

Wahpeton City Council
February 22, 2011

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

Consent Agenda Items (presented by the Mayor)

Approval of minutes of regular meeting held February 7, 2011

Games of Chance Licenses, Site Authorizations & Special Permits

Game of Chance Permit for Valley Lake Boys Home

Game of Chance Permit for Relay for Life Wilkin FSA Team

Game of Chance Permit for Wahpeton Fire Department

Other Games of Chance and/or special permits

Presentation/Approval of Reports

January 2011 Bill Pay Report (\$851,690.98 – see below)

January 2011 Financial Report

Table Top Flood Exercise March 2nd, 10 am Wahpeton Armory

2011 Spring Flood Potential Briefings March 3rd 7 pm Eagles Club

NDIRF Participator Newsletter

Bois de Sioux Watershed District Minutes Dec. 16, 2010

Wahpeton Convention & Visitors Bureau 2010 4th Quarter Lodging Tax Report and 2010 Annual Report

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

Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Fiscal Year End 12/31/10 Financial Statement Huwe said the ND Century Code requires the Fiscal year end financial statement be published in the official newspaper prior to March 1 each year and she provided a copy of that report. **Motion by Bohn, second by Bajumpaa, to approve the Fiscal Year End 12/31/10 Financial Statement. Motion Carried.**

City Council Retreat - Thursday March 10th at 4:00 pm request proposed agenda items Huwe requested referral to both Finance Committee and Public Works Committees to prepare the agenda. Mayor Sturdevant will refer this item to both Finance & Personnel Committee and PWPS Committee.

Legislative Update conference calls on Fridays at 2:00 p.m. Huwe said this Friday marks the crossover for the legislature so any legislation passed to this point has the potential to become a law. This will be watched carefully for the next 45 days.

ATTORNEY

Lies explained that regarding the easements on the golf course lands with the City of Breckenridge, a letter was received from the City of Breckenridge informing the City of Wahpeton that additional temporary easements not included previously are needed. The City of Wahpeton needs to approve these additional temporary construction easement areas as does the Bois de Sioux Golf Board. **Motion by Mitskog, second by Hansey, to suspend the rules to address the request by the City of Breckenridge for additional temporary easements on the golf course lands. Motion Carried. Motion by DeVries, second by Dale, to approve adding the additional temporary construction easement areas inadvertently omitted with the original easement and temporary easements granted previous to the City of Breckenridge on the Bois de Sioux Golf Course lands subject to the Bois de Sioux Golf Board approval. Motion Carried.**

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report

Priebe said the EDC met to review an application from the WCDC regarding sharing the costs to conduct a study for wastewater reuse in the Wahpeton area. Interstate Engineering has submitted a cost estimate of \$20,000. Partners to share in the cost have been identified and contacts have been made. To date, RCJDA, Minn-Dak, the State Water Commission, and Cargill have agreed to contribute to the study provided other partners also participate, and the WCDC will pay the balance of the cost. The EDC recommend approval of \$3,500 from sales tax for economic development to assist with funding this water study. **Motion by Mitskog, second by Bohn, to approve \$3,500 from Sales Tax for Economic Development Set Aside to assist with funding the effluent water study. Motion Carried roll call vote 8-0.**

Requested Letter of Support for the purchase & renovation of Northland Apartments Priebe presented a request from Affiliated Developers Inc to write a letter of support to the ND Housing Finance Agency in order for them to acquire tax credits for this project. This developer is acquiring Northland Apartments which currently provides low-income housing, and plans rehabilitation to the property. A draft letter was provided for the Mayor to sign upon full approval from the Council. **Motion by Mitskog, second by DeVries, to approve sending a letter of support to ND Housing Finance Agency on behalf of Affiliated Developers Inc. for Northland Apartments project.** Discussion held. **Motion Carried.**

Priebe said the Planning Commission met to discuss Ordinance 884 and the NorthPark covenants. She said a change was made to the Special Exception section of R-1c zoned areas and the covenants do not reflect the twin home development component of those changes. The Planning Commission recommends amending the covenants per the change made to the ordinance to allow for twin homes. The signatures of the majority of NP owners are needed for approval. Lies suggested doing a restated set of covenants to include all amendments thus far as opposed to just the 7th amendment. **Motion by Bohn, second by Dale, to approve an amendment to the NorthPark covenants to include twin home development on side by side lots in a restated set of covenants to include all amendments thus far contingent on being approved by the majority of property owners.** Discussion held. **Motion Carried.**

Priebe provided and reviewed a graphic which displayed measurable activity in the Economic Development office from 2008-2010. She said the office continues to gather information for the 2010 annual reports for the EDC and CDC.

LIBRARIAN

2010 Annual Report MacIver provided copies of and reviewed this report. She noted the numbers are up compared to last year.

2011 Library Grants – Gates Foundation Grant Update MacIver said this is the last time for this grant. There is \$7,800 in grant dollars available but the Library had to provide half as a matching dollar amount. The Library was successful in raising \$4,125 in donations so have over \$8,000 available to purchase/update public access computers. MacIver said a grant was also applied for and received for an adult circulation desk computer and another computer downstairs in the circulation department. She said Friends of the Library also recently purchased tables and chairs for the teen area with donations of about \$1,600.

Library to Go (ebooks) MacIver explained that this is a database for downloading e-books/audio books and videos to an e-reader. This program will be able to be used with Sony Readers and Nooks. It was noted the program could start July 1st at the cost of \$3,000 per year. She asked that this item be referred to Finance Committee. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

POLICE CHIEF

ND Dept. of Emergency Services Regional Response for Ice/Water Search & Rescue Grant Update Chief Thorsteinson said that previously the Police Department had been approved to serve as the fiscal agent for search and rescue to apply for a grant through the Department of Emergency Services, and a grant for \$58,000 was received and used to order equipment for water rescue. The Zodiac boat, motor and trailer have been delivered and are being stored in the City Hall garage.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Nelson gave a status report for spring break-up. He said the City will be operating the flood protection system, and noted the bulk of the levy is in place. He talked about some flood predictions and preparations. He noted that as of 3/15/11 residents will be asked to direct sump pumps outdoors and out of the sanitary sewer.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn said the Finance Committee met at noon on February 14th.

Revolving Loan Fund Judgment request for settlement – Motion by Bohn, second by Bajumpaa, to approve the Economic Development Director follow-up by drafting a letter requesting financial statements and to further pursue debt collection of the loan. Motion Carried.

Review of Revolving Loan Fund Fees – Motion by Bohn, second by Mitskog, to approve assessing a consistent \$150 fee for loan applications (including HELP loans), and Assumptions/Subordinations. Motion Carried.

NorthPark development opportunity – motion to recommend the Planning Commission consider amending R-1c zoning for twin homes. This was addressed earlier in the meeting.

Bohn said Priebe presented the possibility of doing the Housing Improvement Participation Program (HIPP) once again and details will be provided as they are made available.

Old City Hall – Motion by Bohn, second by Bajumpaa, to approve termination of the current development agreement with One Alliance Developments and accept a deed for the former City Hall property at 120 4th Street North at the cost of \$1. Discussion held. Motion Carried.

Updated Organizational Chart – (Copies provided) Motion by Bohn, second by Bertsch, to approve the updated Organizational Chart as presented. Motion Carried.

Requests for Proposals on City owned properties – ongoing discussion.

Public Works Public Safety Committee Report

DeVries said the Publics Works Public Safety Committee met at noon on February 15th.

2011 Police squad car bids – Motion by DeVries, second by Dale, to approve purchase of the 2011 Ford Crown Victoria from Vision Ford at the cost of \$28,954. Motion Carried roll call vote 8-0. Motion by DeVries, second by Dale, to approve capital improvement budget amendment to increase the 2011 appropriation for a squad car from \$28,000 to \$29,000. Motion Carried roll call vote 8-0.

Change Order No. 5 (final) for S. Side Drainage Imp. Proj. with Kuechle Underground, Inc. for \$8,186.30 – Motion by DeVries, second by Hartman, to approve Change Order No. 5 (final) for South Side Drainage Improvement Project with Kuechle Underground, Inc. for \$8,186.30. Motion Carried roll call vote 8-0.

Request for reimbursement of \$315.48 to property owner at 213 Dakota Avenue for sidewalk repairs – Motion by DeVries, second by Hartman, to approve reimbursement of \$315.48 to property owner at 213 Dakota Avenue for sidewalk repairs. Motion Carried roll call vote 8-0.

Professional Services Agreement in the amount of \$17,182 with Interstate Engineering, Inc. for Safe Routes to School Proj. No. SW11-174 – Motion by DeVries, second by Bajumpaa, to approve the Professional Services Agreement in the amount of \$17,182 with Interstate Engineering, Inc. for Safe Routes to School Project No. SW11-174. Motion Carried roll call vote 8-0.

Request for financial assistance of \$1,958 for replacement of water service line at 516 2nd St S Maintenance Certification for Urban Federal Aid Projects – Motion by DeVries, second by Hartman, to approve financial assistance of \$1,958 for replacement of water service line at 516 2nd Street South Maintenance Certification for Urban Federal Aid Projects with funds from the Special Street Maintenance Fund. Motion carried roll call vote 8-0.

DISBURSEMENTS FUND	ACCNTS PAYBL	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$201,549.34	\$41,813.74	\$243,363.08
201 WATER OPERATING FUND	\$9,536.74	\$27,954.58	\$37,491.32
202 SANITARY SEWER OPRNG FND	\$4,185.67	\$16,570.86	\$20,756.53
203 WASTE REMOVAL OPRNG FND	\$18,506.84	\$707.76	\$19,214.60
205 VECTOR CONTROL FUND		\$1,226.99	\$1,226.99
206 STREET LIGHTING	\$9,354.31		\$9,354.31
209 LIBRARY LEVY FUND	\$4,199.46	\$11,476.95	\$15,676.41
213 ADVERTISING LEVY FUND	\$868.25		\$868.25
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$3,838.05	\$691.68	\$4,529.73
226 EMPLOYEE SAFETY COMMITTEE	\$125.00		\$125.00
227 ANNUAL RESERVE WH FUND		-\$2,643.34	-\$2,643.34

229 CAPITAL IMPROVEMENTS FUND	\$5,588.98		\$5,588.98
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
235 SNOW/FLOOD EMERG LEVY FND	\$521.00		\$521.00
236 LEVEE MAINTENANCE	\$1,447.53	\$3,899.21	\$5,346.74
261 UNEMPLOYMENT COMP RESERVE FUND	\$269.99		\$269.99
271 ECONOMIC DEVEL DEPT FUND	\$2,348.88	\$10,285.98	\$12,634.86
318 WEED MAINT LEVY FUND	\$1,223.00		\$1,223.00
319 LODGING TAX FUND	\$588.78		\$588.78
320 SALES TAX OPERATING FUND	\$23,784.96		\$23,784.96
324 SALES TX MINIMATCH RSRV FND	\$556.50		\$556.50
325 SALES TX H.E.L.P. HOUSNG FND	\$300.00		\$300.00
326 REVOLVING LOAN FUND	\$356,961.88		\$356,961.88
361 GASOLINE,OIL,ETC	\$11,019.10	-\$3,732.33	\$7,286.77
395 CERT	\$614.40		\$614.40
574 5-2-97 (FLOOD PHASE II)	\$4,661.07		\$4,661.07
605 8-1-06 DAKOTA AVE	\$138.00		\$138.00
608 08-02-03 S SIDE STORM SEWER	\$23,043.00		\$23,043.00
612 DAKOTA AVE ALLEYS	\$57.50		\$57.50
614 NSP GRANT PROJECT	\$310.14		\$310.14
620 TOWN CENTRE SQUARE	\$52,924.57		\$52,924.57
TOTAL	\$742,988.94	\$108,702.04	\$851,690.98

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee February 28th, 12:00 Noon
- b. PW/PS Committee March 1st, 12:00 Noon
- c. Flood Committee March 4th, 7:00 A.M.
- d. Planning Commission March 7th, 4:00 P.M.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant