

**Wahpeton City Council
December 19, 2011**

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

Absent: Bertsch

Also Present: Huwe, Lies, Nelson, Broadland, Priebe, MacIver, 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 5, 2011

Approval of minutes of special meeting held December 12, 2011

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Public Schools Band & Choir – Game of Chance permit

Wahpeton All Sports Booster Club – Game of Chance permit

Wahpeton Baseball – Game of Chance permit

Wahpeton Harmony Senior Citizen Center – Game of Chance permit

Other Games of Chance and/or special permits

Presentation/Approval of Reports

November 2011 Bill Pay Report (\$814,011.58 – see below)

November 2011 Financials

Dilapidated Properties Report

Bois de Sioux Watershed District Board Meeting Minutes 10-20-11

ND Housing Incentive Fund Overview

**Motion by Bajumpaa, second by Dale, to approve the Consent Agenda items as presented.
Motion Carried.**

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Summary of Grants & Donations Received 2011 Huwe said each December a schedule of grants and donations received is presented to the Council for review. The total grant/donation dollars received year-to-date is \$329,892.15, which is up 5% or \$16,107 from 2010. Major grant funding was used in the following areas: Safe Routes to School sidewalk construction \$101,203; Water Rescue Team equipment acquisition \$59,939(which has since been turned over to Richland County Emergency Management); 2011 Snow Removal Grant \$52,455(60% of costs exceeding 200% of 5 year average 2004-2008); Partners in Marketing Grant \$24,111; Police Dept. for special seatbelt and alcohol violation enforcement \$21,507; and Library outreach programming and computer replacement \$14,300. **Motion by Bohn, second by DeVries, acknowledging City Council receipt of the 2011 Grants & Donations Received Report. Motion Carried.**

Statement of Municipal Indebtedness 2011 Huwe said that each December a statement of Municipal Indebtedness is prepared as part of the fiscal year end process. The 2011 financials

include 2 new bond issues refinancing 2003 and 2007 series bonds with a combined estimated net present value interest cost savings of \$222,172. The total new debt issued in 2011 is \$4,410,000 with \$2,535,000 attributed to refinancing activities and the permanent financing of an additional \$1,875,000 for the flood mitigation project. The total amount repaid during the year was \$2,490,635 with an additional \$1,455,000 to be paid on February 1, 2012 to complete the 2007 series refinancing. The total amount outstanding at year end is projected to be \$18,886,007, which is 11% higher than 2010 but will quickly return to prior year levels with the 2/1/2012 payoff bringing the total amount outstanding on February 1, 2012 to \$17,431,007 or approximately 5% of total taxable valuation. The level of indebtedness as a percentage of total taxable valuation has decreased since November of 2000 when total indebtedness was 6% of total taxable valuation according to Moody's Investment Services. **Motion by Mitskog, second by Hansey, acknowledging City Council receipt of the 2011 Report of Municipal Indebtedness. Motion Carried.**

Summary of Taxes Levied in 2011 Collected in 2012 Huwe said the 2011 Real estate tax statements were mailed to residents last week reflecting a total mill levy for Wahpeton residents of 435 mills, up from last year's 430.56. The single largest increase was an additional 4.08 mills for the School District with a 5 mill technology levy approved by voters at a June 2011 election. The City of Wahpeton's mill rate was consistent with 2010 at 126.21 mills and Richland County's levy decreased slightly from 132.40 mills in 2010 to 130.75 mills in 2011. The total tax levy certified on City of Wahpeton properties for the State, County, School, City, and Park 2012 operations is \$5,981,855. **Motion by Bohn, second by Bajumpaa, acknowledging City Council receipt of the Summary of Taxes Levied in 2011 Collected in 2012. Motion Carried.**

Bois de Sioux Golf Club interim funding request Huwe explained that on November 21, 2011, the Council approved disbursements from the Minnesota Golf Course Lands easement of up to \$249,000 to negotiate payoff of 2 remaining Aurora Bank loans. The negotiations with Aurora for final payment are still ongoing, and the golf club has requested reimbursement of loan payments made in 2011 totaling \$7,268 from the easement proceeds. **Motion by Hansey, second by Mitskog, to approve disbursement of \$7,268 from the MN easement proceeds to the Bois de Sioux Golf Club as reimbursement for 2011 loan payments made. Roll call vote 7-0. Motion Carried.**

Notice of City Hall closings for the Holidays on December 26th and January 2nd It was noted that City Council will meet on Tuesday, January 3, 2012.

ECONOMIC DEVELOPMENT DIRECTOR

Priebe requested referral to Finance Committee for a request/interest to purchase lots from the City of Wahpeton. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

PUBLIC WORKS DIRECTOR NELSON

Nelson requested referral to PW Committee on January 10, 2012, of the engineers report for Southside Storm Sewer District Phases B & C on Center Street and 7th Avenue South. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Sturdevant said correspondence had been received regarding the Wahpeton Mayor's Committee on Employment of People with Disabilities. He said any persons with a disability or

that works/lives with individuals with disabilities is invited to attend their next meeting on Tuesday, December 20th at 3:00pm at Wahpeton Job Service office located at 524 2nd Avenue North to learn more about what the committee is all about.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee met at 5:00 pm (following the special Council meeting) on December 12th.

Ward Boundaries Review – motion to recommend the offering of Resolution No. 3466 to adopt the revised Ward Boundary Map

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3466 **RESOLUTION APPROVING** **WARD BOUNDARY MAP OF 2012**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bajumpaa. Nelson then reviewed a map of the new ward boundaries. It was noted that the new ward boundary information would be mailed out with the utility bills and also published in the newspaper prior to the next election. Motion carried with a roll call vote by Hansey, Hartman, Mitskog, DeVries, Dale, Bajumpaa, and Bohn.

Utility Bulk Mail Alternatives – informational only

Funding Wahpeton Community Center Improvements from Sales Tax for Rec Set-Aside – informational only

Funding Dakota Ave. Care & Mtc. – ongoing discussion

Economic Development Loans Receivable Aging Report

Public Works Public Safety Committee Report

DeVries said the Publics Works Public Safety Committee met at noon on December 13th.

Airport Park Land Ownership – motion to recommend the park excluding the levee, levee setbacks and parking lot access be deeded to the Park Board (action requires 2/3 majority approval to be adopted) – **Motion by Hansey, second by Hartman, to approve the Airport Park land, excluding the levee setbacks, parking lot access, and footprint, be deeded to the Park Board. Motion carried with a roll call vote by Hansey, Hartman, Mitskog, DeVries, Dale, Bajumpaa, and Bohn.**

Lease Fees for Antennae on Water Towers

Dilapidated Properties Updates

Authorization to Request Proposals for Aerial Photography – motion to recommend the PW Director proceed with requests for proposals – **Motion by Hansey, second by DeVries, to authorize Public Works Director Nelson to proceed with request for proposals for aerial photography. Motion Carried.**

Authorization to Advertise for Bids for Wheel Loader – motion to recommend the PW Director proceed to advertise for bids – Motion by Hansey, second by Dale, to authorize Public Works Director Nelson to proceed with Advertisement for Bids for a Wheel Loader. Motion Carried.

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$215,053.03	\$32,892.18	\$247,945.21
201 WATER OPERATING FUND	\$91,474.90	\$31,540.50	\$123,015.40
202 SANITARY SEWER OPERATING FUND	\$13,756.81	\$21,354.73	\$35,111.54
203 WASTE REMOVAL OPERATING FUND	\$19,316.30	\$720.58	\$20,036.88
204 WASTE REDUCTION FUND	\$1,000.00		\$1,000.00
205 VECTOR CONTROL FUND	\$1,000.00	\$1,236.34	\$2,236.34
206 STREET LIGHTING	\$8,359.29		\$8,359.29
209 LIBRARY LEVY FUND	\$10,401.13	\$11,734.97	\$22,136.10
213 ADVERTISING LEVY FUND	\$313.13		\$313.13
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$507.00	\$958.90	\$1,465.90
227 ANNUAL RESERVE WH FUND	\$27,700.84	-\$1,778.34	\$25,922.50
229 CAPITAL IMPROVEMENTS FUND	\$2,866.09		\$2,866.09
231 FD BLDG & EQUIP LEVY FUND	\$4,466.00		\$4,466.00
233 REAL ESTATE LEVY FUND	\$868.99		\$868.99
236 LEVEE MAINTENANCE	\$500.40	\$5,460.22	\$5,960.62
261 UNEMPLOYMENT COMP RESERVE FUN	\$55.93		\$55.93
271 ECONOMIC DEVEL DEPT FUND	\$2,033.08	\$10,286.00	\$12,319.08
318 WEED MAINT LEVY FUND	\$822.50		\$822.50
319 LODGING TAX FUND	\$2,442.44		\$2,442.44
320 SALES TAX OPERATING FUND	\$92,584.51		\$92,584.51
326 REVOLVING LOAN FUND	\$6,140.53		\$6,140.53
340 HANDICAPPED PARKING FINES	\$410.00		\$410.00
361 GASOLINE,OIL,ETC	\$9,657.22	-\$4,840.88	\$4,816.34
363 SAFE COMMUNITIES COALITION	\$90.00		\$90.00
395 CERT	\$191.49		\$191.49
449 R/I #10303 SERIES 2003D		-\$8,790.25	-\$8,790.25
455 R/I #10910 SERIES 2010	\$1,155.12		\$1,155.12
456 R/I #11011 SERIES 2011		\$8,790.25	\$8,790.25
574 5-2-97 (FLOOD PHASE II)	\$3,232.75		\$3,232.75
605 8-1-06 DAKOTA AVE	\$31,490.99		\$31,490.99
617 ALLEY IMP VARIOUS LOC.	\$117,441.45		\$117,441.45
620 TOWN CENTRE SQUARE	\$34.50		\$34.50
624 WTP ENERGY EFF IMP.	\$37,318.00		\$37,318.00
628 SAFE RTS TO SCHOOL 2011	\$1,312.00		\$1,312.00
TOTAL	\$703,996.42	\$110,015.16	\$814,011.58

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee December 27th, 12:00 Noon (meeting canceled)
- b. PW/PS Committee December 28th, 5:00 P.M. (meeting canceled)
- c. Planning Commission January 3rd, 4:00 P.M.

Regarding upcoming meetings, it was noted that Public Works would not meet on December 28th. It was also noted that due to staffing issues, Finance Committee would not meet on December 27th. Nelson then announced that Flood Committee would meet the 3rd Friday of January.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant