

Wahpeton City Council
April 16, 2012

Present: Bertsch, Hartman, Sturdevant, DeVries, Dale, Bajumpaa, and Bohn

Absent: Hansey and Mitskog

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

Mayor for a Day essay winners present at the meeting: Mayor: Nicolas Pedraza; Council Members: Rachel Loberg, Joseph Skilbred, and Sara Muehlberg.

PUBLIC HEARINGS, ETC.

Mayor for a Day Mayor Sturdevant welcomed everyone to the “Mayor for a Day” Wahpeton City Council meeting and expressed appreciation to those who participated. “Mayor for a Day” Nicolas Pedraza called the meeting to order, and then read his winning essay.

BIDS / OFFERS / QUOTES

Hydrant Replacements, Various Locations 2012, Project No. W12-94; bids opened on 4-5-12

Public Works Director Nelson said there were 4 bidders for this project: H & S Contracting, Inc. - \$68,330; Comstock Construction - \$74,280; Kindred Plumbing & Heating - \$75,000; and Sellin Brothers, Inc. - \$93,965. Nelson said it was his recommendation to award to lowest bidder H & S Contracting, Inc. in the amount of \$68,330. **Motion by Dale, seconded by Hartman, to approve awarding the bid for Hydrant Replacements, Various Locations 2012, Project No. W12-94 to H & S Contracting, Inc. in the amount of \$68,330. Roll call vote 6-0. Motion Carried.**

Southside Drainage Improvements – Phase C, Project No. DR12-191; bids opened 4-13-12

Public Works Director Nelson said there were 10 bidders for this project: Rising Sun Construction, Inc. - \$187,334; Voss Plumbing & Heating - \$197,608.50; Agassiz Underground - \$226,338.65; Kindred Plumbing & Heating, Inc. - \$229,844; Steven Johnson Excavation - \$272,403; Riley Brothers Construction Inc. - \$293,504.76; Sellin Brothers, Inc. - \$296,424; George E. Haggart, Inc. - \$305,885; Griffin Construction Company, Inc. - \$318,962.50; and Naastad Brothers, Inc. - \$357,661.47. Nelson recommended referral of these bids to the April 24th Public Works & Public Safety Committee meeting. Mayor will refer this item to the Public Works & Public Safety Committee.

CONSENT AGENDA ITEMS (presented by the Mayor) Mayor asked if there were any items to be removed from the consent agenda and there were none.

Approval of minutes of regular meeting held April 2, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Red River Human Services – Site Authorization
Wahpeton Eagles Club – Site Authorization
Wahpeton Fire Department – Games of Chance
Other Games of Chance and/or special permits

Presentation/Approval of Reports

NDIRF Participator
2011 Consumer Confidence Report
March 2012 Bill Pay Report (\$1,299,706.55 – see below)

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

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

2012 Election Filing Results Huwe said the City election will be held on June 12, 2012. She said positions open this year for Wahpeton City Council were 2nd Ward, 4th Ward, and 2 At-Large, along with 2 At-Large for the Wahpeton Park Board. Huwe said 6 filings were received from incumbents currently holding those elected positions. She thanked those who have served their terms and for their willingness to serve another term. Huwe said immediately following the Council meeting tonight, a drawing of names will be held to determine the order on the ballot for the At-Large positions.

2012 Tobacco License Application Huwe said this request was received from the Family Dollar Store. She explained that in order to have a City tobacco license a State tobacco license is required, of which Family Dollar Store has provided a copy along with their filing fee. **Motion by Hartman, seconded by DeVries, to approve the 2012 Tobacco License application for Family Dollar Store. Motion Carried.**

2012 Fireworks License Applications Huwe said there 7 license applicants who were all previous license holders who have made application to again have permission to sell retail fireworks within the City limits. She explained that for the retail fireworks license there are some additional conditions regarding their stand and inspections, so asked for a motion to approve the license applications as presented but the licenses will not be issued until they prove compliance with the City ordinance. **Motion by Bajumpaa, seconded by Bertsch, to approve the seven 2012 Fireworks License Applications as presented contingent on proof of their compliance with the City Ordinance. Motion Carried.**

NDLC Regional Meeting and Webinar Training Series Huwe said this has been scheduled for May 3rd in Oakes, and that registrations are due by April 27th so asked that those interested in attending the seminar contact herself or Jerri Gutzmer so arrangement can be made.

ASSESSOR/BUILDING CODES

Continuation of Board of Equalization meeting following Council tonight Broadland reminded those present that the Board of Equalization meeting would be reconvened tonight following the Council meeting.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe announced that the Community Development Corporation (CDC) Board of Directors will be meeting Wednesday, April 18th, at noon provided a quorum of members is met.

Priebe reported that last Friday, April 13th, the NDSCS DREAMS Auction was held. She said the event was well attended and as soon as the final follow-up meeting is held she will give a summary report. She then thanked those who attended and supported this year's event.

Priebe then talked about the upcoming Manufacturing Tour 2012 event to be held Saturday, April 21st from 9 a.m. to 1 p.m. with tours being offered at four Wahpeton manufacturers: Bobcat, Com-Del Innovation, WCCO Belting, and Wil-Rich. This event allows visitors to see first-hand what type of skills are needed to fill some of the positions currently open. Priebe said Fergus Falls is also holding a similar event with some of their manufacturers, and between the two communities there are over 60 positions available. The event is free and open to the public. Priebe noted the NDSCS Manufacturing/Technology Department will also be open during this time.

POLICE CHIEF

Blue Goose Days Parade Request Police Chief Thorsteinson said this was an annual request to hold the Blue Goose Days Parade which will be held on June 2nd starting at 10am with the route from 11th Street to 2nd Street North on the north side of Dakota Avenue then north to Chahinkapa Park. He said this will require diverting some traffic and blocking some roadways for a short while, similar to what has been done in the past. **Motion by Bajumpaa, seconded by DeVries, to approve the Blue Goose Days Parade request. Motion Carried.**

Leads On-Line Contract – request referral to PW Cmt. Thorsteinson explained that Leads On-Line is a service that allows the Police Department to keep track of the pawn shops throughout the United States in regards to stolen property. Mayor will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR NELSON

Request referral to PW/PS Committee: Policy for Use of Fire Hydrants for Construction Related Purposes Mayor will refer this item to the Public Works & Public Safety Committee.

Request referral to PW/PS Committee: Review of Proposals for Automated Meter Reading Equipment & Software, Project No. W12-195, bid opening scheduled for 4-23-12 Mayor will refer this item to the Public Works & Public Safety Committee.

Request referral to PW/PS Committee: Use of Right-of-Way on 11th St N Mayor will refer this item to the Public Works & Public Safety Committee.

Nelson then requested referral to PW/PS Committee for **Permission to Advertise Bids for Town Centre Square Alley Repairs, Project No. ST12-198.** Mayor will refer this item to the Public Works & Public Safety Committee.

Nelson announced that alley restrictions were lifted as of today, April 16th. Garbage collection has been resumed in the alleys.

Nelson stated that Spring Clean-Up Week has been scheduled for the week of April 30th – May 4th with collection being curbside on your regularly scheduled garbage pickup day. He then reviewed some of the acceptable items, along with some items that will be excluded. Nelson then announced that on Saturday, May 5th, a Household Hazardous Waste Collection day has been scheduled from 9 a.m. to 1 p.m. at the Breckenridge Recycling Center at no cost to City of Wahpeton residents.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

“Mayor for a Day” Nicolas Pedraza requested the building of a paintball and air soft court.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee met at 5:15pm (following Board of Equalization Meeting) on April 10th.

Professional Services Agreement with Interstate Engineering, Inc. for Fairview Infrastructure Plan Proj. No. PW12-197 in an amount not to exceed \$11,878 – motion to recommend approval – Motion by Bohn, seconded by Bertsch, to approve proceeding with the Professional Services Agreement with Interstate Engineering, Inc. for Fairview Developments’ Infrastructure Plan, Proj. No. PW12-197 in an amount not to exceed \$11,878 from the Housing Set Aside Fund. Motion Carried.

Development Agreement Reserve Fund Review - discussion

Development Agreement Review Update – motion to recommend approval of clawback amendment in Tedrow agreement adjusting the amount due on the Rosewood lots to \$6,000 each – Motion by Bohn, seconded by Bajumpaa, to approve amending the clawback paragraph to the development agreement with Roger Tedrow to allow for 7 units instead of 8 units. Huwe then commented that when the Finance Committee discussed the compliance issues with the Tedrow agreement initially the agreement was for 8 twin home units to be developed and he will only be able to achieve 6 so the agreement required \$6,500 per unit that was not constructed so would be asking the Council to discount from the \$6,500 to \$6,000 for 2 units with Tedrow reimbursing the City \$12,000. **Bohn amended her motion, seconded by Bajumpaa, to approve amending the clawback paragraph to the development agreement with Roger Tedrow to allow for 7 units instead of 8 units, with Tedrow reimbursing the City \$12,000 (\$6,000 each for the 2 units not constructed on the Rosewood lots). Motion Carried.**

CVB Welcome to Wahpeton Sign Lease Agreement - discussion

Funding Dakota Ave. Care & Mtc. – ongoing discussion

Public Works Public Safety Committee Report

DeVries said the Publics Works Public Safety Committee met at noon on April 10th.

Dilapidated Properties Report

Review of Bids for Hydrant Replacements – Various Locations Proj. W12-192 – motion to recommend award of contract to H & S Contracting, Inc. for \$68,330 – Covered earlier in tonight’s agenda.

Professional Services Agreement with Interstate Engineering, Inc. for Fairview Infrastructure Plan Proj. No. PW12-197 – discussion only

Agreement with NDSCS for City Utilities – ongoing discussion

Henry Behl IV Right of Way Permit – ongoing discussion

101 GENERAL FUND	\$181,916.48	\$64,672.23	\$246,588.71
201 WATER OPERATING FUND	\$99,188.46	\$28,673.47	\$127,861.93
202 SANITARY SEWER OPERATING FUND	\$22,970.98	\$19,578.37	\$42,549.35
203 WASTE REMOVAL OPERATING FUND	\$18,986.84	\$692.52	\$19,679.36
205 VECTOR CONTROL FUND	\$1,500.00	\$1,278.65	\$2,778.65
206 STREET LIGHTING	\$8,924.27		\$8,924.27
209 LIBRARY LEVY FUND	\$3,974.56	\$12,679.92	\$16,654.48
213 ADVERTISING LEVY FUND	\$4,777.72		\$4,777.72
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$350.00	\$992.76	\$1,342.76
222 SOCIAL SECURITY LEVY FUND	\$22,871.64		\$22,871.64
224 RETIREMENT FUND	\$22,818.19		\$22,818.19
226 EMPLOYEE SAFETY COMMITTEE		-\$5,000.00	-\$5,000.00
227 ANNUAL RESERVE WH FUND		-\$3,604.00	-\$3,604.00
229 CAPITAL IMPROVEMENTS FUND	\$2,728.09		\$2,728.09
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$136.32		\$136.32
235 SNOW/FLOOD EMERG LEVY FUND	\$1,105.00		\$1,105.00
236 LEVEE MAINTENANCE	\$2,687.41	\$5,936.18	\$8,623.59
253 METER DEPOSITS TRUST FUND	\$83.36		\$83.36
261 UNEMPLOYMENT COMP RESERVE FUND	\$81.16		\$81.16
271 ECONOMIC DEVEL DEPT FUND	\$1,201.54	\$10,880.42	\$12,081.96
315 TAX INCREMENT FUND	\$234,377.00		\$234,377.00
318 WEED MAINT LEVY FUND	\$3,276.00	\$775.08	\$4,051.08
319 LODGING TAX FUND	\$2,009.64		\$2,009.64
320 SALES TAX OPERATING FUND	\$52,321.90		\$52,321.90
324 SALES TAX MINI MATCH RSRV FUND	\$3,329.37		\$3,329.37
325 SALES TAX H.E.L.P. HOUSING FUND		\$516.72	\$516.72
326 REVOLVING LOAN FUND	\$16,323.00		\$16,323.00
361 GASOLINE,OIL,ETC	\$13,383.39	-\$4,290.63	\$9,092.76
393 DOWNTOWN CARE & MTC FUND	\$1,065.50		\$1,065.50
395 CERT	\$46.54		\$46.54
572 1/2 SALES TAX FUND	\$420,042.07		\$420,042.07
574 5-2-97 (FLOOD PHASE II)	\$375.98		\$375.98
605 8-1-06 DAKOTA AVE	\$69.00		\$69.00
608 08-02-03 SSIDE STORM SEWER	\$34.50		\$34.50
616 N CENTRAL AREA ST IMP PROJ	\$18,041.49		\$18,041.49
620 TOWN CENTRE SQUARE	\$11.50		\$11.50
TOTAL	\$1,165,474.90	\$134,231.65	\$1,299,706.55

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

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

Bohn noted that in light of there being no referrals items to the Finance Committee a meeting will not be held on April 23rd at noon.

Motion by Bohn, seconded by Bajumpaa, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant