

Wahpeton City Council
February 21, 2012

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

Absent: Dale

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

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS/ETC.

Welcome – Jeff Hart & NDSCS Political Science Students Mayor Sturdevant welcomed these guests to tonight's meeting.

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 February 6, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Wahpeton Fire Dept. – Local Game of Chance Raffle Permit

Relay for Life – Game of Chance Raffle Permit

NDSCS Machinist Club – Game of Chance Raffle Permit

Other Games of Chance and/or special permits

Presentation/Approval of Reports

NDIRF Participator Newsletter

January 2012 Bill Pay Report (\$2,121,654.64 – see below)

January 2012 Financials

Dilapidated Properties Report

**Motion by Hansey, 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

Fiscal Year End 12/31/2011 Financials Huwe said the fiscal year end financial reports need to be published each year prior to March 1st, and copies of the finals were provided which included a general fund budget reconciliation and a schedule of fund activity. She said these reports were reviewed briefly at committee level in January. Huwe commented that one of the most notable parts of the 2011 financial year was the City had \$9.5 million on hand at the beginning of the year and at the end of the year had \$12.7 million on hand. The debt proceeds is \$4.4 million, with the reason for the large gain in cash on hand and fund reserves being the bond issue that was paid off. Huwe felt it was a good year and was satisfied as far as financials which should be printed in the Daily News on Sunday.

Annual Audit Scheduled to begin March 5, 2012 Huwe said the North Dakota State Auditors Office will be conducting their annual field audit at Wahpeton City Hall during the week of March 5, 2012.

Update on Litigation – request referral to both committees Mayor Sturdevant will refer this item to Finance & Personnel Committee and also to Public Works & Public Safety Committee.

2012 Election Reminders Huwe said the 2012 Wahpeton City Election will be held June 14th, 2012, with the filing deadline date April 13th, 2012 by 4:00 pm. Anyone interested in filing for a City office can find information on the City of Wahpeton website or by visiting City Hall.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report Priebe asked for referral to Finance Committee of an item. She said she was contacted by the owner of Birchwood Investments who inquired if the City was interested in purchasing a parcel of land described as Lots 19 & 20 Block 1 of Southside Industrial Park. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

Subordination Agreement Request Priebe said a request for a subordination of business assets secured by the City has been received from State Bank & Trust for their client, Heartland Precision. She explained that in November, 2010, the City of Wahpeton had received a CDBG grant from the State to provide a loan to Heartland Precision, LLC for zinc plating equipment. The City, in developing the loan instrument, secured a junior lien on the business assets of Heartland Precision, LLC, and that security is the basis for the request. Priebe noted that subordinating the City's junior lien would not change the City's position. **Motion by Bohn, seconded by Mitskog, to approve allowing Mayor Sturdevant and Finance Director Huwe to sign the subordination agreement for Heartland Precision, LLC prepared by State Bank and Trust. Motion Carried.**

Priebe said there are plans through SENDCAA to construct 2 spec homes in North Park Village this construction season provided HOME funds are available. This housing is income tested and would be available to Low-Moderate Income applicants. Priebe said a Letter of Support is needed to complete the application, and contents of the letter refer to recommendations made in the 2010 Comprehensive Housing Study that of continuing to utilize in-fill lots for housing development and to create a plan to coordinate with housing agencies. **Motion by Mitskog, seconded by Hansey, to allow Mayor Sturdevant to sign a Letter of Support for the SENDCAA project in North Park Village. Discussion held. Motion Carried.**

Priebe noted the Ad Hoc Committee on Housing met earlier today to continue evaluating areas for housing development. She said meetings held in January proved to be productive as a brief survey meant to capture the current housing market demand in Wahpeton had been distributed to local home builders and the information gathered was shared at a meeting with the contractors. Priebe said short term and long term plans were discussed and barriers to development identified. Meetings and face to face visits are planned through the month of March, and it is expected to have a recommendation from this committee to the City Council by the end of the first quarter.

Priebe reported that a 20-year state planning effort tagged "2020 & Beyond" was announced by Governor Dalrymple the end of January. Input meetings are being scheduled, with one to be held in Wahpeton Tuesday, March 13th from 4-6pm at a location yet to be determined. This is open to the public, and it is planned to invite development and planning groups as well as local industries to participate in the process. Recommendations for boosting the State's growth and enrichment are expected to be finalized in a report this fall and will likely result in legislative proposals.

Priebe announced that the Economic Development Commission is scheduled to meet Wednesday, February 22nd at noon and a draft agenda was provided.

Priebe said the 2012 Competitiveness INDEX was recently received from the State Chamber of Commerce which ranks North Dakota against all the states and District of Columbia. She then reviewed some of the noteworthy number one ranks North Dakota received.

Priebe then announced that the 2012 DREAMS Auction is scheduled for Friday, April 13th. Tickets are \$50 per person to attend this fun and festive event.

POLICE CHIEF

Police Patrol Car Replacement – request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR NELSON

Authorization to Request Proposals for Automatic Meter Reading Equipment – Request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Memorandum of Agreement with NDSCS for City Utilities – Request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Amendment to Ordinance Section 44-58 Payment of User Service Charge – Request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW Committee regarding the **Dakota Avenue Hanging Baskets Maintenance Program for 2012**. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW Committee for **Permission to Advertise for Bids for Hydrant Replacement Project, Various Locations, 2012, Project No. W12-194**. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW Committee to **Authorize to Advertise for Bids for Library Waterproofing and Landscaping Improvements**. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to Finance Committee for **Permission to Request Proposals for Preliminary Engineering Services for Residential Subdivisions**. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

Nelson then made a Public Service Announcement reminding residents that City Code of Ordinances prohibits moving or dumping snow onto City streets or alleys. Snow moved onto the pavement causes localized snow packing, rutting and icing conditions that affect ride and safety, and is counter-productive to the City's efforts to maintain clear, safe winter streets. Any person violating the ordinance shall be guilty of a misdemeanor and shall be subject to a fine not exceeding \$1,000 and imprisonment not to exceed 30 days, or by both. It was also requested that snow cleared from driveways/sidewalks be placed along the driveway/back of sidewalk rather than pushed onto the boulevards so that the boulevards are available for storage of snow from City snowplows.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Convention & Visitors Bureau Report – Councilmember Bertsch Bertsch, a member of the Wahpeton Convention & Visitors Bureau, reviewed the CVB 2011 Annual Report. She reported that lodging tax collections were up 6% compared to the previous year. Giving a highlight of their recent meeting, which it was noted are held the second Tuesday of each month at 10:00 am, Bertsch said the CVB decided to again support the race car driven by Patrick Brejcha. A picture of the tiger and cheetah from Chahinkapa Zoo are painted on the car and stirs a lot of interest at the races.

Mayor Sturdevant announced that it is National Engineer's Week February 19-25, and extended congratulations honoring Interstate Engineering.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee met at noon on February 13th.

Council Retreat Planning – discussion

Vehicle Use Policy – No Texting While Driving – motion to recommend approval of revised policy – **Motion by Bohn, seconded by Bajumpaa, to approve the revised Vehicle Use Policy. Motion Carried.**

CVB Welcome to Wahpeton Sign Lease Agreement – discussion

Bond Refinancing of Series 2005 & 2006 – motion to recommend proceeding with bond sale – **Motion by Bohn, seconded by Bertsch, to approve proceeding with the Bond Refinancing of Series 2005 & 2006. Motion Carried.**

Funding Dakota Ave. Care & Mtc. – ongoing discussion

City Funded Loan Interest Rate – motion to recommend setting HELP & FLEX Loan Rates at 1% - **Motion by Bohn, seconded by Bajumpaa, to approve setting HELP & FLEX Loan Rates at 1%. Discussion held. Motion Carried.**

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on February 14th.

Henry Behl IV Right of Way Permit – motion to recommend PW Director & Bldg. Official monitor Mr. Behl's work schedule progress – Hansey noted that this was a directive only.

Dilapidated Properties Report - discussion

City Hall Fleet Vehicle Replacements – motion to recommend advertisement for bids for 2 vehicles – **Motion by Hansey, seconded by Hartman, to approve advertisement for bids for two vehicles for the City Hall Fleet. Motion Carried.**

Engineer's Report on Cul-de-Sac Street Imp. Proj. No. ST10-161 – discussion

Professional Services Agreement with Interstate Engineering Inc. for Lift Station No. 5 Rehabilitation Proj. No. SS12-192 – motion to recommend approval of agreement not to exceed \$19,392 – **Motion by Hansey, seconded by Hartman, to approve the Professional Services**

Agreement with Interstate Engineering Inc. for Lift Stations No. 5 Rehabilitation, Project No. SS12-192 not to exceed \$19,392. Roll call vote 7-0. Motion Carried.

Southside Storm Sewer District – discussion

Change Order No. 3(final) with Central Specialties for N. Central Area Street Rehabilitation Proj. No. ST10-160 – discussion – Hansey said official action was not taken as figures were not in place but have since been identified. Motion by Hansey, seconded by DeVries, to approve Change Order No. 3(Final) with Central Specialties, Inc. for North Central Area Streets Rehabilitation, Project No. ST10-160 for reduction of \$16,307 for final contract amount of \$1,357,632.51. Roll call vote 7-0. Motion Carried.

January 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$281,344.75	\$31,014.21	\$312,358.96
201 WATER OPERATING FUND	\$36,630.62	\$32,095.11	\$68,725.73
202 SANITARY SEWER OPERATING FUND	\$30,433.06	\$19,659.39	\$50,092.45
203 WASTE REMOVAL OPERATING FUND	\$19,537.46	\$692.52	\$20,229.98
204 WASTE REDUCTION FUND	\$11,626.21		\$11,626.21
205 VECTOR CONTROL FUND		\$1,278.29	\$1,278.29
206 STREET LIGHTING	\$9,403.25		\$9,403.25
209 LIBRARY LEVY FUND	\$7,502.99	\$12,513.33	\$20,016.32
213 ADVERTISING LEVY FUND	\$1,172.21		\$1,172.21
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$465.00	\$992.73	\$1,457.73
227 ANNUAL RESERVE WH FUND		-\$3,399.00	-\$3,399.00
229 CAPITAL IMPROVEMENTS FUND	\$12,354.59		\$12,354.59
231 FD BLDG & EQUIP LEVY FUND	\$21,922.40		\$21,922.40
236 LEVEE MAINTENANCE	\$6,473.13	\$5,912.03	\$12,385.16
261 UNEMPLOYMENT COMP RESERVE FUND	\$180.00		\$180.00
271 ECONOMIC DEVEL DEPT FUND	\$1,037.03	\$10,880.42	\$11,917.45
303 MISCELLANEOUS FUND	\$32.34		\$32.34
319 LODGING TAX FUND	\$3,245.73		\$3,245.73
320 SALES TAX OPERATING FUND	\$51,508.22		\$51,508.22
321 SALES TAX RESERVE FUND	\$1,947.00		\$1,947.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$137.25		\$137.25
326 REVOLVING LOAN FUND	\$2,605.00		\$2,605.00
340 HANDICAPPED PARKING FINES	\$110.00		\$110.00
361 GASOLINE,OIL,ETC	\$7,402.50	-\$4,134.14	\$3,268.36
366 PD CANINE UNIT FUND	\$145.61		\$145.61
452 R/#10607 (FLOOD MIT. 11/07)	\$1,470,377.64		\$1,470,377.64
457 R/I #11111 SERIES B 2011	\$8,324.79		\$8,324.79
574 5-2-97 (FLOOD PHASE II)	\$5,561.76		\$5,561.76
605 8-1-06 DAKOTA AVE	\$6,257.35		\$6,257.35
624 WTP ENERGY EFF IMP.	\$15,743.40		\$15,743.40
630 WESTSIDE NATURAL DRAIN PROJ.	\$161.00		\$161.00
631 11TH ST. N. AVE B TO 16TH AVE	\$57.50		\$57.50
TOTAL	\$2,013,699.79	\$107,954.85	\$2,121,654.64

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee February 27th, 12:00 Noon
- b. PW/PS Committee February 28th, 5:00 P.M.
- c. Planning Commission March 5th, 4:00 P.M.

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant