

Wahpeton City Council

February 19, 2013

5:00 p.m.

Present: Bertsch, Schmidt (via skype), Mitskog, Dale, and Bajumpaa

Absent: Hansey, Sturdevant, DeVries, Bohn

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

Meeting called to order by City Council President Mitskog.

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 February 4, 2013

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Wrestling Club Raffle Permit

Breckenridge Education Foundation Raffle Permit

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Mayor's Cmt. on Employment of People with Disabilities

2012 Annual Report

Wahpeton Airport Authority Minutes 2-13-13

Dilapidated Properties

January 2013 Bill Pay Report (\$840,783.72 – see below)

January 2013 Financials

Motion by Dale, seconded by Bajumpaa, 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

Designation of Depositories – request referral to Finance Cmt. City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee.

TIF District Plan Proposed Amendment – request referral to Finance Cmt. City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee.

City Council Retreat Planning – request referral to Finance Cmt. City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee.

Reminder – Celebrate Cities Day at the Capitol March 8th

Huwe said anyone interested in attending should contact her so can begin coordinating travels.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – In Priebe's absence, Huwe presented a recommendation from a recent Economic Development Commission (EDC) meeting. Huwe said the EDC reviewed two \$5,000 requests, one from NDSCS Alumni Foundation and the other from Tom Shorma. Both were in reference to an investment fee to participate in a new economic strategy venture called Valley Prosperity Partnership. The President of NDSCS and CEO of WCCO Belting have been invited to represent the Wahpeton region. Twenty-three leaders, with public and private interests, were asked to commit \$20,000 each to ensure cooperation. The group's first step will be to find out more about opportunities in the valley and a consultant will spend the next 6 months gathering economic and demographic data. The funding requests

are to offset the \$20,000 commitment to participate. After much discussion, the EDC felt the partnership with the college, recognizing that Richman also serves on the local WCDC, would more closely represent the EDC and City mission and vision, and it would be more likely that the private sector leaders would be funded by their businesses. **Motion by Bajumpaa, seconded by Dale, to approve \$5,000 from Sales Tax for Economic Development toward the Valley Prosperity Partnership investment fee on behalf of the NDSCS Alumni Foundation and Dr. John Richman as representative of the Wahpeton Region on the committee. Roll call vote 5-0. Motion Carried.**

Huwe said a copy of the 2012 Economic Development Report had been provided. She noted that 2012 represented the largest sales tax collections on record.

LIBRARIAN

MacIver shared information received last week regarding the State Library budget. She said the House Appropriations Committee removed from the ND State Library's budget the entire requested amounts of \$275,000 as an increase in State Aid to Libraries and \$275,000 for Renovations and Repairs of public libraries. She said the State Library Director was not given the opportunity to discuss these budget cuts and he, along with the ND Library Association President, is asking City officials and librarians to contact their representatives stressing to them the importance of having these items in the State Library budget. It is expected this will reach the Senate Appropriations Committee the week of March 11th so any help given in this matter would be greatly appreciated.

POLICE CHIEF

Patrol Car Bids – request referral to PW Cmt. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Creation of Street Improvement District No. 13-01-04 Nelson shared a map of the area, which showed the proposed street improvement assessment district in the North Central area that would be utilized for the street portion of the 3rd Avenue North reconstruction project.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3497
RESOLUTION CREATING
STREET IMPROVEMENT DISTRICT NO. 13-01-04
(North Central (2013))

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 5-0.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3498
RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
FOR THE IMPROVEMENT IN STREET IMPROVEMENT DISTRICT 13-01-04
(North Central (2013))

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 5-0.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3499
RESOLUTION OF THE CITY OF WAHPETON
RELATING TO THE ISSUANCE OF BONDS AND

**THE REIMBURSEMENT OF CERTAIN EXPENDITURES
FOR
STREET IMPROVEMENTS DISTRICT 13-01-04
(North Central (2013))**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 5-0.

Nelson requested referral to PW/PS Committee for **Advertising Authority for the Cul de Sac Street Improvements Project ST10-161 for Assessment District 10-02-04**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for an **Amendment to the Professional Services Agreement with Interstate Engineering for 3rd Avenue North Reconstruction Phase A**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for a **Professional Service Agreement for Preliminary Design of the West Side Infrastructure Improvements**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for the **Engineer's Report for East Central Streets Rehabilitation Assessment District 12-01-04**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for **Authorization to Request Proposals for the East Side Sanitary Sewer Improvements Project No. SS08-145**. City Council President Mitskog will refer this item to the Public Works & Public Safety 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 February 11th.

PW Director Job Description – motion to recommend approval and preparation of job opening announcement/advertisement list – **Motion by Bajumpaa, seconded by Bertsch, to approve the Public Works Director Job Description and preparation of job opening announcement/ advertisement list. Motion Carried with all voting ‘aye’.**

Authorization to Request a Cost Proposal for Preliminary Design of Westside Infrastructure Improvements – motion to recommend request of cost proposals – **Motion by Bajumpaa, seconded by Bertsch, to approve Authorization to Request a Cost Proposal for Preliminary Design of Westside Infrastructure Improvements. Motion Carried with all voting ‘aye’.**

HELP Account Sources & Uses – motion to recommend transfer of \$175,000 from HELP Fund to Housing Reserve Fund – **Motion by Bajumpaa, seconded by Bertsch, to approve the transfer of \$175,000 from the HELP Fund to the Housing Incentive Reserve Fund. Motion Carried with all voting ‘aye’.**

Lifeline Rates and Funding Variables – discussion

Northside Industrial Park Land – update from CDC Exec. Cmt.

Convention & Visitors Bureau Ordinance Review - discussion

Public Works & Public Safety Committee Report

Dale said the Public Works Public Safety Committee met at 5:00pm on February 13th.

Dilapidated Properties Report

Authorization to Advertise for Bids for Town Centre Square Plaza Renovation – motion to recommend to proceed – Motion by Dale, seconded by Bajumpaa, to approve Authorization to Advertise for Bids for Town Centre Square Plaza Renovation, Project No. PW12-209. Motion Carried with all voting ‘aye’.

Change Order No. 2 (final) for Southside Drainage Improvements, Ph. C Pt. 1 Proj. No. DR12-191 – motion to approve contract deduct of (\$3,797.50) – Motion by Dale, seconded by Bertsch, to approve Change Order No. 2 (Final) for Southside Drainage Improvements, Ph. C Pt. 1 Project No. DR12-191 for a contract deduct of (\$3,797.50). Motion Carried with all voting ‘aye’.

3rd Ave. N. Reconstruction Improvement District 11-01-06 – motion to recommend adoption of the following:

1. Resolution to Approve Engineer’s Report
2. Resolution Directing Preparation of Detailed Plans
3. Resolution of Necessity
4. Resolution Relating to Issuance of Bonds

Council member Dale offered the following and moved its adoption:

RESOLUTION NO. 3500
**RESOLUTION RECEIVING AND APPROVING ENGINEER’S REPORT
IN IMPROVEMENT DISTRICT 12-01-04
(East Central Street Rehabilitation – Part 1)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch. Motion carried with a roll call vote 5-0.

Council member Dale offered the following and moved its adoption:

RESOLUTION NO. 3501
**RESOLUTION DIRECTING PREPARATION OF PLANS
AND SPECIFICATIONS AND ESTIMATE OF COST FOR
THE IMPROVEMENTS IN IMPROVEMENT DISTRICT 12-01-04
(East Central Street Rehabilitation – Part 1)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Schmidt. Motion carried with a roll call vote 5-0.

Lies explained that the Resolution of Necessity listed on the agenda was not ready to offered.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3502
**RESOLUTION OF THE CITY OF WAHPETON
RELATING TO THE ISSUANCE OF BONDS AND
THE REIMBURSEMENT OF CERTAIN EXPENDITURES
FOR
IMPROVEMENT DISTRICT 12-01-04
(East Central Street Rehabilitation – Part 1, Part 2 & Part 3)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bajumpaa. Motion carried with a roll call vote 5-0.

Authorization to Purchase a Snow Blower from State Contract – discussion

Authorization to Purchase a Tractor from State Contract - discussion

Resolution establishing Surcharge Rate Schedule for Above Normal Wastes – motion to recommend adoption of Resolution establishing rates.

Council member Bajumpaa offered the following and moved its adoption:

RESOLUTION NO. 3503
RESOLUTION ESTABLISHING SANITARY SEWER
SURCHARGE RATES
(ABOVE NORMAL STRENGTH)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale. Motion carried with a roll call vote 5-0.

Request for Leased Space on Water Tower No. 1 – proposed negotiations

January 2013 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$279,785.83	\$29,163.05	\$308,948.88
201 WATER OPERATING FUND	\$31,470.25	\$32,838.41	\$64,308.66
202 SANITARY SEWER OPERATING FUND	\$31,821.23	\$20,347.61	\$52,168.84
203 WASTE REMOVAL OPERATING FUND	\$19,540.88	\$715.52	\$20,256.40
204 WASTE REDUCTION FUND	\$47,657.44	-\$15.00	\$47,642.44
205 VECTOR CONTROL FUND	\$13.39	\$1,296.92	\$1,310.31
206 STREET LIGHTING	\$9,765.70		\$9,765.70
209 LIBRARY LEVY FUND	\$7,501.37	\$13,639.25	\$21,140.62
213 ADVERTISING LEVY FUND	\$3,602.94		\$3,602.94
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$714.00	\$1,000.68	\$1,714.68
227 ANNUAL RESERVE WH FUND		-\$3,126.00	-\$3,126.00
231 FD BLDG & EQUIP LEVY FUND	\$15,512.22		\$15,512.22
233 REAL ESTATE LEVY FUND	\$126.95		\$126.95
234 SPECIAL STREET MAINT FUND	\$10,581.62		\$10,581.62
235 SNOW/FLOOD EMERG LEVY FUND	\$2,932.50		\$2,932.50
236 LEVEE MAINTENANCE	\$8,726.69	\$6,108.71	\$14,835.40
261 UNEMPLOYMENT COMP RESERVE FUND	\$44.68		\$44.68
271 ECONOMIC DEVEL DEPT FUND	\$2,221.08	\$11,258.72	\$13,479.80
303 MISCELLANEOUS FUND	\$1,710.79		\$1,710.79
318 WEED MAINT LEVY FUND	\$21,163.25		\$21,163.25
319 LODGING TAX FUND	\$3,232.73		\$3,232.73
320 SALES TAX OPERATING FUND	\$44,166.66		\$44,166.66
321 SALES TAX RESERVE FUND	\$11,700.00	\$95,000.00	\$106,700.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$76.69		\$76.69
361 GASOLINE,OIL,ETC		-\$4,510.48	-\$4,510.48
393 DOWNTOWN CARE & MTC FUND	\$1,569.98		\$1,569.98
574 5-2-97 (FLOOD PHASE II)	\$175,236.63		\$175,236.63
608 08-02-03 SSIDE STORM SEWER	\$142.85		\$142.85
629 66TH ST S SHARED USE PATH		-\$95,000.00	-\$95,000.00
631 11TH ST. N. AVE B TO 16TH AVE	\$269.50		\$269.50
635 LIFT STATION NO. 5 SS12-192	\$328.50		\$328.50
TOTAL	\$731,616.35	\$109,167.37	\$840,783.72

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission February 21st, 4:00 P.M.
- b. Finance Committee February 25th, 12:00 Noon
- c. PW/PS Committee February 26th, 12:00 Noon
- d. Capital Improvements Committee February 28th, 5:00 P.M.

Motion by Bertsch, seconded by Dale, to adjourn at 5:35pm.

City Council President Mitskog

Lynelle Amos, Finance Assistant