Wahpeton City Council
June 6, 2011

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

Absent: Bertsch and Bajumpaa

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

Meeting called to order by Mayor Sturdevant.

Sturdevant requested the agenda item **Request for Permission for Street Dances** be addressed first to accommodate National Guard guests present at the meeting due to time constraints. Police Chief Thorsteinson said he had received a request from the downtown businesses and citizens to hold a street dance on the 300 Block of Dakota Avenue on July 23rd from 8pm to midnight as a send off to the National Guard members who are to be deployed. **Motion by Hansey, second by DeVries, to approve the request to hold a street dance on July 23rd, 2011 on the 300 Block of Dakota Avenue. Motion Carried.**

Thorsteinson said a request was also received from Melissa Jaskowski of Mrs. J's Sweet Treats to hold a kick off to summer event on June 21st from 5pm-7:30pm, and would like to block off the parking area on the north side of 6th on the east side in front of her business to sell food and possibly apply for a special liquor license for the event. Jaskowski will provide the fencing materials to block off the area and will contact the other businesses on that side of the street. Thorsteinson recommended the request be approved. It was noted that Wells Fargo Bank will need to be talked to regarding the area being blocked off to make them aware of the event. **Motion by Mitskog, second by Hartman, to approve the request from Mrs. J's Sweet Treats to block off the street area in front of her business for an event to be held June 21st, 2011. Mitskog amended her motion, second by Hartman, that approval be contingent on approval by the adjacent business owners. Motion Carried.**

PUBLIC HEARINGS

Wahpeton Airport Update – Jim Aldrich, Chairman of the Airport Authority, gave a brief history of the airport, reviewed the current members of the board, and described some sources of funding and income. He talked about the runway project being paid for with stimulus dollars. He also provided information regarding money received from the FAA for an underground drainage project, and also a matching grant received for landscaping. Aldrich felt the airport is a very valuable asset to the City.

CONSENT AGENDA ITEMS (presented by the Mayor)

Approval of minutes of regular meeting held May 2, 2011
Approval of minutes of special meeting held May 24, 2011
Games of Chance Licenses, Site Authorizations & Special Permits
Site Authorization for the Wahpeton Veterans Club
Site Authorization for Wahpeton Hockey Assoc. at Sportsmen's Lounge
Site Authorization for Wahpeton Hockey Assoc. at Firehouse Pub
Site Authorization for Wahpeton Hockey Assoc. at Niblick's Bar & Grill
Game of Chance Permit for Just for Kix Outback Bowl Team Raffle
Game of Chance Permit for St Francis Health & Wellness Foundation Raffle
Other Games of Chance and/or special permits

Presentation/Approval of Reports

Dilapidated Properties Report
Midcontinent Communications Correspondence
Wahpeton Airport Authority Agenda 6/8/2011

Motion by Hartman, second by Hansey, to approve the Consent Agenda items as presented. Motion Carried.

ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA None.

REPORTS
FINANCE DIRECTOR/AUDITOR
Contract renewal with ND State Tax Commissioner for Collection of Sales Tax July 1, 2011 – June 30, 2013 – Huwe explained that the contract period typically follows the biennium, and the compensation requested is increasing from $7,875/year to $8,435 per year. Permission is being requested to enter into the contract. **Motion by Bohn, second by Dale, to approve the Contract Renewal with ND State Tax Commissioner for Collection of Sales Tax July 1, 2011 – June 30, 2013. Motion Carried.**

Mutual of America 457(b) mandatory Plan Amendments – Huwe explained the City currently has a contract with Mutual of America (MOA) to provide City employees with a 457 (b) retirement plan. She said there are four pieces of legislation that have been adopted since 2008 that affect the City's plan document which needs to be amended to incorporated these federal laws into the agreement with MOA. The 4 items were listed as: the Emergency Economic Stabilization Act of 2008; the Heroes Earnings Assistance and Relief Tax Act of 2008; the Worker, Retiree and Employee Recovery Act of 2008; and the Pension Protection Act of 2006. **Motion by DeVries, second by Mitskog, to approve the adoption of the Mutual of America 457(b) Mandatory Plan Amendments as presented. Motion Carried.**

Contract Renewal with NRG Technology Services – Huwe said the North Dakota Resources Group (NRG) provides the technical services and network support for the City. Their contract year runs June 1st to May 31st and a renewal notice was received May 27th, 2011 with no change to the cost. NRG is paid $672 monthly for their services, which has been budgeted for. **Motion by Bohn, second by Mitskog, to approve Contract Renewal with NRG Technology Services for 2011. Motion Carried. Roll call vote 6-0.**

Request referral of the following to the Finance Committee:
1) Memorandum of Understanding with Bois de Sioux Golf Club for proceeds of MN easement Mayor Sturdevant will refer this item to Finance & Personnel Committee.
2) Health Insurance Increase July 1 Mayor Sturdevant will refer this item to Finance & Personnel Committee.
3) Budget 2012 calendar and goals Mayor Sturdevant will refer this item to Finance & Personnel Committee.

ASSESSOR/BUILDING CODES
Richland County Equalization – Broadland reported Richland County held their Equalization meeting today at 11:00am and no one was in attendance from the City of Wahpeton and the assessment role was approved as presented.

ATTORNEY

MuniCode Update – Lies said this project involved putting all ordinances online so the public can access all ordinances online. The goal is to have the site ready in July. Lies said a lot of upgrading has been done and obsolete items have been deleted. Regarding costs, Lies said they have been included in the budget but in the future there will be update costs.

ECONOMIC DEVELOPMENT DIRECTOR

PILOT Application for Expanding Business – request referral to Finance Cmt. Mayor Sturdevant will refer this item to Finance & Personnel Committee.

Economic Development Report

Priebe reported that both city-owned properties are seeing some active interest. She noted that bids for the former 4-H building property located at 688 4th Avenue South are due by 3:00pm on Wednesday, June 15th. She said two open house events planned for 86 Dakota Avenue on June 9th and June 12th, and proposals and documentation are due Thursday, June 30th at noon. Information is available on the Wahpeton website (www.wahpeton.com).

Regarding the Home Improvement Partnership Program (HIPP), Priebe said there are still funds available for qualified homeowners making improvements to their homes. Information is available at Gate City Bank and the Wahpeton Economic Development office.

Priebe announced that on Monday, June 20th following the City Council meeting at 6:00pm a Community Review meeting will be held regarding the City's Comprehensive Plan update and will be the last public input meeting prior to the final electronic draft of the document in July. The Planning Commission advisory board will then meet on Tuesday, June 21st at noon.

Priebe reported that the Economic Development Commission will meet Wednesday, June 8th at noon.

Priebe then gave a brief report regarding an education seminar she attended recently in Indianapolis through IEDC with respect to technology led economic development.

LIBRARIAN

Summer Reading Program – MacIver reported on the various summer reading programs, which include a children's program, teen program, and adult program and they all have a travel theme. She noted that a majority of the funds used to pay for the items for these programs are donated. She then announced that the Library recently received $5,000 from an anonymous donor who has been a long-time patron of the Library, which they plan to use for either new children's shelving or new front door. MacIver reported Library2Go OverDrive is scheduled to start July 1st. She stated there are a lot of good things happening at the Library.

POLICE CHIEF

Request for Permission for Street Dances – addressed earlier.

PUBLIC WORKS DIRECTOR NELSON

PW Report

Joint Powers Agreement with Center Township and Dwight Township for Cleaning and Maintaining the Westside Natural Drain – refer to PW/PS Committee Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee to advertise for request for proposals for preliminary engineering services for re-construction of 11th Street from Avenue B to 16th Avenue North. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for commitment to fund the local share of the 6th Street South shared use path for which the City has obtained a Transportation Enhancement Grant of $191,158. The City needs to respond to accept grant and provide the match. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson requested referral to PW/PS Committee for a contract with the North Dakota Department of Health Laboratory Services for water testing services related to our water treatment plant operations. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

When asked, Nelson then gave an update on mosquito/vector control efforts and, also, the street light timing, signs, and striping on Dakota Avenue.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

REPORTS FROM THE CITY COUNCIL COMMITTEES

Finance Committee Report

Bohn said the Finance Committee met at noon on May 23rd.

Memorandum of Agreement with Chamber of Commerce on Installation & Maintenance of Flower Baskets on Dakota Ave. – discussion Nelson provided an update and said part-time seasonal employees have been hired for Dakota Avenue flower maintenance.

Capital Improvements Budget Amendment Request for City Hall Heat Pump Repairs – motion to recommend approval of $12,000 from the Capital Improvements Budget with deferral of fleet car replacement - Motion by Bohn, second by Mitskog, to approve an amendment to the Capital Improvements budget of $12,000 for City Hall heat pump repairs with deferral of fleet car replacement. Motion Carried. Roll call vote 6-0.

MuniCode Ordinance Amendments – discussion This item will remain on the agenda.

Workforce Safety Recommended Policies – motion to recommend approval of the Return to Work Policy - Mayor Sturdevant will refer this item to Public Works & Public Safety Committee for review.

Town Centre Square Update – discussion This was deferred to a later date.

Public Works Public Safety Committee Report

DeVries said the Publics Works Public Safety Committee met on May 24th at 5:00pm.

Dilapidated Properties Update – See Consent Agenda Reports

Sump Pump Nonrefundable Fee Charge – discussion

Cost Participation, Construction & Maintenance Agreement with NDDOT for Safe Routes to School, Ph 2, SRU-8-991(029)026 – motion to recommend approval - Motion by Hansey, second by Hartman, to approve a Cost Participation, Construction & Maintenance Agreement with NDDOT for Safe Routes to School, Ph 2, SRU-8-991(029)026. Motion Carried. Roll call vote 6-0.

CCO No. 2 with Central Specialties, Inc. for N. Central Area Streets Rehab. Proj. No. ST10-160 in the amount of $11,573.86 – motion to recommend approval - Motion by Hansey, second by Hartman, to approve CCO No. 2 with Central Specialties, Inc. for N. Central Area Streets Rehabilitation Proj. No. ST10-160 in the amount of $11,573.86. Motion Carried. Roll call vote 6-0.

Policy for Establishing On-Street Parking Restrictions – discussion

Permitting of Work in Public Right-of-Way – motion to recommend ordinance change to assess a fee for ROW permit - Motion by Hansey, second by DeVries, to approve amending the Ordinance to assess a fee of $100 for Public Right-of-Way Work Permits established by Resolution. Motion Carried.

Permission to Advertise for Maintenance of Trees in Public Right of Way – discussion - Motion by Hansey, second by DeVries, to allow a request for bids for Maintenance of Trees in Public Right-of-Way. Motion Carried with Hansey, Mitskog, DeVries, Dale and Bohn voting 'aye'; and Hartman voting 'naye'.

Contract with Richland County for Radio Dispatch Services - discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

a. Capital Improvements Committee June 7th, 12:00 Noon
b. Finance Committee June 13th, 12:00 Noon
c. PW/PS Committee June 14th, 12:00 Noon
d. Flood Committee June 17th, 7:00 A.M.
e. Planning Commission – rescheduled to June 20th

Motion by Mitskog, seconded by Hartman, to adjourn.

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant