

Wahpeton City Council
July 16, 2012

Present: Hansey, Mitskog, Sturdevant, Dale, Bajumpaa, and Bohn

Absent: Bertsch and DeVries

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

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS/ETC.

Community Development Block Grant Application – ComDel Innovation

Priebe said that ComDel Innovation (CDI) has the opportunity to expand operations with an existing customer and extend the period of time that the customer will be doing business with CDI. The funding requested is in support of CDI developing technology that enables integration of operations and improvement of productivity levels to be competitive on a quality and cost basis with lower cost regions of the world. The business opportunity has a time horizon that is projected to extend in excess of 5 years. Priebe said the project will result in over \$5 million of new private investment. Approximately \$112,000 of public investment, not including CDBG administrative costs, is being requested at this time. The CDBG amount is \$61,600 (\$56,000 for prototype development and \$5,600 for project administration), and \$56,000 of City of Wahpeton JDA funds was approved on 6-15-12. Regarding job creation, Priebe said the customer is a major OEM and this latest business opportunity represents the potential of 21 additional jobs within CDI Wahpeton over the next 2 years. **Motion by Mitskog, seconded by Hansey, to approve the Community Development Block Grant application for ComDel Innovation. Motion Carried.**

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 July 2, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Legion Baseball – Games of Chance Raffle Permit
Three Rivers Archery Club – Games of Chance Raffle Permit
Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

ND Attorney General's Opinion on use of City Hall
SSBCI Notice of Allocation
Dilapidated Properties Report
June 2012 Financials
June 2012 Bill Pay Report (\$850,698.46 – see below)

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

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Request approval of designation of depositories and pledging of public deposits Huwe said 2 motions are being requested, one to approve the designated depositories and the second to approve the pledge of assets. She explained the pledge of assets shows that each of the institutions where there is public money on deposit is appropriately collateralized either by FDIC Insurance or by additional securities pledged as collateral against our deposits. Following further explanation, Huwe said that as of today the City is compliant with the pledging rules, and requested a motion approving the designation of depositories as listed in the memorandum provided. **Motion by Bohn, second by Bajumpaa, to approve the designated depositories as listed in the memorandum provided**(see below). **Motion Carried.** Huwe then requested a motion approving/acknowledging the amount pledged by each of the institutions for the total amount of \$12,560,298.94. **Motion by Dale, second by Bajumpaa, to approve the financial institutions' pledge of assets as listed in the memorandum provided**(see below). **Motion Carried.**

Designated Depository	Funds on Deposit	FDIC/NCUA	Additional	Total Pledged
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	5,460,278.06	250,000.00	6,021,330.00	6,271,330.00
Banc West Investment Services	425,000.00	1,000,000.00	n/a	1,000,000.00
Bremer Bank	361,665.92	250,000.00	25,000.00	275,000.00
Bremer Investment Trust	700,000.00	n/a	700,000.00	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	250,000.00	250,000.00	25,002.00	275,002.00
U.S. Bank	100,000.00	250,000.00	n/a	250,000.00
Wells Fargo Bank	3,788,966.94	250,000.00	3,538,966.94	3,788,966.94
	11,085,910.92	2,250,000.00	10,310,298.94	12,560,298.94

Review of Contract List – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Reimbursement Request – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Crazy Daze on Wednesday, July 25th

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe asked for referral of an RLF loan delinquency to Finance & Economic Development Committee. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

SSBCI Update: Priebe said in August 2011, the City of Wahpeton joined the City of Carrington and many other communities to apply to the US Treasury for State Small Business Credit funds that were available and part of the Small Business Jobs Act of 2010. All but 2 states agreed to participate (ND & Wyoming) so Carrington made an initial application for the State's share of \$13.1 million with the money to be used specifically for small businesses. Wahpeton was approached for support, not financial support. Priebe said the SSBCI Award Notice was sent out on June 28th to all 39 participating municipality contacts that are a part of the Red River Corridor Fund application to the Treasury. The total award of \$3.4 million is earmarked for collateral support and angel investment programs to support small businesses in each community. At this time, there is nothing to sign. The Treasury has asked that each community representative confirm that they have received this message of notification, and confirm receipt of the Draft Allocation Agreement, and this has been done. Completion and submission of all forms is being requested before the August

9th deadline. Priebe said they are excited to get this program underway and leverage the dollars awarded by the Treasury department.

Priebe reported the **community and cultural profiles** will soon be updated by engaging Absolute Marketing in a small project to enhance the wahpeton.com and wahpetonwelcome.com website pages making them more interactive and informative.

Priebe announced that the **Classy & Classic Car Show III** will be held Thursday, September 27th during NDSCS Homecoming week.

Priebe provided pictures of local projects: Wahpeton Wildside and St. Catherine's Living Center.

PUBLIC WORKS DIRECTOR NELSON

PW Report – Change Order No. 1 for Southside Drainage Improvements – Parts 3B & 3C, Project No. DR12-191 – request referral to PW Cmt. - Mayor will refer this item to the Public Works & Public Safety Committee.

Change Order No. 1 (Final) for Town Centre Square Alley Repairs, Project No. ST12-198 – request referral to PW Cmt. - Mayor will refer this item to the Public Works & Public Safety Committee.

Nelson then provided an update on vector control.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

At-Large Council Vacancy – Mayor Sturdevant said 3 applications have been received thus far for the vacancy left by Jim Hartman. He said applications will be accepted through August 15th.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee, Personnel & Economic Development Committee met at noon on July 9th.

2013 Budget Premises – discussion

Public Works Operations Manager Job Description Review – discussion

Upgrade to Public Access Channel 12 – topic tabled pending additional information

Consolidated Fee Schedule – topic tabled pending additional information

Funding Dakota Ave. Care & Mtc. – discussion

Public Works & Public Safety Committee Report

Hansy said the Publics Works Public Safety Committee met at noon on July 10th.

Dilapidated Properties Report - discussion

Request for Leased Space on Water Tower No. 1 from Red River Telephone - discussion

2013 Budget Premises for Calculation - discussion

Review of Position Description for Public Works Operations Manager - discussion

Review of Request for Quotes for City Hall Flag Pole - discussion

Pigeon issues in Dakota Ave. corridor - discussion

June 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$171,231.97	\$59,094.08	\$230,326.05
201 WATER OPERATING FUND	\$53,821.97	\$31,518.53	\$85,340.50
202 SANITARY SEWER OPERATING FUND	\$31,014.22	-\$27,394.71	\$3,619.51
203 WASTE REMOVAL OPERATING FUND	\$19,130.83	\$692.52	\$19,823.35
205 VECTOR CONTROL FUND	\$170.09	\$1,448.73	\$1,618.82
206 STREET LIGHTING	\$8,096.80		\$8,096.80
209 LIBRARY LEVY FUND	\$11,173.52	\$12,796.22	\$23,969.74
213 ADVERTISING LEVY FUND	\$303.39		\$303.39
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$573.48	\$992.76	\$1,566.24
222 SOCIAL SECURITY LEVY FUND	\$23,225.97		\$23,225.97
224 RETIREMENT FUND	\$22,818.40		\$22,818.40
227 ANNUAL RESERVE WH FUND		-\$3,359.00	-\$3,359.00
229 CAPITAL IMPROVEMENTS FUND	\$30,973.35		\$30,973.35
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$299.90		\$299.90
234 SPECIAL STREET MAINT FUND	\$6,409.44		\$6,409.44
236 LEVEE MAINTENANCE	\$685.81	\$6,297.84	\$6,983.65
253 METER DEPOSITS TRUST FUND	\$286.14		\$286.14
261 UNEMPLOYMENT COMP RESERVE FUND	\$31.96		\$31.96
271 ECONOMIC DEVEL DEPT FUND	\$1,302.41	\$10,880.42	\$12,182.83
303 MISCELLANEOUS FUND	\$477.00		\$477.00
305 VECTOR CONTROL DIST LEVY FUND		\$255.68	\$255.68
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
318 WEED MAINT LEVY FUND	\$5,686.00		\$5,686.00
319 LODGING TAX FUND	\$3,131.25		\$3,131.25
320 SALES TAX OPERATING FUND	\$25,501.44		\$25,501.44
325 SALES TAX H.E.L.P. HOUSING FUND	\$497.75		\$497.75
326 REVOLVING LOAN FUND	\$3,806.21		\$3,806.21
361 GASOLINE, OIL, ETC		-\$4,161.54	-\$4,161.54
393 DOWNTOWN CARE & MTC FUND	\$49.00		\$49.00
572 1/2 SALES TAX FUND	\$201,065.26		\$201,065.26
574 5-2-97 (FLOOD PHASE II)	\$3,169.08		\$3,169.08
605 8-1-06 DAKOTA AVE	\$4,807.26		\$4,807.26
608 08-02-03 SSIDE STORM SEWER	\$75,784.80		\$75,784.80
613 LIFT STATIONS #6 & #8 CTRLS		\$47,239.25	\$47,239.25
631 11TH ST. N. AVE B TO 16TH AVE	\$207.00		\$207.00
TOTAL	\$713,947.70	\$136,750.76	\$850,698.46

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Planning Commission July 19th, 4:00 P.M.
- Finance Committee July 23rd, 12:00 Noon
- PW/PS Committee July 24th, 5:00 P.M.

Motion by Mitskog, seconded by Hansey, to adjourn at 5:25pm.

Mayor Sturdevant

Lynelle Amos, Finance Assistant