

Wahpeton City Council
January 21, 2014
5:00 p.m.

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

Absent: Mitskog

Also Present: Huwe, Leeser, Miranowski, Thorsteinson, Priebe, Guck, Rogahn, 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 January 6, 2014

Games of Chance Licenses, Site Authorizations & Special Permits

NDSOS Powersports Tech Raffle Permit

Wahpeton Harmony Sr. Citizens Ctr. Raffle Permit

Other Games of Chance and/or special permits:

Head of the Red Trap & Archery Club Raffle Permit

Unit 405 Social Fund (Minn-Dak) Raffle Permit

Presentation/Approval of Reports

December 2013 Bill Pay Report (\$1,475,727.52 ó see below)

Fiscal Year End Financial Statements

Dilapidated Properties Report

CDBG Pre-Application Notice

Motion by Bertsch, seconded by Hansey, 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

Huwe requested a Suspension of the Rules to add agenda items. **Motion by Bohn, seconded by DeVries, to Suspend the Rules. Motion carried with all voting ‘aye’.** Huwe requested an Application of Commercial Waste Haulers License submitted by T & G Sanitation of rural Wahpeton be added to the agenda. Mayor Sturdevant added the item to the agenda. Huwe also requested that time sensitive items reviewed by the Finance Committee at a Special Meeting on January 17th be added to the agenda which were: A. Land North of City Hall; and B. 400 Block Phase 2 Architectural Services Agreement (to be addressed during the Finance Committee report). Mayor Sturdevant added the items to the agenda.

Huwe explained that an application for a Commercial Waste Haulers license had been submitted by T & G Sanitation of rural Wahpeton, and requested conditional approval pending satisfaction of license requirements. **Motion by Bajumpaa, seconded by Dale, to approve the Application of Commercial Waste Haulers License submitted by T & G Sanitation pending satisfaction of license requirements. Motion carried with all voting ‘aye’.**

Pledge of Assets/Designation of Depositories ó Huwe explained that in January and July of each year the list of current depositories, cash balances and collateralization/pledge of assets are presented to the Council for approval. She said the balance of the funds on deposit as of December 31st, 2013 was \$9,733,682.00. She said the pledged assets and/or Federal Deposit Insurance allocated to these deposits totals \$11,568,728.59. Huwe requested a motion to approve the designation of depositories and the funds pledged to collateralize the deposits as presented. **Motion by Bohn, second by Bertsch, to approve the designation of depositories and the funds pledged to collateralize the deposits as presented (see below). Motion Carried with all voting ‘aye’.**

<u>Designated Depository</u>	<u>Funds on Deposit</u>	<u>FDIC/NCUA</u>	<u>Additional</u>	<u>Total Pledged</u>
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	4,595,274.75	250,000.00	5,365,913.00	5,615,913.00
Banc West Investment Services	425,000.00	425,000.00	n/a	425,000.00
Bremer Bank	362,449.99	250,000.00	136,408.00	386,408.00
Bremer Investment Trust	700,000.00	700,000.00	n/a	700,000.00
First Community Credit Union	none	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a
State Bank & Trust	250,749.91	250,000.00	25,012.00	275,012.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	3,300,207.35	250,000.00	3,816,395.59	4,066,395.59
	9,733,682.00	2,225,000.00	9,343,728.59	11,568,728.59

APS Employee Assistance Program Contract Renewal - Huwe said APS Healthcare is the Employee Assistance Program provider for the City of Wahpeton, and the current contract expired on December 31st. She said APS has provided an amended renewal contract for 2014. Huwe explained that the annual fee per employee for the City and Park Board was \$26 each or \$1,300 annually for 2012-2013, and the proposed rate for 2014 increases the individual fee from \$26 to \$30 or \$1,500 annually. She said the 2014 expense budget line item was increased in anticipation of the contract renewal. Huwe requested a motion to approve the 2014 contract for \$1,500. **Motion by Bajumpaa, seconded by DeVries, to approve the 2014 APS Employee Assistance Program Contract for \$1,500. Motion carried with all voting ‘aye’.**

Replacement of the City Hall Server – request referral to Finance Cmt.

Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Pay Study – request referral to Finance Cmt.

Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Update on Fiscal Year End 2013

ó Huwe explained that there were \$26,518.95 in expenses received that need to be accrued back into 2013 after the original cutoff date, with \$18,305.32 in expenses related to capital projects, \$2,535.26 expensed from the General Fund, and \$5,678.37 from miscellaneous funds. She said subsequently the preliminary year end transfers and budget amendments presented to the Finance Committee are amended to reflect these expenses. Additionally, Huwe said the Fire Department requested unexpended funds from the General Fund Operating budget be transferred to the Fire Department mill levy fund where funds are being saved for their next truck purchase ó this dollar amount is \$8,069.51. Huwe said this transfer will decrease the \$118,174.06 originally scheduled to be retained in the General Fund Balance to \$111,483.19. She said the Fund Transfers were amended from the preliminary \$580,450.30 to \$588,519.81, and the Expense Budget Amendments for 2013 were changed from the preliminary number of \$4,421,750 to \$4,448,525. Huwe asked that this information be considered during the Finance Committee report in lieu of the preliminary information that was provided to the committee.

2013 Financial Audit by ND State Auditor's Office week of Mar. 3rd

Huwe noted that the Finance Committee meeting scheduled for Monday, January 27th will need to be rescheduled as it conflicts with the CDC Annual meeting which Council members and staff are encouraged to attend.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó Priebe said an initial meeting with regards to developing a housing cooperative for City-owned property known as West Briarwood was held recently. She said in attendance were Warren Kramer ó Executive Director of North Country Cooperative Foundation of MN, Lori Capouch ó Rural Development Director for Rural Electric and Telecommunication Development Center in Mandan, JoAnn Rodenbiker ó Director of Business Development for Northern Plains Electric Coop, Alderman Bertsch, Finance Director Huwe, Economic Development Assistant Hetland and herself. She said according to the 2010 Housing Study, cooperative housing was recommended as a possibility of a way to achieve home ownership in the community. Priebe said it's a product and a model that is not current found in Wahpeton or the state of North Dakota. She explained how they would like to get it launched in North Dakota as another alternative to affordable housing, which would be with manufactured homes. She said they are looking forward to brainstorming with the group and hopefully developing that parcel on the north side of Wahpeton.

Priebe announced that the Wahpeton Community Development Corporation will be holding its Annual Meeting on Monday, January 27th from 11:30am to 1:00pm at the NDSCS Red River Valley Room in the Student Center. She said Gaylon Baker, Executive VP of Stark Development Corporation, will be the guest speaker.

LIBRARIAN

Introduction and Oath of Office, Library Director Greta Guck ó Assistant City Attorney Mike Leaser swore in new Library Director Greta Guck through an Oath of Office. Guck was then welcomed as the newest City of Wahpeton employee through a round of applause. Guck then gave a brief background of herself.

POLICE CHIEF

Request to dedicate forfeiture funds to K9 account ó Thorsteinson said in June of 2013 WPD officers made an arrest of an individual for a variety of felony and misdemeanor charges and as a result of that arrest the individual's vehicle was seized as evidence and then began a forfeiture process following ND law. He said in December of this year at the time of the civil hearing an agreement was entered into to cease the forfeiture process in exchange for \$4,000 being paid to the Police Department. Thorsteinson explained that this is an unusual process than what normally takes place, and requested the Council consider putting that money into the K-9 account where there is a line item used for maintenance of the dog. Huwe explained that the transaction already happened so are actually asking for ratification of the action if the Council agrees. She felt it was appropriate as Thorsteinson has followed all the rules for forfeiture dollars and provided a well-documented incident report. **Motion by Hansey, seconded by DeVries, to approve the ratification of the request to dedicate forfeiture funds in the amount of \$4,000 to the K-9 account. Motion carried with all voting 'aye'.**

PUBLIC WORKS DIRECTOR

Miranowski requested referral to PW/PS Committee of **an Agreement with Great Plains Natural Gas to get their GIS data of where their gas mains are located into the City's GIS system.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee of **Great Plains Natural Gas pipeline transmission North of City Hall.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee of **Public Works equipment replacement plan.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee for the **Possibility of Changing out the Lighting on Tower #2 to LED lighting.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee for **Presentation of Red River Court repairs.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Bois de Sioux Golf Board appointments (Thank you to former Board members Roger Richels & Mike Lee) Mayor Sturdevant recommended appointment of Tim Jaehning and David Mann to the Bois de Sioux Golf Board. **Motion by Bohn, seconded by Bertsch, to approve/confirm the appointment of Tim Jaehning and David Mann to the Bois de Sioux Golf Board. Motion carried with all voting 'aye'.**

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at noon on January 13th.

Fiscal Year End Transfers – motion to recommend approval of transfers presented ó Motion by Bohn, seconded by Bajumpaa, to approve the amended 2013 Fiscal Year End transfers as presented, totaling \$588,519.81. Motion carried with a Roll Call Vote of 7-0.

2013 Budget Amendments – motion to approve amendments as presented ó Motion by Bohn, seconded by Bertsch, to approve the amended 2013 Budget Amendments as presented, totaling \$4,448,525.00. Motion carried with a Roll Call Vote of 7-0.

400 Block Update – discussion

Evaluations for the Chief of Police, Finance Director and Public Works Director ó Bohn said she would like to try to schedule the evaluations for next week, possibly Monday at 5:00pm. She said she would like as many Council members in attendance as possible to offer input.

Land North of City Hall – Bohn explained that there was a Special Finance Committee meeting held Friday, January 17th to discuss moving the natural gas main located on the City-owned land North of City Hall. **Motion by Bohn, seconded by Bertsch, to approve a not to exceed amount of \$200,000 from the Real Estate Levy Fund to relocate the Great Plains Natural Gas/MDU natural gas main located on the City owned property north of the current City Hall. Motion carried with a Roll Call Vote of 7-0.**

Bohn said also discussed at the Special Finance Committee meeting was the 400 Block ó Phase 2 of the Architectural Services Agreement. **Motion by Bohn, seconded by Hansey, to approve a not to exceed amount of \$25,000 from the Sales Tax for Economic Development Fund to proceed with Phase 2 of the Architectural Services Agreement with Helenske Design Group on the 400 Block Project. Motion carried with a Roll Call Vote of 7-0.**

Public Works & Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at 5:00pm on January 14th.

Tobacco e-cigarettes review – discussion

Fire Truck Replacement – motion to recommend proceeding with the acquisition process ó **Motion by Hansey, seconded by Dale, to approve proceeding with the acquisition process for a Fire Truck.** Discussion held. **Motion carried with all voting ‘aye’.**

Dilapidated Properties Update – discussion

400 Block Updates – discussion – Motion by Hansey, seconded by DeVries, to approve allowing splitting off the former Valley Insurance building to be transferred to the Town Centre Square property contingent upon certain conditions amenable to being divested to the rest of the project providing that the terms of the agreement are satisfactory to the City. Motion carried with all voting ‘aye’.

Lake Agassiz Water Authority Dues Request – motion to recommend denial of pymt ó **Motion by Hansey, seconded by Dale, to approve denial of payment for Lake Agassiz Water Authority Dues.** Discussion held. **Motion carried with all voting ‘aye’.**

3rd Ave. N. Reconstruction - discussion

16th Ave. N. (11th St. to 210 By-pass) Reconstruction Project – discussion

Study for Supplying Domestic Water to Breckenridge - discussion

December 2013 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$218,609.79	\$61,623.29	\$280,233.08
201 WATER OPERATING FUND	\$59,269.11	\$33,351.56	\$92,620.67
202 SANITARY SEWER OPERATING FUND	\$31,588.70	\$20,762.78	\$52,351.48
203 WASTE REMOVAL OPERATING FUND	\$20,607.70	\$725.30	\$21,333.00
204 WASTE REDUCTION FUND	\$7,934.99		\$7,934.99
205 VECTOR CONTROL FUND	\$13.39	\$1,427.31	\$1,440.70
206 STREET LIGHTING	\$8,606.21		\$8,606.21
209 LIBRARY LEVY FUND	\$8,693.57	\$13,956.87	\$22,650.44
213 ADVERTISING LEVY FUND	\$5,935.14		\$5,935.14
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$300.00	-\$4,522.07	-\$4,222.07
222 SOCIAL SECURITY LEVY FUND	\$24,559.33		\$24,559.33
224 RETIREMENT FUND	\$26,976.64		\$26,976.64
226 EMPLOYEE SAFETY COMMITTEE	\$200.00		\$200.00
227 ANNUAL RESERVE WH FUND		-\$2,779.00	-\$2,779.00
229 CAPITAL IMPROVEMENTS FUND	\$815.00		\$815.00
233 REAL ESTATE LEVY FUND	\$16,291.94		\$16,291.94
234 SPECIAL STREET MAINT FUND			\$0.00
236 LEVEE MAINTENANCE	\$3,406.74	\$6,278.89	\$9,685.63
253 METER DEPOSITS TRUST FUND	\$132.39		\$132.39
261 UNEMPLOYMENT COMP RESERVE FUND	\$109.00		\$109.00
271 ECONOMIC DEVEL DEPT FUND	\$1,990.30	\$11,258.72	\$13,249.02
303 MISCELLANEOUS FUND	\$196.79		\$196.79
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
318 WEED MAINT LEVY FUND	\$3,436.00		\$3,436.00
319 LODGING TAX FUND	\$903.42		\$903.42

320 SALES TAX OPERATING FUND	\$149,705.78		\$149,705.78
321 SALES TAX RESERVE FUND	\$5,137.68		\$5,137.68
324 SALES TAX MINI MATCH RSRV FUND	\$1,606.90		\$1,606.90
326 REVOLVING LOAN FUND	\$2,181.88		\$2,181.88
340 HANDICAPPED PARKING FINES	\$435.00		\$435.00
361 GASOLINE,OIL,ETC	\$13,336.16	-\$4,416.20	\$8,919.96
393 DOWNTOWN CARE & MTC FUND	\$1,828.01		\$1,828.01
572 SALES TAX FOR FLOOD FUND	\$32,635.50		\$32,635.50
574 5-2-97 (FLOOD PHASE II)	\$1,360.95		\$1,360.95
608 08-02-03 SSIDE STORM SEWER	\$34.50		\$34.50
611 S SIDE DRAINAGE IMP DR09-150	\$106,328.97		\$106,328.97
615 CUL DE SAC IMPROVEMENTS	\$245,273.96		\$245,273.96
620 TOWN CENTRE SQUARE	\$2,352.20		\$2,352.20
629 66TH ST S SHARED USE PATH	\$164,832.08		\$164,832.08
631 11TH ST. N. AVE B TO 16TH AVE	\$275.30		\$275.30
634 COMMERCIAL STREET REHAB	\$165,959.07		\$165,959.07
TOTAL	\$1,337,610.09	\$138,117.43	\$1,475,727.52

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. January 27th, 12:00 Noon (need to reschedule due to CDC Annual Mtg)
- b. PW/PS Committee January 28th, 5:00 P.M.
- c. Planning Commission February 3rd, 4:00 P.M.

It was suggested and agreed to hold a Finance Committee meeting on Monday, January 27th at 5:00pm to conduct evaluations.

Motion by Bertsch, seconded by Hansey, to adjourn at 5:47 p.m.

Mayor Sturdevant

Lynelle Amos, Finance Assistant