

Wahpeton City Council
August 15, 2011

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

Absent: Bertsch and Sturdevant

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

Meeting called to order by City Council President Mitskog.

BIDS / OFFERS / QUOTES

Leach Library Basement Walls Waterproofing & Grounds Improvements Phase 1, Project No. L10-176 Nelson said that bid opening for this project was held on August 15th with one bidder, Gast Construction Company Inc. for a total base bid of \$113,900 and bid Alternate #1 \$13,460. Nelson stated that he and Librarian MacIver reviewed the bids and spoke with the architects on the project and recommendation is to reject all bids and re-advertise at a more favorable time of year as it was felt the bidding climate was adverse so will do better by postponing the project. Nelson explained that the advertising authority was \$67,000 and the architect's estimate was \$84,600 so given that amount of difference felt that it was appropriate to reject bids and rebid this winter or next spring. **Motion by Hartman, second by Hansey, to reject all bids for the Leach Library Basement Walls Waterproofing & Grounds Improvements Phase 1, Project No. L10-176. Motion Carried.**

Nelson then addressed the quote request for demolition of the garage at old City Hall. **Motion by DeVries, second by Bajumpaa, to suspend the rules to take action to award the bid for demolition of the garage at old City Hall to proceed. Motion Carried.** Nelson said 2 quotes were received: Heitkamp Construction Inc. for a total of \$7,200; and Comstock Construction Inc. for \$8,300. He said recommendation is to award to Heitkamp Construction in the amount of \$7,200. **Motion by Bohn, second by Dale, to accept bids and award the demolition of the garage at old City Hall to Heitkamp Construction in the amount of \$7,200 from the Real Estate Levy Fund. Discussion held. Roll Call vote 7-0. Motion Carried.**

CONSENT AGENDA ITEMS (presented by the Mayor) City Council President Mitskog 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 1, 2011

Games of Chance Licenses, Site Authorizations & Special Permits

Other Games of Chance and/or special permits

Presentation/Approval of Reports

July Bill Pay Report (\$1,932,904.60 – see below)

July Financial Reports

NDIRF Participator

Rotary Club Fill the Bus for the Food Pantry

Motion by Hartman, 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

Budget Calendar Update – request for Special Council meeting Tuesday, August 23rd Huwe said a productive meeting was held last week regarding the departmental expense budgets and are currently working on putting the master budget together and hopes to have a preliminary budget ready for Council review on August 23rd. She requested that a Special Council meeting be held Tuesday, August 23rd at 5:00pm to present the preliminary budget for 2012.

Wahpeton Community Center Joint Powers Agreement – request referral to cmt. City Council President Mitskog will refer this item to Public Works & Public Safety Committee.

Correspondence from Fairview Cemetery Association – request referral to Public Works Cmt. City Council President Mitskog will refer this item to Public Works & Public Safety Committee.

Purchase Agreement for 86 Dakota Ave. Update Huwe reported that Brenda Gjesdal and Linda Kutzer have initiated the purchase process of the property at 86 Dakota Avenue and Attorney Lies has drafted a purchase agreement which is currently being reviewed by the purchasers. A close on or before date of October 1st has been requested and looks like it should be obtainable.

Rotary Fill the Bus for the Food Pantry Huwe said that she is a Rotary Club member and at a recent meeting had heard a presentation by Karen Stroklund, Director of the Richland/Wilkin Food Pantry, expressing their needs. This Fill the Bus campaign is an effort to get extra pounds of food into the food pantry and the double-decker bus will be at Walmart on Wednesday this week, and at Econofoods and Jubilee parking lots with dates yet to be determined. She will convey information to the Council as it is available.

Send-off Ceremony for the 188th Engineer Company – Sunday, Aug. 21st at 2:00 p.m. Huwe said Mayor Sturdevant of Wahpeton, Mayor Barth of Breckenridge, along with the Adjutant General of the ND National Guard David Sprynczynatyk will be speaking at this ceremony. She said a lot of visitors will be in town to attend this event and suggested thanking our soldiers for their service should we encounter them.

NDLC Annual Conference Sept. 22-24th Huwe said anyone interested in attending this event in Fargo should contact Jerri Gutzmer to get registered.

Regarding the conference call scheduled to be held Wednesday, August 17th with the State Water Commission, Huwe said the State Engineer has requested that the City of Wahpeton approach the State Water Commission directly at their next meeting on Thursday, September 22nd. A representative of the City from the Flood Committee will need to attend.

ATTORNEY

Ordinance Recodification – MuniCode offer enacting ordinance No. 939 Lies said that this new code of City Ordinances will all be available online. This Ordinance adopts the new code and will be updated annually.

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

ORDINANCE NO. 939
AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE
CITY OF WAHPETON, NORTH DAKOTA; PROVIDING FOR THE
REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN;
PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING

**FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING
WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.**

Lies then requested suspension of the rules to fill a vacancy on the Special Assessment Commission. **Motion by Hartman, second by Hansey, to suspend the rules. Motion Carried.** Lies explained that this is a 3-member board and that Mayor Sturdevant wishes to appoint Marty Schmidt. **Motion by Mitskog, second by Hansey, to appoint Martin (Marty) Schmidt to the Special Assessment Commission. Motion Carried.**

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report

Classy Classic Car Show II – request for street closure Priebe said the Classy/Classic Car Show II event will be held Thursday, September 22nd and will require closing off the 400 and 500 Blocks of Dakota Avenue at 3:00pm that day. She expressed appreciation to NDSCS and the Chamber for their efforts in promoting the downtown area in this event as well as the local sponsors: Smith Motor, Vision Ford, and Dakota Chrysler. **Motion by Hartman, second by DeVries, to approve blocking off the 400 and 500 Blocks of Dakota Avenue on September 22nd for the Classy/Classic Car Show II. Motion Carried.** Priebe said flyers and registrations are available for those interested.

Priebe reported that a Community Development Corporation (CDC) meeting will be held Wednesday, August 17th at noon at Bobcat. She also announced that the Tri-State Manufacturing Association (TSMA) will be hosting a ‘Bus to Bobcat’ event at their Gwinner location on Tuesday, September 13th. If room is available it may open up to non-members so anyone interested should let her know.

Priebe also reported that twin home development is now an allowable activity in NorthPark. She said a 2/3 majority of the owner’s signatures were needed and obtained to make the change in the covenant, and once the change is recorded a new set of covenants will be sent to home owners in NorthPark as well as realtors working with those lots.

Priebe then presented a picture collage of local projects, which included pictures of the new Wahpeton sign at the east gateway near the bridge, the site being developed by Legacy II Properties for their second set of 8 units, as well as the clock tower project.

Regarding the Natural Gas Pipeline bids, Priebe provided a summary of the quotes/bid results. She said Infrasource of New Berlin, WI was the low bidder with a total amount of \$228,607.33. Priebe said Great Plains Natural Gas is still working on acquiring some easements and once those are secure the project can begin and is estimated it will take about 45 days to install the pipeline.

Priebe announced that the first ever Chamber of Commerce Congressional Policy Summit is scheduled to be held August 23rd.

POLICE CHIEF

Request referral of Joint Powers Agreement for the Richland/Wahpeton Water Rescue to Public Works Cmt. City Council President Mitskog will refer this item to Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR NELSON

PW Report Regarding the Dakota Avenue signal lights, Nelson reported that on August 10th the NDDOT traffic engineers/consulting engineers, City staff and contractor/sub-contractors met and minor improvements were made. He said it was found that the improvements needed require an

adjustment to the electronics and the supplier needs to be on-site to do that and are currently working to schedule that and get the same group back together. Nelson said there has been a change on the free mode where the maximum green time on Dakota has been reduced from 65 seconds to 45. He noted that there was also a lightning strike a few weeks ago which required replacement of several components on the controller system and damaged some pedestrian buttons. He stated the signals are not done but are making progress. Following some discussion, it was noted that it has not yet been decided who will pay for the lightning strike damage. Nelson then gave an update on vector control. He was also asked to address weed control.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Bajumpaa talked about the Twin Town Gardeners Market being held Thursday evenings from 4:00pm-7:00pm, and announced that this Thursday a meal will be available for a small cost and will be created from items available at the Gardeners Market.

DeVries then requested referral to Public Works Committee of the possibility for handicapped parking on 3rd Avenue across from the Law Enforcement Center. City Council President Mitskog will refer this item to Public Works & Public Safety Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee did not meet so there was nothing to report at this time. Regarding the **Town Centre Square Update – update on Sept. 12th** has been scheduled. And another item to be reviewed is the **Assessment Report of Old City Hall – no action.**

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on August 9th.

Proposed Amendment to City Ordinance Ch. 17, Subdivision Regulations for Minor Replats – motion to offer first reading of Ordinance No. 940

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

**ORDINANCE NO. 940
AN ORDINANCE AMENDING CHAPTER 17-302 OF THE
REVISED ORDINANCES OF THE CITY OF WAHPETON**

Southside Drainage Improvements Ph. A Assessment District 08-02-03 – motion to recommend project buydown = up to 33% of project costs – Motion by Hansey, second by DeVries, to approve the Southside Drainage Improvements, Ph A, Assessment District 08-02-03 project buy down for up to 33% of the project costs. Roll Call vote 7-0. Motion Carried.

Dakota Ave. Reconstruction Assessment District 08-01-06 – motion to recommend project buydown = up to 33% of project costs – Motion by Hansey, second by Hartman, to approve covering up to 33% of the oversized costs and special assess the balance to the district for Dakota Avenue Reconstruction, Assessment District 08-01-06. Nelson asked that this project be revisited in light of new numbers received. Mitskog said this agenda item will be tabled until the Special Council meeting on August 23rd.

North Central Area Streets Rehabilitation, Assessment District 08-01-06 - discussion

Formation of Assessment District for 11th St N

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$201,075.39	\$43,334.88	\$244,410.27
201 WATER OPERATING FUND	\$43,430.34	\$33,015.84	\$76,446.18
202 SANITARY SEWER OPERATING FUND	\$29,148.84	\$17,016.11	\$46,164.95
203 WASTE REMOVAL OPERATING FUND	\$19,470.28	\$720.58	\$20,190.86
204 WASTE REDUCTION FUND	\$540.00		\$540.00
205 VECTOR CONTROL FUND	\$6,020.35	\$1,761.49	\$7,781.84
206 STREET LIGHTING	\$7,710.55		\$7,710.55
209 LIBRARY LEVY FUND	\$12,371.36	\$11,630.46	\$24,001.82
213 ADVERTISING LEVY FUND	\$1,065.00		\$1,065.00
216 AIRPORT 4-MILL LEVY FUND	\$473.65	\$449.96	\$923.61
217 PLANN COMMISSION LEVY FUND	\$548.25	\$1,650.58	\$2,198.83
226 EMPLOYEE SAFETY COMMITTEE	\$90.00	-\$829.32	-\$739.32
227 ANNUAL RESERVE WH FUND		-\$2,438.34	-\$2,438.34
229 CAPITAL IMPROVEMENTS FUND	\$10,763.91	-\$7,400.00	\$3,363.91
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$5,287.85	\$11,000.00	\$16,287.85
234 SPECIAL STREET MAINT FUND	\$15,373.92		\$15,373.92
236 LEVEE MAINTENANCE	\$2,636.27	\$5,639.05	\$8,275.32
253 METER DEPOSITS TRUST FUND	\$315.89		\$315.89
271 ECONOMIC DEVEL DEPT FUND	\$918.76	\$10,285.98	\$11,204.74
273 EDND SUMMER CONF.	\$238.40		\$238.40
303 MISCELLANEOUS FUND	\$170.30		\$170.30
305 VECTOR CONTROL DIST LEVY FUND	\$7,916.60	\$787.96	\$8,704.56
316 1% LODGING TAX (ADDTL 1/1/08)	\$59.37		\$59.37
318 WEED MAINT LEVY FUND	\$2,038.00		\$2,038.00
319 LODGING TAX FUND	\$1,710.00		\$1,710.00
320 SALES TAX OPERATING FUND	\$34,420.75		\$34,420.75
321 SALES TAX RESERVE FUND	\$10,995.97		\$10,995.97
324 SALES TAX MINI MATCH RSRV FUND	\$737.00		\$737.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$440.18		\$440.18
326 REVOLVING LOAN FUND	\$7,950.16		\$7,950.16
361 GASOLINE,OIL,ETC	\$12,285.00	-\$4,388.36	\$7,896.64
389 GOLF COURSE DONATIONS	\$578.01		\$578.01
390 CLUBHOUSE MAINTENANCE	\$14,163.50	-\$11,000.00	\$3,163.50
393 DOWNTOWN CLEANUP FUND	\$70.83	\$618.72	\$689.55
394 DOWNTOWN DEVELOPMENT PROCESS		\$9.65	\$9.65
449 R/I #10303 SERIES 2003D	\$1,090,538.49	\$13,625.36	\$1,104,163.85
456 R/I #11011 SERIES 2011	\$12,152.50		\$12,152.50
574 5-2-97 (FLOOD PHASE II)	\$306.98		\$306.98
577 SPRING RIVER CREST 2011	\$19,185.00		\$19,185.00
605 8-1-06 DAKOTA AVE	\$140,423.35		\$140,423.35
616 N CENTRAL AREA ST IMP PROJ	\$1,787.00		\$1,787.00
617 ALLEY IMP VARIOUS LOC.	\$9,356.40		\$9,356.40
620 TOWN CENTRE SQUARE	\$46.00		\$46.00
622 3RD AVE N. RECON PROJ	\$2,919.50		\$2,919.50
624 WTP ENERGY EFF IMP.		\$270.00	\$270.00
626 HYDANT REPLACEMENTS 2011	\$74,948.10		\$74,948.10
TOTAL	\$1,807,153.65	\$125,750.95	\$1,932,904.60

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Flood Cmt. Aug. 17th, TBD (This meeting will not be held)
- Planning Commission August 18th, 4:00 P.M.
- Finance Committee August 22nd, 12:00 Noon
- PW/PS Committee August 23rd, 5:00 P.M. (Will be held at Noon)
- Special Council Mtg. – Budget Aug. 23rd following PW Cmt. TBD (5:00 P.M.)

Nelson announced that a Joint Powers Board meeting for the Natural Drainage on Westside meeting will be held at 6:30 p.m. on August 16th in the Wahpeton City Hall Community Room.

Huwe announced that it is Jennifer Johnson of the Daily News last night in Wahpeton and expressed a big “Thank You” for all of her great reporting efforts for the communities.

Motion by Hartman, seconded by Hansey, to adjourn.

City Council President Alisa Mitskog

Lynelle Amos, Finance Assistant