

Wahpeton City Council
August 19, 2013
5:00 p.m.

Present: Schmidt, Hansey, Mitskog, DeVries, Dale, and Bajumpaa

Absent: Bertsch, Sturdevant, and Bohn

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

Meeting called to order by City Council President Mitskog.

PUBLIC HEARINGS / ETC.

Public Hearing on Street Vacation Petition – North 40’ of Wheatland Rd. Adjacent to Reserve Lot G in the Rosewood Addition – City Council President Mitskog commenced the Public Hearing for the purpose of discussing the petition of adjoining land owners for the proposed partial street vacation of the north 40 feet of Wheatland Road east of Woodland Drive abutting reserve lot G in the Rosewood Addition. Mitskog asked City Auditor Huwe if any written protests or inquiries had been received, and there were none. She then asked if anyone present would like to be recognized on this petition, and there was none. She said that concluded the public hearing on this matter.

Council member DeVries offered the following and moved its adoption:

RESOLUTION NO. 3527
RESOLUTION VACATING STREET
(Part of Reserve Lot G in Rosewood Addition)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 6-0.

Public Hearing on Proposed Replat of Reserve Lot G in Rosewood Addition – City Council President Mitskog commenced the Public Hearing for the purpose of discussing the proposed replat of Reserve Lot G in Rosewood Addition. Mitskog asked City Auditor Huwe if any written protests or inquiries had been received, and there were none. She then asked if anyone present would like to be recognized on this petition, and there was none. She said that concluded the public hearing on this matter. **Motion by Dale, seconded by Bajumpaa, to approve the Proposed Replat of Reserve Lot G in Rosewood Addition as presented. Motion carried with a roll call vote 6-0.**

CONSENT AGENDA ITEMS (presented by the City Council President) 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 5, 2013
Games of Chance Licenses, Site Authorizations & Special Permits
St. Francis Healthcare & Wellness Foundation Raffle Permit
Other Games of Chance and/or Special Permits

Presentation/Approval of Reports
Dilapidated Properties Report
July 2013 Financials

July 2013 Bill Pay Report (\$704,672.66 – see below)
Community Health Needs Assessment Results 8-27-13
Bisek Hall Grand Opening 9-20-13
Bois de Sioux Watershed District Minutes 6-27-13
Wetland Banking Program – application declined

**Motion by Hansey, seconded by Schmidt, 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

Senator Heitkamp visit to Wahpeton August 26th – Huwe said this meeting is being held for a specific topic regarding funding at Circle of Nations School. She said the Finance Committee will meet in conjunction with this meeting, and that the economic impact of the Circle of Nations School on the community will be discussed. She asked Council members to let her know if there were any other specific topics they would like addressed.

Request for Street Vacation – request to schedule public hearing – Huwe said a public hearing needs to be scheduled for a street vacation of the North 40’ of Wheatland Road from 17th Avenue North to Woodland Drive. She said the WCDC would be meeting on Wednesday, August 21st to approve the petition. Huwe said the process for street vacation requires publications over a four week period so asked that the Public Hearing be scheduled for September 23rd at noon. **Motion by Bajumpaa, seconded by Schmidt, to schedule a Public Hearing for the Wheatland Road Street Vacation of the North 40’ from 17th Avenue North to Woodland Drive for September 23rd at 12:00 noon. Motion carried with all voting ‘aye’.**

Preliminary Budget Presentation to Committee of the Whole Aug. 26th at 4 pm – Huwe explained the publication requirements, specifically if a change in the mill is made.

Labor Day Sept. 2nd – City Hall Closed – Huwe said that with the Labor Day holiday, the next City Council meeting will be held Tuesday, September 3rd.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe said the Economic Development Commission reviewed a request from BriMark Builders, LLC of Neenah, WI for a project called Cobblestone Inn & Suites. She said the application from Alex Chapat, a representative of BriMark, described the project as a 46-unit hotel, 500 person conference center with potential to also add a restaurant. His written request is for BriMark and the City of Wahpeton share in the cost of the proposed \$6,000 feasibility study. Priebe said a similar study in 1998 was conducted to research the need for new meeting facility space in the city. She said in the last 15 years there have been many changes to our community and newer information and research is needed to make good decisions on these kinds of proposals. It would be funded from the Sales Tax for Economic Development. Core Distinction Group from Minneapolis, one of the three third party advisors hired by BriMark, has been contracted to conduct the study. Priebe said the Commission felt that it is important for the City to have this type of information up-to-date and ready to use. The study is expected to be completed in

4 weeks. **Motion by DeVries, seconded by Bajumpaa, to approve sharing in the cost of a feasibility study for the Cobblestone Inn & Suites project, with the City's share at \$3,000 to be expended from the Sales Tax for Economic Development Fund. Motion carried with a roll call vote 6-0.**

POLICE CHIEF

American Heart Association Lifesaver Award – Rachel Roets – Police Chief Thorsteinson recognized Rachel Roets as recipient of the American Heart Association Heartsaver Hero Award. He said Rachel is receiving this award due to her efforts in assisting a patron at her place of work who was having medical issues. Thorsteinson said this is the second time Rachel assisted someone with a medical emergency. He said Rachel completed the CERT Program and has used the knowledge she gained through that program to help others in need. Appreciation was shown to Rachel Roet's through a round of applause.

PUBLIC WORKS DIRECTOR

Miranowski requested referral to PW/PS Committee to consider **Installation of Water Mixers in Two Water Towers**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to PW/PS Committee for consideration of the **Potential to Replace the Snowblower for Dakota Avenue with One that Attaches onto a Loader**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

PW Report – Miranowski gave an update on the status of the following City projects: Oakwood Court, 6th Street South Shared Use Path – which is essentially complete, Briarwood Flood Protection Levy, South Side Drainage Improvements, Town Centre Square Plaza Project, West Side Subdivision, and Commercial Streets.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Weed Board Recommendations:

1. **Motion** to recommend purchase of a utility vehicle for an up to amount of \$22,500 – **Motion by Hansey, seconded by Schmidt, to approve the purchase of a utility vehicle for an amount not to exceed \$22,500. Motion carried with a roll call vote 6-0.**
2. **Motion** to recommend approval of the financial report and proposed tax levy of 3 mills for the 2014 budget – **Motion by Hansey, seconded by Schmidt, to approve the Weed Board financial report and proposed tax levy of 3 mills for the 2014 budget. Motion carried with all voting 'aye'.**

Hansey requested that the City Building Codes Official job description be referred to both the Public Works and Finance Committees for discussion. President Mitskog will refer this item to the Public Works & Public Safety Committee, and also to the Finance, Personnel & Economic Development Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Bajumpaa said the Finance, Personnel & Economic Development Committee met at noon on August 12th.

400 Block Update – discussion

2014 Contract Discussions – motion to recommend to discontinue the Municipal Clerk of Court Contract effective October 1st and to proceed to staff with City personnel/advertise for the position – **Motion by Bajumpaa, seconded by Hansey, to discontinue the Municipal Clerk of Court Contract effective October 1st and to proceed to staff with City personnel/advertise for the position. Motion carried with all voting ‘aye’.**

Public Works & Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at noon on August 13th.

Policy for designation of Handicapped Parking Spaces on Public Streets – motion to recommend creation of a policy – **Motion by Hansey, seconded by Schmidt, to authorize Public Works Director Miranowski to create a Policy for Designation of Handicapped Parking Spaces on Public Streets. Motion carried with all voting ‘aye’.**

Dilapidated Properties Report – Motion to recommend City Assessor acquire designated properties – **Motion by Hansey, seconded by Dale, to authorize the City Assessor to acquire designated properties from Richland County for the sum of \$1. Motion carried with a roll call vote 6-0.**

Hydrant Relocation 1421 4th St N – motion to recommend relocation – **Motion by Hansey, seconded by DeVries, to approve City Staff obtain quotes to Relocate the Hydrant Located at 1421 4th St N to the West Side of Cottonwood Court. Motion carried with all voting ‘aye’.**

Yard Waste Disposal Site at 14th Ave. N – motion to recommend relocation to tree disposal site – **Motion by Hansey, seconded by Dale, to approve the relocation of the Yard Waste Disposal Site at 14th Avenue North to the City’s tree disposal site. Motion carried with all voting ‘aye’.**

Vector Control Fee – discussion – Motion by Hansey, seconded by Schmidt, to approve reinstating the vector control fee to the utility bills with the next billing cycle. Motion carried with all voting ‘aye’.

Sewer Service Reconnection at 121 Dakota Ave. – motion to recommend approval of up to \$10,800 for contractor – **Motion by Hansey, seconded by Schmidt, to approve up to \$10,800 for contractor for Sewer Service Reconnection at 121 Dakota Avenue. Motion carried with a roll call vote 6-0.**

Update on Comstock/Rosewood Addition – discussion

Disposition of City Owned Lots – ongoing discussion

July 2013 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$245,668.30	\$22,920.41	\$268,588.71
201 WATER OPERATING FUND	\$32,987.33	\$35,476.44	\$68,463.77
202 SANITARY SEWER OPERATING FUND	\$21,615.47	\$22,526.89	\$44,142.36
203 WASTE REMOVAL OPERATING FUND	\$20,614.03	\$725.30	\$21,339.33
205 VECTOR CONTROL FUND	\$4,144.24	\$2,939.11	\$7,083.35
206 STREET LIGHTING	\$8,173.06		\$8,173.06
209 LIBRARY LEVY FUND	\$3,991.20	\$14,252.67	\$18,243.87
213 ADVERTISING LEVY FUND	\$324.32		\$324.32
216 AIRPORT 4-MILL LEVY FUND	\$498.21	\$449.98	\$948.19
217 PLANN COMMISSION LEVY FUND	\$990.00	\$2,274.15	\$3,264.15

226 EMPLOYEE SAFETY COMMITTEE	\$261.95		\$261.95
227 ANNUAL RESERVE WH FUND		-\$2,159.00	-\$2,159.00
229 CAPITAL IMPROVEMENTS FUND	\$650.00		\$650.00
236 LEVEE MAINTENANCE	\$4,980.98	\$7,673.65	\$12,654.63
253 METER DEPOSITS TRUST FUND	\$156.34		\$156.34
261 UNEMPLOYMENT COMP RESERVE FUND	\$246.07		\$246.07
271 ECONOMIC DEVEL DEPT FUND	\$1,621.99	\$11,258.72	\$12,880.71
272 ABSOLUTE MKTGCAMPAIGN	\$332.40		\$332.40
305 VECTOR CONTROL DIST LEVY FUND	\$7.25	\$544.88	\$552.13
318 WEED MAINT LEVY FUND	\$1,475.00		\$1,475.00
319 LODGING TAX FUND	\$3,800.80		\$3,800.80
320 SALES TAX OPERATING FUND	\$24,166.66		\$24,166.66
321 SALES TAX RESERVE FUND	\$11,084.44		\$11,084.44
323 SALES TAX DEVELOPERS AGMNT RES	\$15,299.30		\$15,299.30
324 SALES TAX MINI MATCH RSRV FUND	\$471.50		\$471.50
325 SALES TAX H.E.L.P. HOUSING FUND	\$95.00		\$95.00
326 REVOLVING LOAN FUND	\$40,000.00		\$40,000.00
361 GASOLINE,OIL,ETC		-\$4,485.65	-\$4,485.65
390 CLUBHOUSE MAINTENANCE	\$1,356.00		\$1,356.00
393 DOWNTOWN CARE & MTC FUND	\$204.98		\$204.98
574 5-2-97 (FLOOD PHASE II)	\$7,118.46		\$7,118.46
608 08-02-03 SSIDE STORM SEWER	\$1,692.04		\$1,692.04
611 S SIDE DRAINAGE IMP DR09-150	\$7,432.00		\$7,432.00
615 CUL DE SAC IMPROVEMENTS	\$2,559.00		\$2,559.00
620 TOWN CENTRE SQUARE	\$69,031.49		\$69,031.49
622 3RD AVE N. RECON PROJ	\$16,772.50		\$16,772.50
629 66TH ST S SHARED USE PATH	\$12,446.30		\$12,446.30
634 COMMERCIAL STREET REHAB	\$6,676.60		\$6,676.60
635 LIFT STATION NO. 5 SS12-192	\$2,414.00		\$2,414.00
636 16TH AVE. 11TH ST TO HWY 210	\$18,915.90		\$18,915.90
TOTAL	\$590,275.11	\$114,397.55	\$704,672.66

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee August 26th, 12:00 Noon (With Senator Heitkamp at Circle of Nations School)
- b. Committee of the Whole Preliminary Budget Presentation August 26th, 4:00 P.M.
- c. PW/PS Committee August 27th, 5:00 P.M.

Motion by Hansey, seconded by DeVries, to adjourn at 5:35 p.m.

City Council President Mitskog

Lynelle Amos, Finance Assistant