

**Wahpeton City Council**  
**December 16, 2013**  
**5:00 p.m.**

**Present:** Schmidt, Hansey, Bertsch, Mitskog, Sturdevant, DeVries, Dale, and Bohn

**Absent:** Bajumpaa

**Also Present:** Huwe, Lies, Miranowski, Broadland, Priebe, MacIver, 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 December 2, 2013**

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

Wahpeton Buffalo Club Raffle Permit

Wahpeton All Sports Booster Club Raffle Permit

RMEF Minn-Dak Inc.-Wahpeton Chapter Raffle Permit

**Presentation/Approval of Reports**

November 2013 Financials

November 2013 Bill Pay Report (\$779,168.50 – see below)

Dilapidated Properties Report

Library Director Bonnie MacIver Retirement Open House

2014 City Council Calendar

**Motion by Bohn, seconded by DeVries, 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**

**2013 Grants & Donations Report** – Huwe said the City of Wahpeton has received \$1,268,618 in grants and donations in 2013, with the largest single grant received being \$1,013,000 from the State Water Commission for flood mitigation related expenses. She said other notable grant funded projects include the Briarwood Levee and the Westside Drainage projects totaling \$121,500 and \$71,493 respectively. Huwe commended the departments that have pursued outside funding to enhance City services. She then requested a motion acknowledging the receipt of the 2013 Grants and Donations Report. **Motion by Bertsch, seconded by Mitskog, acknowledging the receipt of the 2013 Grants and Donations Report. Motion carried with all voting ‘aye’.**

**2013 Municipal Indebtedness** - Huwe said the Statement of Municipal Indebtedness reflects the issuance of \$194,800 of new debt in 2013 (for a capital lease of a wheel loader) and the repayment of \$1,888,566 in 2013. She said the balance of bonds and leases payable decreased \$1,693,766 from \$15,655,497 to \$13,961,731, and at fiscal year-end 12/31/2011 the outstanding debt was \$18,886,007 and has decreased 26%, \$4,924,276 between 12/31/2011 and 12/31/2013. Huwe said rapid repayment of debt is a strong attribute in the overall credit rating of the city. She then requested a motion acknowledging the receipt of the 2013 Statement of Municipal Indebtedness.

**Motion by Schmidt, seconded by Bertsch, acknowledging the receipt of the 2013 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

**Tax Levy Summary** – Huwe said the 2013 Tax Levy Summary identifies the taxes levied by each of the political subdivisions within the City of Wahpeton. She said the overall mill rate decreased from 424.62 to 413.13 mills. She said the total dollars levied for public activities increased from \$14,084,116 to \$14,296,621, and the dollars levied for City and Park Services increased \$69,300 and \$10,535 respectively. Huwe said Richland County decreased its overall levy by \$57,577 with a 10 mill decrease in their General Fund levy. She said one notable change is during budget forecasting we estimated the value of the mill to be \$14,536.93 and the actual value turned out to be \$14,598.93, and the \$62 difference in the value of the mill resulted in a lesser overall mill rate for City services. Huwe noted the projected rate was 124.14 mills and the actual number of mills levied was 123.60 down slightly from the prior year mill rate of 124.14. She said the Wahpeton School District maintained a level mill rate at 136.73. Huwe requested a motion acknowledging the receipt of the 2013 Tax Levy Summary. **Motion by Bohn, seconded by DeVries, acknowledging the receipt of the 2013 Tax Levy Summary. Motion carried with all voting ‘aye’.**

**City/Park Board Election Information** – Huwe said the next City election is scheduled for Tuesday June 10<sup>th</sup>, 2014. She said elected offices to be included on the ballot are Mayor, Councilmember Ward 1, Councilmember Ward 3, and 2 At-large Council positions. She said candidates may begin circulating petitions of nomination on January 1<sup>st</sup>, with the petition of nomination and statement of interest due in the City Auditor’s Office on April 7<sup>th</sup> at 4:00 p.m. Huwe said the election calendar and filing information is available on the City’s website and the ND Secretary of State’s website. She said if there were any questions on the process to please call City Hall.

**Special Council Meeting & Public Hearing Dec. 23<sup>rd</sup> at 12:00 Noon**

**City Hall Closed at 12:00 Noon on Dec. 24<sup>th</sup> and all day Dec. 25<sup>th</sup>**

### **ASSESSOR/BUILDING CODES**

**Dilapidated Property Inquiry – request referral to PW Cmt.** – Broadland explained that the owner of a portion of a dilapidated property has inquired about donating the property to the City and asked that it be referred to the Public Works Committee. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Requests for Proposals on City Hall Adjacent Land – request referral to Finance and PW Committees** – Priebe explained that Requests For Proposals for the property north of City Hall were due by 2:00pm on Wednesday, December 11<sup>th</sup> and one proposal was received from Triple G LLC. She said staff recommends further review at committee level, so requested referral to both Finance and Public Works Committees. Mayor Sturdevant will refer this item to both the Finance, Economic Development & Personnel Committee, and the Public Works & Public Safety Committee.

**Economic Development Report** – Priebe said the Greater North Dakota Chamber policy development listening session scheduled for December 5<sup>th</sup> was postponed to Wednesday, December 18<sup>th</sup> at 8:00am at the NDSCS Tech Center Room 10. She said those interested can register at [www.ndchamber.com](http://www.ndchamber.com).

Priebe announced that the Economic Development Commission would be hosting their first ever holiday social at the Red Door Art Gallery on the evening of Wednesday, December 18<sup>th</sup>.

Priebe reported that the Two Ladies Crafting store officially opened a week ago at 516 Dakota Avenue, Suite B, with access in the back of the building from the alley. She said their store hours are Monday, Tuesday, Wednesday and Friday from 8:00am to 6:00pm, Thursdays from 8:00am to 8:00pm, and Saturdays from 9:00am to 6:00pm, selling fabrics, crafts and notions. They can be reached at 591-1003.

Priebe said there were no agenda items for the Planning Commission meeting scheduled for Thursday, December 19<sup>th</sup>, nor for the Community Enhancement Organization on Friday, so those meetings will not be held.

### **LIBRARIAN**

**Library Report** – Sturdevant noted that this would be MacIver’s last report to the City Council. MacIver said she would give one last continuing saga on the library’s lift. She said she has been in contact with one of the repairmen as it has been over 2 months that the lift has been down. She said the parts have been delivered piece by piece and she has been assured that the last piece should be delivered tomorrow and they will be in on Wednesday to repair the lift.

MacIver then thanked City Officials and staff for a wonderful almost 25 years of employment. She felt she was leaving the library to a wonderful new director, and that she was ready to leave it in someone else’s hands. It was noted the new library director will start January 13, 2014, and that MacIver’s last day will be December 31, 2013. Sturdevant said a lot of changes have been seen in the library over the past 25 years and that they have been very good. MacIver was then recognized through a round of applause.

### **PUBLIC WORKS DIRECTOR**

**Request Flood Committee Meeting Friday, Dec. 20<sup>th</sup> 12:00 Noon** – Miranowski requested that this meeting be held on Thursday, December 19<sup>th</sup> at 11:30am instead.

**PW Report** – Miranowski gave an update for snow removal in regard to the recent snowfall, saying they will be doing a full plow operation of all the streets tonight.

### **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 December 9<sup>th</sup>.

**403 2<sup>nd</sup> St. S. Development Concept Plan – motion** to recommend City Attorney draft a purchase agreement between the City and NDSCS Alumni Association – **Motion by Bohn, seconded by Dale, to approve City Attorney Lies to proceed to draft a Purchase Agreement for the property at 403 2<sup>nd</sup> St S between the City of Wahpeton and NDSCS Alumni Association.** Discussion held. **Motion carried with all voting ‘aye’.**

**AmeriPride Rental Agreement – discussion**

**Delta Dental Group Insurance Contract Renewal – motion** to recommend approval of contract as presented – **Motion by Bohn, seconded by Schmidt, to approve the Delta Dental Group Insurance Contract Renewal as presented. Motion carried with all voting ‘aye’.**

**Capital Improvements Budget – motion** to recommend approval of 2014 budget as presented – **Motion by Bohn, seconded by Mitskog, to approve the Capital Improvements Budget (Fund 229) for 2014 of up to \$144,697 as presented. Motion carried with all voting ‘aye’.**

**400 Block Update - discussion**

**Library Director Position Update – Finance Chair Bohn** – Bohn said the Library Director position interviews were held and the position has been offered to and accepted by Greta Guck of Minot, ND who plans to start her employment with the City on January 13<sup>th</sup>, 2014. Bohn said as part of her employment package Guck has requested relocation expenses in the amount of up to \$2,000 to assist her with moving expenses and getting established in Wahpeton. **Motion by Bohn, seconded by Bertsch, to approve a relocation expense of up to \$2,000 from the 2014 Library payroll fund for the new Library Director Greta Guck as part of her employment package. 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 noon on December 10<sup>th</sup>.

**Richland-Wilkin Humane Society – discussion pending**

**Dilapidated Properties Update – discussion**

**Old City Hall - discussion**

**Rosewood Reserve Lots – motion** to recommend accepting the reserve lots from the WCDC in separate deeds – **Motion by Hansey, seconded by Schmidt, to accept a deed dedicating 10’ Reserve Lots D, E, and F as part of Wheatland Road Right of Way and to accept deed of fee title to Reserve Lots B and C. Motion carried with all voting ‘aye’.**

**400 Block Update – discussion**

**Southside Industrial Area - discussion**

**Building Official Job Description – discussion concluded**

November 2013 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$218,480.35	\$27,081.76	\$245,562.11
201 WATER OPERATING FUND	\$52,774.56	\$33,962.55	\$86,737.11
202 SANITARY SEWER OPERATING FUND	\$33,452.59	\$21,043.07	\$54,495.66
203 WASTE REMOVAL OPERATING FUND	\$20,650.72	\$725.30	\$21,376.02
205 VECTOR CONTROL FUND	\$14.48	\$1,427.12	\$1,441.60
206 STREET LIGHTING	\$8,426.60		\$8,426.60
209 LIBRARY LEVY FUND	\$6,095.91	\$13,970.38	\$20,066.29
213 ADVERTISING LEVY FUND	\$1,800.52		\$1,800.52
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$356.10	\$1,125.48	\$1,481.58
226 EMPLOYEE SAFETY COMMITTEE	\$1,592.79		\$1,592.79
227 ANNUAL RESERVE WH FUND	\$33,909.15	-\$3,109.00	\$30,800.15
229 CAPITAL IMPROVEMENTS FUND	\$25,318.53		\$25,318.53
231 FD BLDG & EQUIP LEVY FUND	\$1,450.25		\$1,450.25
233 REAL ESTATE LEVY FUND	\$7,200.00		\$7,200.00
234 SPECIAL STREET MAINT FUND	\$5,250.00		\$5,250.00
236 LEVEE MAINTENANCE	\$1,451.45	\$5,918.80	\$7,370.25
253 METER DEPOSITS TRUST FUND	\$170.55		\$170.55
271 ECONOMIC DEVEL DEPT FUND	\$2,208.77	\$11,258.72	\$13,467.49
272 ABSOLUTE MKTGCAMPAIGN	\$3,076.53		\$3,076.53
318 WEED MAINT LEVY FUND	\$115.50		\$115.50
319 LODGING TAX FUND	\$495.06		\$495.06
320 SALES TAX OPERATING FUND	\$51,012.91		\$51,012.91
324 SALES TAX MINI MATCH RSRV FUND	\$10,723.52		\$10,723.52
326 REVOLVING LOAN FUND	\$93,240.19		\$93,240.19
361 GASOLINE,OIL,ETC		-\$3,774.42	-\$3,774.42
363 SAFE COMMUNITIES COALITION	\$100.00		\$100.00
393 DOWNTOWN CARE & MTC FUND	\$9,083.49		\$9,083.49
574 5-2-97 (FLOOD PHASE II)	\$2,971.60		\$2,971.60
608 08-02-03 SSIDE STORM SEWER	\$379.00		\$379.00
615 CUL DE SAC IMPROVEMENTS	\$41,191.68		\$41,191.68
629 66TH ST S SHARED USE PATH	\$28,633.16		\$28,633.16
631 11TH ST. N. AVE B TO 16TH AVE	\$2,409.00		\$2,409.00

634 COMMERCIAL STREET REHAB	\$2,733.80		\$2,733.80
639 E. SANITARY SEWER 13-02-02	\$2,320.00		\$2,320.00
<b>TOTAL</b>	<b>\$669,088.76</b>	<b>\$110,079.74</b>	<b>\$779,168.50</b>

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Special City Council Meeting December 23<sup>rd</sup>, 12:00 Noon
- b. Finance Committee December 23<sup>rd</sup>, 12:00 Noon (following Special Council meeting)
- c. PW/PS Committee December 23<sup>rd</sup>, 5:00 P.M. (This meeting will be held at Noon)

**Motion by Mitskog, seconded by Bertsch, to adjourn at 5:40 p.m.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant