 p.m. Huwe said these calls continue to be held for those interested. She also announced that Coffee with the Legislators will be held Saturday, March 19th at 10:00 AM.

ASSESSOR/BUILDING CODES

Rental Inspection Programs – request referral to Finance Cmt. – Assessor Broadland requested this matter be referred to the Finance Committee. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

ECONOMIC DEVELOPMENT

In Economic Development Director Priebe's absence, Dan Reilly gave an update on Small Business Development Center (SBDC) activity. He reported on the 3 specific goals that were set when this office was opened in April 2010, which were to have 80 clients, 6 new companies created, and 20 jobs created in the entire district (Richland, Sargent & Ransom counties) by 4/30/11. Reilly said that since the office opened there have been 86 clients, 16 new companies were created in the Wahpeton area, and 21 jobs have been created with 46 jobs being retained. Reilly reported that to date they have assisted in obtaining over \$750,000 in commercial and city funding for businesses in our area. He talked about a post-construction strategy that was completed, and also a professional office feasibility study that has already been used by two Wahpeton businesses. Effective 1/1/11, Reilly said an agreement was signed with NDSCS to host the SBDC office which is now located at 228 Horton Hall, and stated that NDSCS has been very accommodating. Reilly then thanked the City for hosting the SBDC with the office space at City Hall. Mayor Sturdevant then thanked Reilly for his support of the City and its Economic Development department. Reilly encouraged anyone to contact him with any questions or concerns.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Nelson requested to suspend the rules in order to receive concurrence on award of a bid that the DOT has let on 11th Avenue South and Hwy 127. **Motion by Mitskog, second by Bertsch, to suspend the rules to receive concurrence on award of a bid that the DOT let on 11th Avenue South and Hwy 127. Motion carried.** Nelson explained that the project involved is the second phase of Highway 127. He said there is a small segment in town that was not worked on last year from 4th Avenue South to the railroad tracks. He said the DOT has let a project to finish the entire project including paving and reconstruction/rehabilitation of the segment from 4th to 11th Avenue South. Nelson said a bid opening was held February 18th and Mark Sand & Gravel of Fergus Falls was low bidder at \$3,401,470 with \$13,728 being the City's share of the cost which is less than anticipated. The ND DOT has requested that the City concur in the bid and communicate that action in writing. **Motion by Hansey, second by Mitskog, to concur with the bid for the Second Phase of Highway 127 with Mark Sand & Gravel of Fergus Falls at the total cost of \$3,401,470 with the City's share of the cost being \$13,728 and to communicate this action in writing to the NDDOT. Motion carried roll call vote 8-0.**

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn said the Finance Committee met at noon on February 28th.

City Council Retreat Agenda – discussion on proposed topics – Bohn said the City Council retreat agenda was discussed and the decision was made for the main agenda items to be: Old City Hall scenarios, Flood protection, SWOC analysis, and setting 2011 goals/priorities.

Library2Go (e-books) – motion to recommend additional program/contract for \$3,000 participation fee. Motion to recommend \$4,000 budget amendment to the Capital Improvement budget to

implement the program. **Motion by Bohn, second by DeVries, to proceed with the Library2Go program/contract at the cost of \$3,000 participation fee annually. Motion carried roll call vote 8-0. Motion by Bohn, second by DeVries, to approve a \$4,000 budget amendment to the Capital Improvements budget to implement the Library2Go program. Motion carried roll call vote 8-0.**

Town Centre Square Update – motion to recommend an amendment to the development agreement to broaden the use of the \$25,000 escrow fund to include elevator repairs. **Motion by Bohn, second by Bajumpaa, to approve amending the Town Centre Square development agreement to broaden the use of the use of the \$25,000 escrow fund to include elevator repairs. Motion Carried.**

Spring River Crest Update – discussion was held led by Public Works Director Nelson.

Requests for Proposals on City owned properties – ongoing discussion.

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on March 1st.

City Council Retreat Agenda – discussion on proposed topics. Hansey said the proposed agenda items approved by the Finance Committee were also discussed and approved by the PW Committee.

Dilapidated properties update – Hansey said a list of dilapidated properties was reviewed.

Spring River Crest Update – discussion was held led by Public Works Director Nelson.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission March 7th, 4:00 P.M.
- b. Council Retreat March 10th 4:00 P.M. (postponed to March 24th 4:00 P.M.)
- c. Finance Committee March 14th, 12:00 Noon
- d. PW/PS Committee March 15th, 12:00 Noon
- e. Flood Committee March 18th, 7:00 A.M.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant