

**Wahpeton City Council**

**March 18, 2013**

**5:00 p.m.**

**Present:** Hansey, Schmidt (via skype), Mitskog, Sturdevant, DeVries, Dale, Bajumpaa, and Bohn

**Absent:** Bertsch

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

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 March 4, 2013**

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

Red River Human Services Foundation – Site Authorization

Southern Valley Figure Skating Club – Raffle Permit

Other Games of Chance and/or Special Permits

**Presentation/Approval of Reports**

February 2013 Bill Pay Report (\$1,021,852.36 – see below)

February 2013 Financial Statements

ND Dept. of Health – Safe Drinking Water Act Compliance

Letter to Mayor from ND Amateur Hockey Assoc.

Tobacco Free ND – Post Implementation of Measure 3

BDS Watershed District Minutes 1-17-13

**Motion by Mitskog, seconded by Bohn, to approve the Consent Agenda items as presented.**

**Motion Carried with all voting ‘aye’.**

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**WSI Premium Safety-Drug Free Discount – request referral to Finance Cmt.** Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**2012 Transportation Funding Report** Huwe said this is an annual mandatory report that the City files with the ND State Tax Commissioner which was implemented in 2009 as a way for the State to track how fuel tax dollars are expended. A summary sheet comparing 2011 and 2012 was provided. Huwe explained that for total receipts the City is up with what it had from local sources, which includes bonding proceeds. She also noted the increase in the highway tax receipts. She said to contact her if there were any questions regarding the report. **Motion by Bajumpaa, seconded by DeVries, to acknowledge receipt of the 2012 North Dakota Transportation Funding Report.** **Motion Carried with all voting ‘aye’.**

**City Council Retreat Planning – Wed. March 27<sup>th</sup> Noon – 5:00pm** Huwe said the agenda is currently being worked on and should be provided to the Council by next Monday.

**ASSESSOR/BUILDING CODES**

**Reminder of Board of Equalization on April 9<sup>th</sup>, 2013** Broadland gave a reminder that the City Board of Equalization meeting will be held on Tuesday, April 9<sup>th</sup> at 5:00 p.m. She said increase

notices will be mailed out the end of the week, and asked that Council members let her know whether or not they will be able to attend this meeting so as to be sure to have a quorum. Broadland said if anyone who receives a notice has any questions they can contact the City Assessor Office and she will review that increase with them.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** Priebe asked for referral to the Finance & Economic Development Committee regarding a downtown revitalization project. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

**Recommendation from Economic Development Commission** Priebe said the EDC heard a revised request for funding a Three Rivers Gymnastics project. It was suggested at the previous EDC meeting to have the organization work on a plan with the Economic Development Office and the SBDC. A written summary of TRG's financial status and projections was presented by SBDC Consultant, Dan Reilly. Currently TRG has a \$120,000 mortgage balance on their building which Reilly recommends paying off as soon as possible as they are paying too much interest. The TRG After School Program has a waiting list but the preschool program does not. TRG was asked if they have considered a capital campaign in the communities that support TRG and they had not. Questions concerning sustainability and competition were addressed. Priebe said the total project cost is estimated at \$112,782 and includes \$9,000 in donated labor. Funds will be used for new doors, cabinets, electrical, partitions, steel roof, flooring, ceiling tiles, new bathroom, new sink, and materials to complete these improvements. She said the initial request was for a grant of \$103,782, but has been reduced to \$63,782 from Sales Tax for Recreation Fund. TRG has applied and been approved for a \$40,000 Zero Interest Non-Profit Loan from the Revolving Loan Fund program to cover the gap. Both funding sources will have agreements prepared with conditions. Priebe noted that five years ago the Gymnastics organization received a \$57,000 grant to make improvements to the larger back structure and the parking lot. She said Commissioners support the program as it is good for the community and it also brings other people into the city. The recommendation was amended contingent on a grant agreement to include a capital campaign, semi-annual reporting to the EDC and a continued relationship with the SBDC. All contingencies will be in effect for the term of the RLF loan. **Motion by Mitskog, seconded by Bohn, to approve a \$63,782 grant to Three Rivers Gymnastics contingent on a grant agreement to include a capital campaign, semi-annual reporting and an on-going working relationship with the SBDC. The agreement will be in force for 12 years (the term of the RLF loan). Roll call vote 7-0. Motion Carried.**

Priebe said Wahpeton/Breckenridge Chamber of Commerce Exec. Ron Rowland approached the EDC to talk about the Chamber's Sale in the Park event. It will be held at Welles Memorial Park, weather permitting, or the Blikre Parking Lot. Last year they received \$10,000 from the CVB to widely market the event. They are scaling back this year and are also allowing flea market items. They are requesting \$1,500 from City of Wahpeton EDC and \$1,500 from Breckenridge. Funds will be used 100% for advertising. There were concerns about this competing with businesses in town. Rowland stated that businesses can also have a table for \$20.00. **Motion by Bajumpaa, seconded by Mitskog, to approve a \$1,500 grant from the Sales Tax for Economic Development to the Chamber of Commerce for their Sale in the Park event.** Discussion held. **Roll call vote 7-0. Motion Carried.**

Regarding other announcements, Priebe said the 18<sup>th</sup> Annual NDSCS Dreams Auction will be held Friday, April 12<sup>th</sup> at the Blikre Activities Center. She also announced that the CDC Board meeting is scheduled for Wednesday, March 20<sup>th</sup> at noon with 2 guests attending and local lenders also invited to attend and sit in on the discussion with Ryan Aasheim and Paul Huleatt who are making their way around the region to speak with leaders and lenders in communities about the Red River Corridor Fund, the Collateral Support Program, and the Angel Investment Fund. She said anyone interested in attending should contact her.

**PUBLIC WORKS DIRECTOR NELSON**

**Authorization to Advertise for Bids for Southside Drainage Improvements, Ph B, Project No. DR12-203**

1. **Resolution Directing Preparation of Preliminary Engineer's Report**
2. **Resolution Approving Engineer's Report**
3. **Resolution for Financing**
4. **Resolution to Advertise for Bids**

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3509**  
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ESTIMATE OF COST FOR THE IMPROVEMENT IN  
IMPROVEMENT DISTRICT 08-02-03  
(SOUTHSIDE STORM SEWER DISTRICT)  
(PHASE B – 7<sup>TH</sup> AVENUE SOUTH AND CENTER STREET)**

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

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3510**  
**RESOLUTION OF THE CITY OF WAHPETON  
RELATING TO THE ISSUANCE OF BONDS AND  
THE REIMBURSEMENT OF CERTAIN EXPENDITURES FOR  
IMPROVEMENT DISTRICT 08-02-03  
(SOUTHSIDE STORM SEWER DISTRICT)  
(PHASE B – 7<sup>TH</sup> AVENUE SOUTH AND CENTER STREET)**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3511**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN  
IMPROVEMENT DISTRICT 08-02-03  
(SOUTHSIDE STORM SEWER DISTRICT)  
(PHASE B – 7<sup>TH</sup> AVENUE SOUTH AND CENTER STREET)**

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

**Planning Commission motion to set a Public Hearing for the Westside Major Street Plan on April 15<sup>th</sup> at 5:00 p.m.**

**Request for City Council to set Public Hearing for Westside Rezoning concurrently with the Westside Major Street Plan on April 15<sup>th</sup> at 5:00 p.m.**

Nelson said the Planning Commission held a public hearing for the Westside Major Street Plan on March 11<sup>th</sup> and following the conclusion of that hearing the Planning Commission approved a motion unanimously to recommend approval of the Westside Major Street Plan. He then provided a map of the area showing the locations of the major streets. Nelson said that at this meeting the Planning Commission also took input and received comments from the public regarding rezoning of this area. Nelson said the Council would also need to adopt a resolution to approve the Westside Major Street

Plan and explained there would be proceedings, such as an advertisement in the local newspaper, a comment period, a protest period, that runs its course before the actual adoption of the plan by Council is finalized. Lies explained that the 40 day period starts from the first publication so potential protests would be received until May 6<sup>th</sup>. Lies further explained that a motion is needed for May 6<sup>th</sup> on the Planning portion for rezoning. **Motion by Hansey, seconded by DeVries, to schedule the Public Hearing for Westside Rezoning for May 6<sup>th</sup> at 5:00 p.m. Motion Carried with all voting ‘aye’.**

Lies then explained the corresponding resolution.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3512**  
**RESOLUTION APPROVING THE PROPOSED**  
**MASTER STREET PLAN**  
**FOR THE WESTSIDE**

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

Nelson reported that the Town Centre Square Plaza Rehabilitation project bid opening will be held Friday, March 22<sup>nd</sup> at 11:00 a.m. so should have the results available and be ready to award at the next Council meeting.

Nelson requested to schedule a Flood Protection Committee meeting Friday, March 22<sup>nd</sup> at noon.

Nelson gave a brief summary of the National Weather Service’s snow melt progression outlook as of March 15<sup>th</sup>. He reviewed some of the highlights, saying the snow pack moisture is above to much above normal in the Southern Valley, expectations for precipitation are such that there was continued moisture last week and this week but the trend is improving, temperatures are expected to be below normal, and large-scale snow melt and runoff conditions look to be delayed until the early to mid part of April and such late onset means an increased risk for a more rapid thaw in April and an increased risk for isolated heavy rain events to occur while snow melt flooding is underway. Nelson said on the City side they are making preparations for breakup and reactivating the City’s flood protection system as far as the pumping system. Nelson encouraged property owners to consider protecting their property to mitigate water damage from spring runoff, surface flooding, and sub-surface water leaks, and gave examples of how to do this. He reminded those who had sump pump permits that they expired on March 15<sup>th</sup> and should now be discharged outside of the sanitary sewer. Nelson then talked about website links available on the City of Wahpeton website.

Nelson reported that last week the Engineering Project Manager, Travis Schafer, submitted his resignation so that position is now vacant and it is hoped to get it filled as soon as feasible.

**COMMUNICATIONS FROM THE MAYOR & COUNCIL**

Mayor Sturdevant said a letter was received from Terry Olson who resides on 13<sup>th</sup> Avenue and has some issues/questions regarding City services. 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 did not meet on March 11<sup>th</sup>.

**Public Works & Public Safety Committee Report**

Hansey said the Public Works Public Safety Committee met did not meet on March 12<sup>th</sup>.

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$217,798.69	\$23,510.37	\$241,309.06
201 WATER OPERATING FUND	\$87,187.91	\$33,315.38	\$120,503.29
202 SANITARY SEWER OPERATING FUND	\$43,366.90	\$20,300.58	\$63,667.48
203 WASTE REMOVAL OPERATING FUND	\$20,316.15	\$715.52	\$21,031.67
205 VECTOR CONTROL FUND	\$13.39	\$1,297.03	\$1,310.42
206 STREET LIGHTING	\$9,813.76		\$9,813.76
209 LIBRARY LEVY FUND	\$6,752.38	\$13,778.38	\$20,530.76
213 ADVERTISING LEVY FUND	\$802.78		\$802.78
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$932.50	\$1,000.68	\$1,933.18
226 EMPLOYEE SAFETY COMMITTEE	\$125.00		\$125.00
229 CAPITAL IMPROVEMENTS FUND	\$113,290.91	\$8,648.68	\$121,939.59
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$34.50		\$34.50
234 SPECIAL STREET MAINT FUND	\$15,839.85		\$15,839.85
236 LEVEE MAINTENANCE	\$1,976.53	\$6,111.57	\$8,088.10
237 CITY SHARE OF SPECIALS FUND	\$39,254.39		\$39,254.39
253 METER DEPOSITS TRUST FUND	\$100.00		\$100.00
261 UNEMPLOYMENT COMP RESERVE FUND	\$110.99		\$110.99
271 ECONOMIC DEVEL DEPT FUND	\$4,838.03	\$11,258.72	\$16,096.75
303 MISCELLANEOUS FUND	\$1,086.61		\$1,086.61
318 WEED MAINT LEVY FUND	\$449.46		\$449.46
319 LODGING TAX FUND	\$8,236.48		\$8,236.48
320 SALES TAX OPERATING FUND	\$36,751.83		\$36,751.83
321 SALES TAX RESERVE FUND	\$373.00		\$373.00
323 SALES TAX DEVELOPERS AGMNT RES	\$2,070.00		\$2,070.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$175,084.97		\$175,084.97
361 GASOLINE,OIL,ETC	\$14,737.90	-\$4,677.32	\$10,060.58
363 SAFE COMMUNITIES COALITION	\$110.00		\$110.00
393 DOWNTOWN CARE & MTC FUND	\$108.36		\$108.36
395 CERT	\$675.92		\$675.92
574 5-2-97 (FLOOD PHASE II)	\$59,998.58		\$59,998.58
605 8-1-06 DAKOTA AVE	\$1,039.80		\$1,039.80
608 08-02-03 SSIDE STORM SEWER	\$9,179.82		\$9,179.82
611 S SIDE DRAINAGE IMP DR09-150	\$10,392.40		\$10,392.40
615 CUL DE SAC IMPROVEMENTS	\$18,574.00		\$18,574.00
631 11TH ST. N. AVE B TO 16TH AVE	\$46.00		\$46.00
636 16TH AVE. 11TH ST TO HWY 210	\$207.00		\$207.00
<b>TOTAL</b>	<b>\$906,142.79</b>	<b>\$115,709.57</b>	<b>\$1,021,852.36</b>

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Planning Commission March 21<sup>st</sup>, 4:00 P.M.
- b. Finance Committee March 25<sup>th</sup>, 12:00 Noon
- c. PW/PS Committee March 26<sup>th</sup>, 5:00 P.M.
- d. City Council Retreat March 27<sup>th</sup>, 12:00 Noon – 5:00 P.M.

Mayor Sturdevant noted the Flood Protection Committee will meet March 22<sup>nd</sup> at Noon.

**Motion by Mitskog, seconded by DeVries, to adjourn at 5:35pm.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant