

**Wahpeton City Council
January 17, 2012**

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS/ETC.

Proclamation for Catholic Schools Week Mayor Sturdevant read the Proclamation declaring January 29th through February 4th, 2012 as Catholic Schools Week in North Dakota.

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 January 3, 2012

Games of Chance Licenses, Site Authorizations & Special Permits

Rocky Mountain Elk Foundation – Site Authorization

NDSCS Civic Tech Club – Games of Chance Permit

Other Games of Chance and/or special permits

Presentation/Approval of Reports

ND Association of Rural Electric Coops Rural Developers Assembly

Local Foods Conference

December 2011 Bill Pay Report (\$4,194,500.81 – see below)

December 2011 Financials (preliminary)

Dilapidated Properties Report

Motion by Dale, second by DeVries, to approve the Consent Agenda items as presented.

Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS

FINANCE DIRECTOR/AUDITOR

Pledge of Assets/Designation of Depositories Huwe explained North Dakota requires any funds on deposit in a public money account has to be pledged at 110% of face value. She said the FDIC recently adopted a new rule stating any accounts that are not interest bearing have to be guaranteed at 100% of their deposit full face value. She then referred to a list provided of designated depositories of City of Wahpeton funds. **Motion by Bohn, seconded by Bajumpaa, to approve the list of designated depositories of City of Wahpeton funds as presented. Motion Carried.** Huwe then requested approval of the financial institutions' pledge of assets. She explained there was one condition for the assets that are being pledged. She said the last depository on the list is Wells Fargo Bank who is pledged at 100% of face value because the City's general checking account is currently a non-interest bearing account so rather than having Wells Fargo pledge additional securities to collateralize those deposits, FDIC is insuring 100% of the face value.

Motion by Bohn, seconded by Bajumpaa, to approve the collateralization of the Financial Institution's Pledge of Assets in the amount of \$12,585,328.20. Motion Carried.

Update on fiscal year end Huwe stated that the General Fund is the largest single fund for the City of Wahpeton and is responsible for what is considered general funds of government. City Hall departments including Assessor, City Attorney, Fire Department, Police Department, Public Works and Street Department activities are all recorded in this fund. Huwe said the 2011 budget was \$2,750,117 with year-to-date expenses of \$2,718,887.50 which resulted in the fund being under-expended \$31,229.50. She was very pleased with the fiscal management seen amongst the City departments. Huwe then explained that revenue exceeded budget. She said the revenue budget was \$2,750,117 with year-to-date revenue at \$2,865,147.98, exceeding the budgeted projections by \$115,030.98. Combining the under-expenditures on the expense side and overage on the revenue side produced in a gain in fund balance in the General Fund of \$146,260.48. Huwe said the Finance Committee discussed the possibility of allocating those funds to other places and may be making a recommendation later in the meeting. She said Council members will receive an official report pending motions tonight on the suggested transfers. Huwe then discussed how the \$4.4 million bond issue affected the budget. She then said there would be budget amendment recommendations on 54 funds for expense budgets that were either over-expended or not budgeted. Huwe felt fiscally is has been a good year.

Council Retreat Planning – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

2012 City Election Calendar Huwe said petitions for nomination for City Council could begin their circulation on Saturday, January 14th. Applications are available at City Hall, on the City's website or on the Secretary of State website, and are due at City Hall on April 13th by 4:00pm.

Economic Development Report Huwe said that due to a loss in the family Priebe could not be present tonight but had a request for referral to Finance Committee for interest rates on City loans. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

ASSESSOR/BUILDING CODES

Homestead Credit Broadland reviewed the Homestead Tax Credit for senior citizens and disabled individuals. To be eligible you must be 65 years of age or older and permanently disabled, with an income of under \$26,000 on a fluctuation scale based on income, however expenses may be deducted from that income to reach the eligible amount. Assets cannot exceed \$75,000. Those eligible may receive a reduction in property taxes of between 20%-100%. Broadland felt this is a very good program and wanted to educate elected officials and the public to make those eligible aware of this opportunity. She said it takes about 15 minutes to fill out the application in the Assessor's Office. Some discussion was held regarding income audits. It was noted the deadline is February 1st or as soon thereafter. Broadland said any questions can be directed to the Assessor's office.

PUBLIC WORKS DIRECTOR NELSON

ND Dept. of Health Laboratory Services Contract Renewal Nelson explained this is for chemical and radiological analysis for drinking water required by the Safe Drinking Water Act, and is an annual contract is an amount just under \$2,000. **Motion by Hartman, seconded by Hansey,**

to approve the contract renewal between the City of Wahpeton and the Laboratory Services Division of the North Dakota Department of Health. Motion Carried.

Change Order No. 1 (Final) for Alley Improvements, Various Locations, Project No. ST10-162 with Adelman Concrete & Excavating, Inc. – request referral to PW Cmt. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance Committee met at noon on January 9th.

Fiscal Year End Transfers – motion to recommend allocations of General Fund surplus – **Motion by Bohn, seconded by Bajumpaa, to approve the Fiscal Year End Transfers from the General Fund as follows: Street Light Fund - \$15,000; Dakota Avenue Care & Maintenance Fund - \$43,955; and Capital Improvements Fund - \$75,000. Roll call vote 7-0. Motion Carried.**

2011 Budget Amendments – motion to recommend expense budget amendments – **Motion by Bohn, seconded by Bajumpaa, to approve the 2011 Budget Amendments as presented. Motion Carried.**

(Mitskog enter the meeting)

Sales Agreements on NorthPark Vacant Lots – discussion to be maintained on agenda pending additional information

Funding Dakota Ave. Care & Mtc. – ongoing discussion

City Owned Land Inquiry - withdrawn

Public Works Public Safety Committee Report

Hansey said the Publics Works Public Safety Committee met at noon on January 10th.

Fire Chief Vehicle Replacement (trade in) – motion to recommend approval of retaining the 2003 pickup and trading the 2000 van – **Motion by Hansey, seconded by Hartman, to approve retaining the 2003 Dodge pickup (former Fire Chief vehicle) and using the 2000 Ford Windstar van as trade-in for the new Fire Chief vehicle, and funding the balance from CIP. Roll call vote 8-0. Motion Carried.**

Dilapidated Properties Report

Engineer’s Report for Southside Storm Sewer District, Part 3, Phases B & C - discussion

Professional Service Agreement with Interstate Engineering, Inc. for S. Side not to exceed \$18,700 – motion to recommend approval – **Motion by Hansey, seconded by Dale, to approve a Professional Service Agreement with Interstate Engineering, Inc. for Southside Storm Sewer, Parts 3 of Phases B & C, Project No. DR12-191 in amount not to exceed \$18,700. Motion Carried.**

Change Order No. 3 (Final) with Comstock Construction, Inc. for Safe Routes to School Proj. No. SW08-135 in the amount of \$5,171.17 – motion to recommend approval – **Motion by**

Hansey, seconded by Hartman, to approve Change Order No. 3 (Final) with Comstock Construction, Inc. for Safe Routes to School Project No. SW08-135 in the amount of \$5,171.17. Roll call vote 8-0. Motion Carried.

Change Order No. 3 (Final) with Central Specialties, Inc. for N. Central Area Streets Rehab. Proj. No. ST10-160 – discussion

Town Centre Square Plaza - discussion

December 2011 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$165,704.00	\$56,380.88	\$222,084.88
201 WATER OPERATING FUND	\$74,008.50	\$32,058.87	\$106,067.37
202 SANITARY SEWER OPERATING FUND	\$64,618.88	\$19,443.14	\$84,062.02
203 WASTE REMOVAL OPERATING FUND	\$19,117.05	\$720.58	\$19,837.63
204 WASTE REDUCTION FUND	\$12.67		\$12.67
205 VECTOR CONTROL FUND		\$1,236.20	\$1,236.20
206 STREET LIGHTING	\$10,252.55		\$10,252.55
209 LIBRARY LEVY FUND	\$8,750.67	\$11,562.46	\$20,313.13
213 ADVERTISING LEVY FUND	\$3,909.08		\$3,909.08
216 AIRPORT 4-MILL LEVY FUND		\$449.96	\$449.96
217 PLANN COMMISSION LEVY FUND	\$1,064.52	\$958.90	\$2,023.42
222 SOCIAL SECURITY LEVY FUND	\$22,226.17		\$22,226.17
224 RETIREMENT FUND	\$19,006.79		\$19,006.79
227 ANNUAL RESERVE WH FUND		-\$2,778.34	-\$2,778.34
229 CAPITAL IMPROVEMENTS FUND	\$2,728.09		\$2,728.09
231 FD BLDG & EQUIP LEVY FUND	\$44,821.00		\$44,821.00
233 REAL ESTATE LEVY FUND	\$27,284.44		\$27,284.44
234 SPECIAL STREET MAINT FUND	\$7,140.80		\$7,140.80
236 LEVEE MAINTENANCE	\$1,564.38	\$5,468.82	\$7,033.20
237 CITY SHARE OF SPECIALS FUND	\$537.72		\$537.72
251 AMBULANCE LEVY FUND		\$2,374.10	\$2,374.10
261 UNEMPLOYMENT COMP RESERVE FUND	\$80.51		\$80.51
271 ECONOMIC DEVEL DEPT FUND	\$2,345.61	\$10,300.46	\$12,646.07
272 ABSOLUTE MKTGCAMPAIGN			\$0.00
273 EDND SUMMER CONF.		-\$14.46	-\$14.46
303 MISCELLANEOUS FUND	\$80.00		\$80.00
305 VECTOR CONTROL DIST LEVY FUND	\$18.00		\$18.00
313 SPL ASSESSMENT DEFICIENCY FUND			\$0.00
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
317 JOB DEVELOPMENT LEVY FUND	\$18,197.75		\$18,197.75
318 WEED MAINT LEVY FUND	\$3,200.15		\$3,200.15
319 LODGING TAX FUND	\$1,081.58		\$1,081.58
320 SALES TAX OPERATING FUND	\$36,655.13		\$36,655.13
323 SALES TAX DEVELOPERS AGMNT RES	\$92,200.00		\$92,200.00
326 REVOLVING LOAN FUND	\$6,349.11		\$6,349.11
361 GASOLINE,OIL,ETC	\$9,102.03	-\$4,049.58	\$5,052.45
363 SAFE COMMUNITIES COALITION			\$0.00
364 WATER RESCUE TEAM	\$3,126.28		\$3,126.28
366 PD CANINE UNIT FUND	\$93.43		\$93.43
395 CERT	\$867.50		\$867.50
452 R/I#10607 (FLOOD MIT. 11/07)	\$1,490,000.00		\$1,490,000.00
455 R/I #10910 SERIES 2010	\$115.00		\$115.00
456 R/I #11011 SERIES 2011			\$0.00
457 R/I #11111 SERIES B 2011	\$14,250.00		\$14,250.00
572 1/2 SALES TAX FUND	\$19,069.45	\$21,400.50	\$40,469.95
574 5-2-97 (FLOOD PHASE II)	\$1,818,735.14		\$1,818,735.14
577 SPRING RIVER CREST 2011		-\$21,400.50	-\$21,400.50
605 8-1-06 DAKOTA AVE	\$26,077.96		\$26,077.96
613 LIFT STATIONS #6 & #8 CTRLS	\$322.92		\$322.92
624 WTP ENERGY EFF IMP.	\$14,297.78		\$14,297.78
628 SAFE RTS TO SCHOOL 2011	\$402.00		\$402.00
629 66TH ST S SHARED USE PATH	\$5,827.50		\$5,827.50
630 WESTSIDE NATURAL DRAIN PROJ.	\$21,281.25		\$21,281.25
631 11TH ST. N. AVE B TO 16TH AVE	\$115.43		\$115.43
TOTAL	\$4,060,388.82	\$134,111.99	\$4,194,500.81

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission January 19th, 4:00 P.M.
- b. Flood Committee January 20th, 12:00 Noon
- c. Finance Committee January 23rd, 12:00 Noon
- d. PW/PS Committee January 24th, 5:00 P.M.
- e. CDC Annual Meeting January 30th, 11:30 A.M. at NDSCS

Motion by Mitskog, seconded by Hartman, to adjourn.

Mayor Sturdevant

Lynelle Amos, Finance Assistant