

Wahpeton City Council

June 16, 2014

5:00 p.m.

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

Absent: None

Also Present: Huwe, Lies, Miranowski, Thorsteinson, Broadland, Priebe, Guck, and Gutzmer

Meeting called to order by Mayor Sturdevant.

CONSENT AGENDA ITEMS (presented by the Mayor) Mayor Sturdevant said there was a request to remove one item from the consent agenda regarding the Richland County CEE Raffle Permit. The item was removed to be discussed later in the meeting.

Approval of minutes of regular meeting held June 2, 2014

Games of Chance Licenses, Site Authorizations & Special Permits

~~Richland County CEE ó Raffle Permit~~ (Removed from Consent Agenda)

Cat Backers Club ó Site Authorization

Other Games of change and/or special permits:

Head of the Red Youth Activities Association ó Site Authorization

Bruce Johnson Benefit ó Raffle Permit

Kira Barbosa Benefit ó Raffle Permit

Presentation/Approval of Reports

Dilapidated Property Report

May 2014 Bill Pay Report \$649,949.55 ó see below

May 2014 Financial Reports

Motion by Bertsch, seconded by Schmidt, to approve the Consent Agenda items as presented.

Motion carried with all voting ‘aye’.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA

Richland County CEE – Raffle Permit ó Richland County Auditor Harris Bailey approached the Council regarding this permit. He said the CEE approached the Richland County Commission regarding the Commission donating bookshelves to them. He said the Commission decided not to do that, but decided to loan the bookshelves to the museum for the display of Rosemeade Pottery. Bailey said if not as many bookshelves are needed as they are predicting then they will not be given, but there is not one available for the raffle. Bailey requested that the Council deny the permit. Discussion held.

Motion by Dale, seconded by DeVries, to deny the Raffle Permit for the Richland County CEE.

Motion carried (7-1) with Schmidt, Hansey, Mitskog, DeVries, Dale, Bajumpaa, and Bohn voting ‘aye’; and Bertsch voting ‘nay’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Election Results ó Huwe the Richland County Commission serves as the canvassing board for city elections and the County Auditor had just provided her with the canvassed results of the election.

Regarding the Park Board, Huwe noted there were 3 open positions with 2 candidates who petitioned to be on the ballot and the other to be filled by write-in. She then reviewed the results and said a copy of the abstract could be provided to those interested. Huwe said for Mayor the race was between Meryl Hansey and Renelle Bertsch, with Hansey winning the race with 656 votes and Bertsch receiving 242 votes. For Council member in Ward 1 one candidate filed papers and that candidate received 188 votes, with one write-in vote. For City Council Ward 3 the contest was between Brett Lambrecht and Tiana Bohn, with Brett Lambrecht the winner of the contest receiving 124 votes and Bohn with 55 votes, and zero write-in votes. For Council member At-Large there were two candidates vying for two positions,

with Lane Wateland receiving 652 votes and was elected to the position At-Large, and Martin Schmidt receiving 727 votes being re-elected to a position At-Large. For the Park Board, Huwe said there were three positions which were all At-Large, with Deborah Tobias receiving 746 votes and was elected, and Steve Craig received 665 votes and was elected, and for the write-in campaign there were 62 write-ins with the winner being Ben Oliver with 29 of the 62 votes. Huwe thanked the County Auditor for his commitment. The two new Council members, Lane Wateland and Brett Lambrecht, were then introduced. Huwe noted that this is the last official City Council meeting for the existing Council, who will fulfill their elected duties through next Tuesday, June 24th at 5:00pm when the re-organization meeting will be held and the new Council members will be seated.

Tobacco License Application – Bois de Sioux Golf Club House ó Huwe said the City has received everything needed for the Bois de Sioux Golf Club House to be issued a tobacco license, except for confirmation of their State license, and requested a motion approving the license. **Motion by Bohn, seconded by Bertsch, to approve the Tobacco License Application for the Bois de Sioux Golf Club House. Motion carried with all voting ‘aye’.**

Huwe asked for suspension of the rules to have the Council consider two itinerant merchant applications received after the Council agenda was prepared. **Motion by Bajumpaa, seconded by DeVries, to suspend the rules to consider two itinerant merchant applications. Motion carried with all voting ‘aye’.** Huwe said both itinerant merchant applications are for food-related mobile vendors and both are using the same location of the parking lot on the east side of the Family Dollar Store. She said the first itinerant merchant application for consideration was Fat Matt’s Ring of Smoke, LLC. **Motion by Hansey, seconded by Schmidt, to approve the itinerant merchant application for Fat Matt’s Ring of Smoke, LLC. Motion carried with all voting ‘aye’.** Huwe said the second itinerant merchant application was for Last Bend Grill. **Motion by Bohn, seconded by Bajumpaa, to approve the itinerant merchant application for Last Bend Grill. Discussion held. Motion carried with all voting ‘aye’.**

Taxi License Application – Red River Cab Company ó Huwe said the paperwork for this application has been received, however there was some additional due diligence that came up just prior to this meeting so requested the Council give approval contingent on clarification on one of the details of ownership. She said if they are deemed not eligible for a taxi license one will not be issued, however if they are able to clarify this detail they will proceed with the issuance. **Motion by Bohn, seconded by Bertsch, to approve the Taxi License Application for Red River Cab Company contingent upon clarification of ownership. Motion carried with all voting ‘aye’.**

Revised Budget Calendar ó Huwe said it had been brought to her attention that some of the dates were wrong on the budget calendar in July so a revised copy was provided.

Input on Budget Premises for Calculation – request referral to both Cmts. ó Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

Board & Commission Appointments ó Huwe said at the Council meeting to be held June 24th the only business to be conducted is appointments. She said the newly elected will be sworn in and there will be appointments to committees, which will include Council action to nominate a Council President and Vice-President, and, also, confirmation of appointments. She said a memo with proposed committee assignments for both the Finance Committee and Public Works Committee had been sent out, and there will be additional paperwork along with the agenda for proposed appointments for other expiring terms, along with the two Task Force committee member updates.

City Hall Closed Friday, July 4th in observation of Independence Day

ATTORNEY

Lies requested referral to the Public Works Committee regarding an amendment to the Assault Ordinance. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said she had two referrals for the Finance & Economic Development Committee. The first was **to bring the Committee up-to-date on the West Briarwood property and proposed next step**. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee. The second was **to address three RLF delinquencies that are 3 months or more past due**. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Priebe said the 3-day Oilfield Education Tour she recently attended was very much a success for Wahpeton-based World Class Tours. She said people from the eastern part of ND, from MN and Wisconsin participated in the tour. Priebe said interest ranged from those with mineral rights, to businesses and communities looking for opportunities, to future engineers. She said the owner of the company previously drove truck in oil country and was very knowledgeable on all aspects of the industry. Priebe said it was an eye-opening experience. She said World Class Tours strives to provide or create World Class memories and to be cost effective, and their website can be visited at www.wctours.net.

Priebe said North Dakota's state association, EDND, is holding its summer conference this week in Rugby. She said the conference theme is "Beyond the Center: Staying Competitive in a Changing ND". She said among the topics are: Needs of a growing economy; Evaluation of tax incentives; and Developing critical infrastructure. Priebe said they will also be preparing for the Legislative Session, discuss childcare needs in the communities, and the number one topic of workforce development. She said all issues are very timely and are ones that while on local manufacturing company visits are mentioned time and time again. Priebe said a draft copy of EDND's Value Statements was provided, along with their rankings.

Priebe said some of the draft legislation from the Governor's Task Force is being reviewed regarding property tax reform. She said a bill draft regarding the establishment of a system in which the State economic tax incentives would all be evaluated over a six year period was reviewed by the taxation committee. Full discussion with the EDND board and the membership will be held.

Priebe shared an article from Agracel, Inc. with respect to Manufacturing's Renaissance which, she said, depends on skilled workers. She quoted, "The average US manufacturing worker is in their late 40s or early 50s, so many will be retiring in the next 10 to 15 years. While many states and universities have developed programs that train some workers in specific industries or for specific companies, there is no major program to point to that has solved the industry-wide issue." She said legislation is continued to be worked toward that can assist with this growing need and, also, locally address some of these issues.

LIBRARY DIRECTOR

Early Literacy Station ó Guck reported on some exciting new things coming to the Library. She said the first was the purchase of an Early Literacy Station which was funded by the Friends of the Library Group, and is a self-contained terminal with games, programs, and activities to help kids ages 3-8 learn to read. She said it should be available to patrons within the next couple of weeks. She felt it would be an excellent addition to the Children's Library.

NDLCC Grants ó Guck said she applied for and was awarded two grants from the North Dakota Library Coordinating Council. She said the first was "Access to Technology" which was geared towards promoting funding new technologies in libraries. She said the grant was to purchase 4 iPad Airs, which will circulate to the library patrons who will be able to check them out for 3 weeks and use them to access ebooks, etc. She felt mobile technology is way of the future and this will allow access to those who couldn't otherwise afford these devices. Guck said they should arrive in the next week and would like to have them circulating within the next couple of weeks.

Guck said the second grant category was -Innovative Partnershipsø and her idea was for a book club program for -Books in Barsø. She said she is partnering with Firehouse Pub to start a book club geared toward the 20-30 year old age group. Guck said the grant was for \$2,250 to purchase the books, so each month a set of 15 books will be available at the Firehouse Pub to those interested in joining the book club, then once a month will meet at the Firehouse Pub to discuss the books. She said her intention with this grant is to reach a new audience who may not otherwise see the library as something for them. Guck said she will attending these book club meeting and promote the library. She said she plans to start the book club in September to run through spring. She said this is a new program but she is very excited about it.

PUBLIC WORKS DIRECTOR

Miranowski requested referral to Public Works Committee to **Update the Agreement with Cargill for their Wastewater Services**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski gave an update on the 11th Street North project progress, and, also, regarding vector control.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mitskog gave an update on the manufacturing visit surveys being conducted by herself, Priebe, Hetland and Sturdevant, saying 15 visits have been completed. She thanked those companies for their participation. She said the visits allow them to find out how things are going and if there are things that need to be focused on as we move forward trying to enhance our economic development in Wahpeton. She said some of the issues which have been pointed out are labor and housing. Mitskog thanked the Mayor and staff for their time and effort and felt these visits will be beneficial. She said the information will be compiled and provided to the Council to be addressed in the future.

Mitskog then presented Council member Bohn with a plaque acknowledging her for her service and dedication to the City. She stated Bohn has made a difference with her human resources knowledge and budget skills and is leaving the City in a good financial position. Mitskog thanked Bohn for her years of service on the City Council and congratulated her. Appreciation was shown through a round of applause.

Mitskog also presented Mayor Sturdevant with a plaque of appreciation for his years of service as the Mayor of Wahpeton. She said Sturdevant has left a mark on our community, with his vision and passion for Wahpeton, making it a better place. Mitskog thanked Sturdevant on behalf of the citizens of Wahpeton for all that has been accomplished during his years as Mayor. Appreciation was shown through a round of applause. Sturdevant expressed his thanks, saying he has enjoyed working for the City of Wahpeton as a Council member for 16 years and Mayor for 8 years. He felt some strides were made in the past 8 years, especially in the downtown, and said he appreciates serving the citizens of Wahpeton.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report (No meeting held June 9th)

Bohn said the Finance, Personnel & Economic Development Committee did not meet on June 9th.

Safety Violation and Alarm Button Policies – Bohn said this item would remain on the agenda.

Public Works & Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at noon on June 10th.

1990 Pumper Truck Replacement – motion to recommend proceeding to advertise ó **Motion by Hansey, seconded by Schmidt, to approve proceeding to advertise for a Replacement Truck for the 1990 Pumper Truck. Motion carried with all voting ‘aye’.**

1988 Tandem Axel Truck Replacement – motion to recommend to proceed to acquire a used truck not to exceed \$54,000 ó **Motion by Hansey, seconded by DeVries, to approve proceeding to acquire**

a used truck as a Replacement for the 1988 Tandem Axel Truck in an amount not to exceed \$54,000. Motion carried with a roll call vote of 7-1, with Schmidt, Hansey, Bertsch, Mitskog, DeVries, Bajumpaa, and Bohn voting ‘aye’; and Dale voting ‘nay’.

Cost Share Agreements with the ND DOT for signal improvements at 6th St. and 11th St. RR Crossings – motion to recommend approval with the ND DOT fully funding 11th St. and the City matching 10% or up to \$12,231 on the 6th St. crossing ó **Motion by Hansey, seconded by Schmidt, to approve the Cost Share Agreements with the ND DOT for Signal Improvements at 6th Street and 11th Street Railroad Crossings with the ND DOT Fully Funding 11th Street and the City Matching 10% or up to \$12,231 on the 6th Street Crossing. Motion carried with a roll call vote of 8-0.**

Dilapidated Properties Report

400 Block Update

May 2014 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$195,834.68	\$28,546.09	\$224,380.77
201 WATER OPERATING FUND	\$42,013.54	\$35,750.11	\$77,763.65
202 SANITARY SEWER OPERATING FUND	\$13,159.96	\$21,799.36	\$34,959.32
203 WASTE REMOVAL OPERATING FUND	\$20,451.18	\$750.30	\$21,201.48
205 VECTOR CONTROL FUND	\$13.97	\$1,473.64	\$1,487.61
206 STREET LIGHTING	\$10,297.48		\$10,297.48
209 LIBRARY LEVY FUND	\$7,570.78	\$13,954.86	\$21,525.64
213 ADVERTISING LEVY FUND	\$346.46		\$346.46
216 AIRPORT 4-MILL LEVY FUND	\$57,449.39	\$449.98	\$57,899.37
217 PLANN COMMISSION LEVY FUND	\$894.30	\$581.54	\$1,475.84
226 EMPLOYEE SAFETY COMMITTEE	\$570.06	-\$96.00	\$474.06
227 ANNUAL RESERVE WH FUND		-\$2,539.00	-\$2,539.00
229 CAPITAL IMPROVEMENTS FUND	\$27,882.70		\$27,882.70
231 FD BLDG & EQUIP LEVY FUND	\$779.83		\$779.83
233 REAL ESTATE LEVY FUND	\$5,924.00		\$5,924.00
236 LEVEE MAINTENANCE	\$2,114.93	\$7,207.76	\$9,322.69
253 METER DEPOSITS TRUST FUND	\$243.54		\$243.54
261 UNEMPLOYMENT COMP RESERVE FUND	\$35.08		\$35.08
271 ECONOMIC DEVEL DEPT FUND	\$1,660.86	\$11,658.76	\$13,319.62
303 MISCELLANEOUS FUND	\$44.01		\$44.01
318 WEED MAINT LEVY FUND	\$87.50		\$87.50
319 LODGING TAX FUND	\$2,288.56		\$2,288.56
320 SALES TAX OPERATING FUND	\$63,241.33		\$63,241.33
326 REVOLVING LOAN FUND	\$50,508.00		\$50,508.00
361 GASOLINE,OIL,ETC	\$69.16	-\$3,990.68	-\$3,921.52
390 CLUBHOUSE MAINTENANCE	\$1,117.36		\$1,117.36
393 DOWNTOWN CARE & MTC FUND	\$24.06		\$24.06
574 5-2-97 (FLOOD PHASE II)	\$622.00		\$622.00
631 11TH ST. N. AVE B TO 16TH AVE		\$2,283.11	\$2,283.11
636 16TH AVE. 11TH ST TO HWY 210	\$11,020.00		\$11,020.00
639 E. SANITARY SEWER 13-02-02	\$15,855.00		\$15,855.00
TOTAL	\$532,119.72	\$117,829.83	\$649,949.55

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Franchise Committee June 16th, Immediately following Council
- b. Planning Commission June 19th, 4:00 P.M.
- c. Finance Cmt. June 23rd, 12:00 Noon
- d. Public Works Cmt. June 24th, 12:00 Noon
- e. Council Re-Organization Meeting June 24th, 5:00 P.M. (New Council convenes)

Motion by Mitskog, seconded by Bertsch, to adjourn at 5:40 p.m.

Mayor Sturdevant

Lynelle Amos, Finance Assistant