

**Wahpeton City Council**

**June 17, 2013**

**5:00 p.m.**

**Present:** Schmidt, Hansey, Bertsch, Mitskog, DeVries, Dale, Bajumpaa, and Bohn

**Absent:** Sturdevant

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

Meeting called to order by City Council President Mitskog.

**PUBLIC HEARINGS/ETC.**

**Hearing Westside Rezoning is pending and shall be continued**

**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 June 3, 2013**

**Games of Chance Licenses, Site Authorizations & Special Permits**

Games of Chance Raffle Permit – Wahpeton Public School District

Site Authorization – Head of the Red Youth Activities Association

Games of Chance Raffle Permit – NDSCS Letter Winners Club

Games of Chance Raffle Permit – Wahpeton Parks & Recreation Department

Other Games of Chance and/or Special Permits

**Presentation/Approval of Reports**

Dilapidated Properties

May 2013 Bill Pay Report (\$757,475.86 – see below)

May 2013 Financials

Wahpeton Airport Authority Minutes June 12, 2013

**Motion by Bertsch, seconded by Bohn, 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**

**2014 Budget Preparation Calendar** Huwe provided copies of the 2014 Budget Preparation Calendar and asked Council members to let her know if any dates did not work with their schedules.

**Discussion of 2014 Budget Premises – request referral to Finance & PW Committees** City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

**Convention & Visitors Bureau Ordinance Update – request referral to Finance Cmt.** City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee.

**Tech Tips NDLC Free Webinar June 20<sup>th</sup>** Huwe said this free webinar is sponsored by the NDLC and will be shown at City Hall on Thursday, June 20<sup>th</sup> for those interested, or it can be accessed from other computers by obtaining the webinar login information.

**ATTORNEY**

Lies asked for referral to Public Works Committee of a change in State Law that is fairly significant in that they are increasing the penalty on Class B misdemeanors from \$1,000 to \$1,500 authorization to

cities. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

### **ECONOMIC DEVELOPMENT DIRECTOR**

**Economic Development Report** – In Priebe’s absence, Huwe said an Economic Development report was provided regarding sales tax, lodging tax, and restaurant tax collections.

**NorthPark Lot Sales – Offer from Eastern Dakota Housing Alliance** – Huwe explained that the City was working on a partnership with the Eastern Dakota Housing Alliance (EDHA) for the development of 3 lots/3single family homes on the north end of NorthPark. She said EDHA provided a memorandum today saying that the project is not financially feasible for them to continue pursuing at this time. Huwe said the 3 lots that were being considered for this project are now to be remarketed and are available.

### **POLICE CHIEF**

**Training Grant Opportunity** Chief Thorsteinson said this item had previously been referred to the Public Works Committee but did not get the opportunity to review it at their last meeting due to time constraints. He stated that this is time sensitive, and on July 1<sup>st</sup> there is an opportunity to apply for 100% reimbursement grant through the BCI in the form of a Byrne Grant. He said there is an opportunity being presented by the last legislative session to adopt the Lexipol Policy Manual, which is a living, breathing document that is updated twice a year that has a training component to it. The cost for the first year is about \$5,950 which would be fully reimbursed so is budget neutral, and after that would pay a yearly maintenance fee which ranges from \$1,500-\$4,000 less depending on the option that is chosen. Thorsteinson felt it was an opportunity that should be taken advantage of. He talked about the current policy manual that is used and felt this would be a better option. Thorsteinson requested permission to apply for the grant. **Motion by Bohn, seconded by Bajumpaa, to authorize the Wahpeton Police Department to apply for a Training Grant associated with the Lexipol Policy Manual. Motion Carried with all voting ‘aye’.**

### **PUBLIC WORKS DIRECTOR NELSON**

#### **PW Report**

Nelson requested referral to PW/PS Committee for **Sewer Service Reconnection at 121 Dakota Avenue**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for a status report on **NDDOT Special Road Fund – Grant Application for Hughes Dr. Improvements**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for a **Policy for Designation of Handicap Parking Spaces on Public Streets**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for the **Roof Repairs on Old City Hall**. City Council President Mitskog will refer this item to the Public Works & Public Safety Committee.

Nelson then gave an update regarding vector control efforts.

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Board & Commission Appointments** It was noted that the pending appointments will be offered at a later date and were included as information only. Huwe then read the appointments to the various Boards and Commissions. **Motion by Bohn, seconded by Schmidt, to accept the appointments to the various Boards and Commissions as follows: Airport Authority (5 year terms):** Allen Yaggie (term ending 2018); **Economic Development Commission (3 year terms)** – pending recommendation from EDC: Laurie Straus (term ending 2016) and Dan Zink (term ending 2016); **Library Board (3 year terms):** Chris DeVries (term ending 2016) and OPEN (term ending 2016) – pending recommendation from Library Board; **Special Assessment Commission (6 year terms):** Penny Helgeson (term ending 2019)

and OPEN (term ending 2019 to replace Martin Schmidt); **Convention & Visitors Bureau (4 year terms):** Pam Erlandson (term ending 2015), Jim Sturdevant, Council Representative (term ending 2014), and Ken Harty (term ending 2017) – pending subject to CVB Ordinance Revision; **Golf Board (3 year terms):** pending elections by the Bois de Sioux Golf Club Membership in November 2013. **Motion Carried with all voting ‘aye’.**

**Leadership Code of Conduct – citizen service requests. Request referral to both committees by Council Member Hansey** City Council President Mitskog will refer this item to Finance, Economic Development & Personnel Committee and, also, to the Public Works & Public Safety Committee.

## **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 June 10<sup>th</sup>.

**Technology Services Contract Renewal with NRG – motion** to recommend approval of contract as presented – **Motion by Bohn, seconded by Bajumpaa, to approve the Technology Services Contract Renewal with NRG Services as presented. Motion Carried with all voting ‘aye’.**

**ND State Tax Commissioner Contract for Collection of Sales & Use Tax 7/1/2013 – 6/30/2015 – motion** to recommend approval as presented – **Motion by Bohn, seconded by Bertsch, to approve to execute the Contract Renewal with the North Dakota State Tax Commission for Collection of Sales & Use Tax July 1, 2013 – June 30, 2015 in the amount of \$16,590. Roll Call vote 8-0. Motion Carried.**

**Downtown Appearance Grant Program Guidelines – motion** to recommend amendment of program guidelines to allow contract for deed property owners – **Motion by Bohn, seconded by Bajumpaa, to approve amending the Dakota Avenue Appearance Grant Program Guidelines to include Contract for Deed property owners as eligible applicants. Motion Carried with all voting ‘aye’.**

**Motion** to recommend amendment of program guidelines to require proof of solicitation of quotes – **Motion by Bohn, seconded by Bertsch, to approve including “Proof of solicitation from other vendors required.” to the third bullet of the Dakota Avenue Appearance Grant Application Process. Discussion held. Motion Carried with all voting ‘aye’.**

**Motion** to recommend approval of \$64,500 for pending Dakota Ave. project with 75’ frontage – **Motion by Bohn, seconded by Bertsch, to approve \$64,500 for a pending Dakota Avenue Appearance Grant Project for Bob Heiser with 75’ of frontage using current guidelines. Roll Call vote 8-0. Motion Carried.**

**NDPERS Health Insurance July 1 Rate Increase – motion** to recommend the City absorb the rate increase for the period July 1, 2013 to Dec. 31, 2013. **Motion by Bohn, seconded by Bajumpaa, to approve amending the cafeteria dollar allotments July 1, 2013 – December 31, 2013 to allocate the biennial increase to the employer paid portion of the health insurance premiums. Roll Call vote 8-0. Motion Carried.**

### **Public Works & Public Safety Committee Report**

Hansey said the Public Works Public Safety Committee met at noon on June 11<sup>th</sup>.

**Water & Sewer Service Alternatives for 1405-13 15<sup>th</sup> St. N. – motion** to recommend approval of Alternative B utilizing easement access to Oakwood Circle – **Motion by Hansey, seconded by DeVries, to approve Water & Sewer Service Alternative B for 1405-13 15<sup>th</sup> Street North utilizing easement access to Oakwood Circle. Motion Carried with all voting ‘aye’.**

**Dilapidated Properties Report – request from Council Member Schmidt to include contact record and follow up status on the monthly report**

**Amendment to Joint Powers Agreement with Wahpeton Park Board to include Mtce. & Operation of Volunteer Park – motion** to recommend approval of amendment with \$1,000 expense limitation by the Park Board of City Funds – **Motion by Hansey, seconded by Schmidt, to approve an Amendment to the Joint Powers Agreement with the Wahpeton Park Board to include Maintenance & Operation of Volunteer Park with \$1,000 expense limitation by the Park Board of City Funds. Motion Carried with all voting ‘aye’.**

**NDPERS Health Insurance July 1 Rate Increase - discussion**

**Commercial Street Rehab. Imp. Dist. 12-04-04 Proj. No. ST12-205 Resolutions:**

1. Approving Plans, Specifications and Estimate
2. Authorizing Advertisement for Bids

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3521**  
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
 AND ESTIMATE OF COST FOR THE IMPROVEMENTS IN  
 STREET IMPROVEMENT DISTRICT 12-04-04  
 (Commercial Street Rehabilitation, Various Locations)**

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

Council member Hansey offered the following and moved its adoption:

**RESOLUTION NO. 3522**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
 FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT IN  
 STREET IMPROVEMENT DISTRICT 12-04-04  
 (Commercial Street Rehabilitation, Various Locations)**

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

**Sanitary Sewer Lift Station No. 5 Proj. No. SS12-192 Change Order No. 1 (final) with Voss Plumbing & Htg. (\$1,000) deduct – motion** to recommend approval – **Motion by Hansey, seconded by Schmidt, to approve Sanitary Sewer Lift Station No. 5 Project No. SS12-192 Change Order No. 1 (final) with Voss Plumbing & Heating (\$1,000) deduct. Motion Carried with all voting ‘aye’.**

**Agreement for Outdoor Lighting Services with OTPCO - discussion**

**Rezoning Property Fronting West Side of 6<sup>th</sup> St. S. from 7<sup>th</sup> Ave. to 11<sup>th</sup> Ave. – ongoing discussion**

**Leadership Code Updates – ongoing discussion**

**Disposition of City Owned Lots – ongoing discussion**

May 2013 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$176,754.83	\$27,681.53	\$204,436.36
201 WATER OPERATING FUND	\$28,552.01	\$31,940.17	\$60,492.18
202 SANITARY SEWER OPERATING FUND	\$17,430.96	\$19,635.14	\$37,066.10
203 WASTE REMOVAL OPERATING FUND	\$20,253.88	\$715.52	\$20,969.40
205 VECTOR CONTROL FUND	\$13.39	\$1,296.44	\$1,309.83
206 STREET LIGHTING	\$8,587.81		\$8,587.81
209 LIBRARY LEVY FUND	\$7,314.94	\$14,015.87	\$21,330.81
213 ADVERTISING LEVY FUND	\$3,299.96		\$3,299.96
216 AIRPORT 4-MILL LEVY FUND	\$52,731.07	\$449.98	\$53,181.05
217 PLANN COMMISSION LEVY FUND	\$1,301.46	\$1,000.68	\$2,302.14

226 EMPLOYEE SAFETY COMMITTEE	\$190.00		\$190.00
227 ANNUAL RESERVE WH FUND		-\$3,109.00	-\$3,109.00
229 CAPITAL IMPROVEMENTS FUND	\$23,229.80		\$23,229.80
231 FD BLDG & EQUIP LEVY FUND	\$4,316.00		\$4,316.00
233 REAL ESTATE LEVY FUND	\$115.00	\$50,000.00	\$50,115.00
235 SNOW/FLOOD EMERG LEVY FUND	\$4,820.00		\$4,820.00
236 LEVEE MAINTENANCE	\$7,007.16	\$5,875.19	\$12,882.35
261 UNEMPLOYMENT COMP RESERVE FUND	\$1,431.98		\$1,431.98
271 ECONOMIC DEVEL DEPT FUND	\$689.03	\$11,258.72	\$11,947.75
303 MISCELLANEOUS FUND	\$200.69		\$200.69
319 LODGING TAX FUND	\$5,171.39		\$5,171.39
320 SALES TAX OPERATING FUND	\$284,006.66		\$284,006.66
321 SALES TAX RESERVE FUND	\$1,250.00		\$1,250.00
361 GASOLINE,OIL,ETC		-\$4,243.69	-\$4,243.69
363 SAFE COMMUNITIES COALITION	\$111.76		\$111.76
390 CLUBHOUSE MAINTENANCE	\$5.88		\$5.88
391 SIDEWALK MAINT FUND		-\$10,000.00	-\$10,000.00
393 DOWNTOWN CARE & MTC FUND	\$504.00		\$504.00
395 CERT	\$51.83		\$51.83
574 5-2-97 (FLOOD PHASE II)	\$152.42		\$152.42
608 08-02-03 SSIDE STORM SEWER	\$1,029.66		\$1,029.66
615 CUL DE SAC IMPROVEMENTS	\$399.24		\$399.24
629 66TH ST S SHARED USE PATH		-\$40,000.00	-\$40,000.00
637 E. CENTRAL STREETS 12-01-04	\$36.50		\$36.50
<b>TOTAL</b>	<b>\$650,959.31</b>	<b>\$106,516.55</b>	<b>\$757,475.86</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee June 24<sup>th</sup>, 12:00 Noon
- b. PW/PS Committee June 25<sup>th</sup>, 5:00 P.M.
- c. Planning Commission July 1<sup>st</sup>, 4:00 P.M.

Huwe announced that the Planning Commission meeting scheduled for Thursday, June 20<sup>th</sup> at 4:00pm had been omitted, however if a quorum is achieved a meeting will be held. She also noted a Vector Control District meeting will be scheduled which will involve Councilmember Schmidt as a representative from the City of Wahpeton, Brian Uhlich representing the rural area within Vector Control District #5, and Harris Bailey representing the County.

**Motion by Bertsch, seconded by DeVries, to adjourn at 5:40pm.**

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City Council President Mitskog

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Lynelle Amos, Finance Assistant