

Wahpeton City Council

January 22, 2013

5:00 p.m.

Present: Bertsch, Hansey, Schmidt (via skype), Mitskog, Sturdevant, DeVries, Dale, Bajumpaa, and Bohn

Absent: None

Also Present: Huwe, Lies, Nelson, Broadland, Priebe, MacIver, 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 January 7, 2013

Games of Chance Licenses, Site Authorizations & Special Permits

- United Church of Christ Raffle Permit
- Red Door Art Gallery Raffle Permit
- Valley Lake Boy's Home Raffle Permit
- Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

- Red River Basin Commission Annual Mtg.
- December 2012 Bill Pay Report (\$2,119,567.09 – see below)
- Fiscal Year End Financial Statements
- Dilapidated Properties Report

Motion by Mitskog, seconded by Bertsch, 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

Pledge of Assets/Designation of Depositories Huwe explained that in January and July of each year the Council is presented with a list of the depositories eligible to retain public funds. She said the City's balance in each of the subsequent amount of collateral pledged by the institutions to insure the City's deposits is included on that listing. Huwe said the total funds on deposit as of 12/31/2012 were \$9,886,611.12. She said the FDIC insurance and additional funds pledged by 7 depositories holding City funds was \$11,456,528.23. Huwe requested a motion to approve the list of designated depositories and the amounts of pledges as presented. **Motion by Bohn, second by Bajumpaa, to approve the list of designated depositories and the amounts of pledges as presented** (see below). **Motion Carried with all voting 'aye'.**

<u>Designated Depository</u>	<u>Funds on Deposit</u>	<u>FDIC/NCUA</u>	<u>Additional</u>	<u>Total Pledged</u>
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	5,195,489.11	250,000.00	5,677,086.00	5,927,086.00
Banc West Investment Services	425,000.00	425,000.00	n/a	425,000.00
Bremer Bank	362,017.32	250,000.00	125,000.00	375,000.00
Bremer Investment Trust	700,000.00	700,000.00	n/a	700,000.00
First Community Credit Union	none	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a
State Bank & Trust	250,000.00	250,000.00	25,002.00	275,002.00
U.S. Bank	100,000.00	100,000.00	n/a	100,000.00
Wells Fargo Bank	2,854,104.69	250,000.00	3,404,440.23	3,654,440.23
	9,886,611.12	2,225,000.00	9,231,528.23	11,456,528.23

Update on Fiscal Year End Huwe explained that the City's fiscal year is the same as the calendar year, ending on December 31st. She said the overall financial performance was good with strong revenue trends in State Aid and highway fuel distributions and sales tax areas. She said the General Fund had revenues in excess of expenses amounting to \$141,565, or approximately 5% of the City's total General Fund budget. Huwe said the Finance Committee report will include budget amendments and a detail of the General Fund surplus. She said any questions can be directed to her. She noted that the proforma final fund activity report posted with the Council agenda had subsequently been amended and corrected copies were provided.

2012 Financials Audit with State Auditor's Office Feb. 19-21

Legislative Update – request referral to Finance Cmt. Huwe said that initially she was going to request this be referred to Finance Committee whose regularly scheduled meeting was to be held Monday, January 28th at noon but since this conflicts with the CDC's Annual Meeting it has been decided not to hold the meeting at that time. She then reviewed some legislation that is being monitored. Huwe said she has 2 legislative bill tracking systems she is currently using with one pertaining to cities and the other to property taxes. Huwe said for cities there are 2 separate bills being looked at: House Bill 1132 and 1199 regarding the budget adoption process. She said also the DOT's budget is one of the largest pieces of legislation they consider and is typically done at the end of the session because of the size of the fiscal impact but are trying to adopt it earlier in the session as to not miss out on so much of the construction season. Huwe then shared some general information regarding what is going on with the legislative session, saying 468 House Bill have been introduced as of yesterday, which was the deadline, and for the Senate there have been 294 Bills introduced with the deadline being next Monday. She said those will continue to be watched. Huwe said the NDLC is still conducting conference calls each Friday and anyone interested in participating can call in from any location to find out what is going on with the next week's scheduled hearings. She will provide the call-in information to the Council members.

ASSESSOR/BUILDING CODES

Homestead Credit Assessor Broadland reviewed the Homestead Tax Credit. She said it is this time of year that she sends out information regarding the Homestead Tax Credit to those individuals that qualify, with those individuals being 65 years of age or older or are permanently and totally disabled, their income cannot be in excess of \$26,000 and medical expenses actually paid during the year are deductible from that income if not compensated for by insurance or otherwise, and their assets cannot exceed \$75,000. Broadland said anyone who thinks they may qualify can contact the Assessor's Office and complete a form to find out if they qualify for this exemption.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe said in 1998 the City established the Housing Entry Level Program (H.E.L.P.) and funds from the sales tax were dedicated to support the program. She requested referral of the HELP reserve account to Finance and Economic Development Committee for the purpose of redirecting some of the balance to housing related projects. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Priebe reported that she is applying for matching grant funds to demolish a dilapidated house that is currently owned by Richland County. She said the plans are to acquire the property from the County, have it cleared, and then build a house for a low-moderate income (LMI) household. Priebe said the location is 811 8th Street North and the pre-application is due Friday, January 25th to the Lake Agassiz Regional Council. She said she is requesting \$7,500 with funds being matched by the City. Priebe explained this falls under the category of CDBG (Community Development Block Grant) program of elimination of blight and slum, and would like approval to send in the pre-application, which requires signatures from both the Mayor and Finance Director. **Motion by Mitskog, seconded by Bertsch, to**

authorize Economic Development Director Priebe to submit a pre-application for CDBG (Community Development Block Grant) funds for elimination of blight and slum in the amount of \$7,500. Motion Carried with all voting ‘aye’.

Priebe announced that a meeting of the Community Enhancements Organization, the committee that recommends projects using the restaurant tax collections, will meet Friday, January 25th at 8:00am to review the concepts of the Town Centre Square renovation plans. She also gave a reminder of the CDC Annual Meeting which will be held Monday, January 28th at noon at the NDSCS Student Center with guest speaker Tom Rolfstad, executive director of Williston Economic Development.

POLICE CHIEF

Request Permission to Advertise for 2013 Patrol Car Police Chief Thorsteinson was not present.

PUBLIC WORKS DIRECTOR NELSON

Recommendation from Planning Commission for Approval of Minor Replat No. 1 in Hubbard & Tyler’s Addition Nelson said the Planning Commission’s recommendation was to approve this plat with stipulation that a separate easement document be recorded for water and sewer service located on other parcels.

Council member Bertsch offered the following and moved its adoption:

RESOLUTION NO. 3496
RESOLUTION APPROVING THE MINOR REPLAT OF
NO. 1 IN HUBBARD & TYLER’S ADDITION
AND REQUESTING THAT IT BE RECORDED WITHOUT AUDITOR’S
CERTIFICATE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Hansey. Motion carried with a roll call vote 8-0.

Nelson requested referral to PW/PS Committee for **Authorization to Purchase Snow Blower from State Contract**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for **Authorization to Purchase a Tractor from State Contract**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for **Authorization to Purchase a Vacuum Trailer from State Contract**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

On behalf of Police Chief Thorsteinson, Nelson requested referral to PW/PS Committee for **Permission to Advertise for 2013 Patrol Car**. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to Finance Committee for **Authorization to Request a Cost Proposal for Preliminary Design of Westside Infrastructure Improvements**, which would primarily be a regional or offsite improvements related to long term development of the 175 Acres West of Highway 210. Mayor Sturdevant will refer this item to Finance, Economic Development & Personnel Committee.

Request Weed Board Meeting Nelson requested a Weed Board Meeting be scheduled to immediately follow the Public Works Committee meeting on February 26th.

Nelson announced that two public informational meetings would be held next Monday, January 28th in the Community Room at City Hall to assess projects starting at 5:30pm for Cottonwood Court rehabilitation and at 7:00pm for the 3rd Street South rehabilitation project.

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 January 14th. **Fiscal Year End Transfers – motion** to recommend \$108,000 in surplus revenue from the General Fund as presented. **Motion** to recommend approval of amendments to the 2013 Capital Improvements Budget authorizing an additional \$68,000 as presented. **Motion by Bohn, seconded by Bertsch, to approve the 2012 Fiscal Year End Transfers from the General Fund as presented of \$88,000 to Capital Improvements and \$20,000 to Street Light Fund. Motion Carried with all voting ‘aye’.** **Motion by Bohn, seconded by Bajumpaa, to approve amending the Capital Improvements budget for 2013 as presented. Motion Carried with all voting ‘aye’.**

2012 Budget Amendments – motion to recommend approval of amendments as presented – **Motion by Bohn, seconded by Mitskog, to approve the 2012 Expense Budget Amendments totaling \$7,292,790 as presented. Motion Carried with all voting ‘aye’.**

Northside Industrial Park Land – motion to table

Review of Alternatives for PW Operations Manager – request Committee of the Whole meeting following Council

Public Works & Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at noon on January 15th.

Dilapidated Properties Report

2010 Census Adjustment to Urban Area Boundary – motion to recommend adjustment as presented – **Motion by Hansey, seconded by DeVries, to approve adoption of the Urban Area Boundaries Adjustment set forth by the 2010 Census as presented. Discussion held. Motion Carried with all voting ‘aye’.**

Amendments to Snow Removal & Ice Control Policy – discussion

PW Dept. Organization & Succession Plan – Cmt. of the Whole Jan 22 following Council

Amendment to 6th St. S. Shared Use Path Professional Services Agreement with Interstate Engineering – motion to recommend approval of supplemental agreement no. 2 for \$15,019 – **Motion by Hansey, seconded by Dale, to approve an Amendment to 6th St. S. Shared Use Path Professional Services Agreement with Interstate Engineering as Supplemental Agreement No. 2 in an amount not to exceed \$15,019. Roll Call vote 8-0. Motion Carried.**

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

December 2012 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$261,176.94	-\$442,594.08	-\$181,417.14
201 WATER OPERATING FUND	\$41,428.81	\$30,502.89	\$71,931.70
202 SANITARY SEWER OPERATING FUND	\$109,495.52	\$19,412.11	\$128,907.63
203 WASTE REMOVAL OPERATING FUND	\$19,506.71	\$692.52	\$20,199.23
205 VECTOR CONTROL FUND	\$13.39	\$1,278.24	\$1,291.63
206 STREET LIGHTING	\$16,648.67		\$16,648.67
209 LIBRARY LEVY FUND	\$72,989.36	-\$96,629.28	-\$23,639.92
213 ADVERTISING LEVY FUND	\$2,376.48		\$2,376.48
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$840.80	\$992.76	\$1,833.56
222 SOCIAL SECURITY LEVY FUND	\$23,115.86		\$23,115.86
224 RETIREMENT FUND	\$22,811.22		\$22,811.22

227 ANNUAL RESERVE WH FUND		-3,159.00	-3,159.00
229 CAPITAL IMPROVEMENTS FUND	\$23,478.89		\$23,478.89
231 FD BLDG & EQUIP LEVY FUND	\$15,447.67	\$1,066.15	\$16,513.82
233 REAL ESTATE LEVY FUND	\$89,639.23		\$89,639.23
234 SPECIAL STREET MAINT FUND	\$505.44		\$505.44
236 LEEVEE MAINTENANCE	\$14,160.84	\$5,937.21	\$20,098.05
240 SPECIAL TRANSPORTATION FUNDING	\$321,989.41		\$321,989.41
253 METER DEPOSITS TRUST FUND	\$155.32		\$155.32
261 UNEMPLOYMENT COMP RESERVE FUND	\$85.00		\$85.00
271 ECONOMIC DEVEL DEPT FUND	\$17,784.50	\$10,880.42	\$28,664.92
315 TAX INCREMENT FUND	\$3,750.00	-\$8,339.00	-\$4,589.00
318 WEED MAINT LEVY FUND	\$4,646.88		\$4,646.88
319 LODGING TAX FUND	\$1,594.99		\$1,594.99
320 SALES TAX OPERATING FUND	\$192,481.75	\$568,296.07	\$760,777.82
321 SALES TAX RESERVE FUND	\$11,500.00		\$11,500.00
324 SALES TAX MINI MATCH RSRV FUND		\$50,000.00	\$50,000.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$96.00		\$96.00
326 REVOLVING LOAN FUND	\$1,250.00		\$1,250.00
361 GASOLINE,OIL,ETC	\$20,793.71	-\$4,117.50	\$16,676.21
363 SAFE COMMUNITIES COALITION	\$149.98		\$149.98
390 CLUBHOUSE MAINTENANCE	\$325.00		\$325.00
393 DOWNTOWN CARE & MTC FUND	\$785.01		\$785.01
455 R/I #10910 SERIES 2010	\$73,646.65		\$73,646.65
570 SALES TAX FOR INFRASTRUCTURE		\$700,000.00	\$700,000.00
572 SALES TAX FOR FLOOD FUND	\$70,091.53		\$70,091.53
574 5-2-97 (FLOOD PHASE II)	\$33,054.93		\$33,054.93
605 8-1-06 DAKOTA AVE	\$142,859.59	-\$700,000.00	-\$557,140.41
608 08-02-03 SSIDE STORM SEWER	\$276.00		\$276.00
611 S SIDE DRAINAGE IMP DR09-150	\$6,554.50		\$6,554.50
612 DAKOTA AVE ALLEYS	\$1,075.65		\$1,075.65
616 N CENTRAL AREA ST IMP PROJ	\$116,686.87		\$116,686.87
630 WESTSIDE NATURAL DRAIN PROJ.	\$141,886.00		\$141,886.00
631 11TH ST. N. AVE B TO 16TH AVE	\$27,681.50		\$27,681.50
632 AERIAL DIGITAL TOPO MAPPING	\$80,061.00		\$80,061.00
TOTAL	\$1,984,897.60	\$134,669.49	\$2,119,567.09

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Committee of the Whole PW Dept. Organization & Succession Planning January 22nd, immediately following Council
- b. Finance Committee January 28th, 12:00 Noon
- c. PW/PS Committee January 29th, 5:00 P.M.
- d. Planning Commission February 4th, 4:00 P.M.

Hansey said Council member Schmidt has requested some scheduling changes to the February PW meetings. He has requested the February 12th meeting be moved to the 13th at noon, and the February 26th meeting be held at noon instead of 5:00pm. It was noted the Weed Board Meeting scheduled for February 26th at 5:00pm may need to be rescheduled.

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

Mayor Sturdevant

Lynelle Amos, Finance Assistant