

Wahpeton City Council
July 15, 2013
5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Sturdevant.

PUBLIC HEARINGS / ETC.

Hearing Westside Rezoning is pending and shall be continued

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 July 1, 2013

Games of Chance Licenses, Site Authorizations & Special Permits

Other Games of Chance and/or Special Permits

Presentation/Approval of Reports

Dilapidated Properties Report

June 2013 Financials

June 2013 Bill Pay Report (\$798,712.92 – see below)

Wahpeton Airport Authority Reports 6-30-13

Motion by DeVries, 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

Request motions approving of designation of depositories and pledging of public deposits

Huwe explained that each January and July a detailed listing of depositories is presented along with the City’s funds on deposit and the additional collateralization of those funds pledged by the financial institutions. Huwe requested two motions, one to approve the designated depositories and the second to approve the pledge of assets. She explained that for designation of depositories each financial institution within the city limits is usually designated, and a list was provided. Huwe noted that the financial institutions with funds on deposit listed as ‘none’ the City currently does not have any monies at but the interest rate environment is projected to change in the next six months and will probably be bidding out depositories to achieve better interest rates. She requested a motion approving the designation of depositories as listed in the memorandum provided. **Motion by Schmidt, seconded by Bertsch, to approve the designated depositories as presented in the memorandum provided**(see below). **Motion Carried with all voting ‘aye’.** Huwe then requested a motion approving/acknowledging the amount pledged by each of the institutions for the total

amount of \$12,400,650.06 on deposits of \$10,993,353.91. **Motion by Mitskog, seconded by Hansey, to approve and acknowledge the financial institutions’ pledge of assets as listed in the memorandum provided(see below). Motion Carried with all voting ‘aye’.**

Designated Depository	Funds on Deposit	FDIC/NCUA	Additional	Total Pledged
American Federal Bank	none	n/a	n/a	n/a
Bank of the West	4,588,111.70	250,000.00	5,354,580.00	5,604,580.00
Banc West Investment Services	425,000.00	425,000.00	n/a	425,000.00
Bremer Bank	362,239.94	250,000.00	136,408.00	386,408.00
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	4,568,002.27	250,000.00	4,659,660.06	4,909,660.06
	10,993,353.91	2,225,000.00	10,175,650.06	12,400,650.06

Wheatland Rd. Street Vacation – request to schedule public hearing Huwe said a public hearing needs to be scheduled and the process for a street vacation requires publications over a four week period so asked that it be scheduled for August 19th at 5:00 p.m. **Motion by Bajumpaa, seconded by Bohn, to schedule a Public Hearing for the Wheatland Road Street Vacation for August 19th at 5:00 p.m. Motion Carried with all voting ‘aye’.**

Vector Control Fee – request referral to PW Cmt. Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report – Priebe shared photos of downtown projects at JCPenney and Town Centre Square. Regarding the JCPenney storefront project, she said she has had communications with the contractor and gave an update on the improvements being made. She said the contractor provided an adjusted schedule to include a waterline repair to be done the week of August 26th with completion of the project expected by the end of August. Priebe then talked about the Town Centre Square project, saying it is progressing nicely. She said the Community Enhancement Organization (CEO) will meet Friday, July 19th at 8:00 a.m. where the project will be further reviewed.

Priebe then explained a change in the format of the Economic Development monthly report. She also gave an update on the Absolute Marketing advertising campaign. She added that instead of television advertising they will be focusing more on using Facebook and YouTube, along with display ads in local/regional magazines and publications. Priebe also provided an update regarding the CGI community tour book which she said is hoped to be completed by September 1st.

LIBRARIAN

Library Update MacIver said there were a lot of good things to report with the summer reading program. She said circulation and attendance at the library is one of the highest they have had in the last 3 years. MacIver noted 1,054 kids attended about 46 different activities over the course of the summer reading program. She then reviewed some of the fun program activities that had taken place. She said an end of year party will be held Thursday, July 18th, with prizes being awarded. MacIver also gave an update on the landscaping/outdoor improvements at the library.

POLICE CHIEF

Dakota Ave. Street Closure Request for Crazy Days July 24th Thorsteinson presented a request from the Wahpeton/Breckenridge Chamber of Commerce to hold Crazy Daze on Wednesday, July 24th from 7:00 a.m. to 7:00 p.m. with street closures from 3rd Street to 6th Street on Dakota Avenue beginning at 6:00 a.m. with 4th Street remaining open. **Motion by Schmidt, seconded by Hansey, to approve the closure of Dakota Avenue from 3rd Street to 6th Street (with 4th Street remaining open) on Wednesday, July 24th beginning at 6:00 a.m. for Crazy Daze. Motion Carried with all voting ‘aye’.**

NDSCS Parade Request Oct. 5th Thorsteinson presented a request from NSCS to hold a homecoming parade on October 5th beginning at 10:00 a.m. with the parade forming at Wells Memorial Park in Breckenridge and continuing across the river on the north side of Dakota Avenue westbound to 6th Street then north to the NDSCS oval. **Motion by Bertsch, seconded by Schmidt, to approve the NDSCS Homecoming parade which would include the closure of the north side of Dakota Avenue from the bridge to 6th Street starting at 10:00 a.m. on October 5th. Motion Carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

Miranowski requested referral to PW/PS Committee and also the Finance Committee to **Review the Engineering Project Manager Description.** Mayor Sturdevant will refer this item to the Public Works & Public Safety Committee, and also to the Finance, Personnel & Economic Development Committee.

Miranowski then gave an update on some of the projects currently taking place, which included the Cul de Sac Improvement Project in Oakwood Court, the 6th Street South Shared Use Path, the Briarwood Flood Protection Project, the South Side Drainage Project, the 16th Avenue North Project, the Town Centre Square Plaza Renovation, and the West Side Subdivision Development. Miranowski also gave an update regarding vector control.

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 July 8th. **2014 Budget Premises – motion** to recommend to proceeding with the 2014 budget premises as proposed with the 3% COLA. **Motion** to recommend the incorporation of a pay scale study into the 2014 budget – **Motion by Bohn, seconded by Bertsch, to approve proceeding with the 2014 budget premises as proposed with the 3% COLA, NDPERS retirement shared 1% employer and 1% employee, and an increase in cafeteria benefit only in the family health insurance plan from \$931 to \$1,030. Motion Carried with all voting ‘aye’.** **Motion by Bohn, seconded by Bertsch, to approve incorporating a pay scale study into the 2014 budget.** Discussion held regarding cost and funding. **Motion Carried with all voting ‘aye’.**

Convention & Visitors Bureau Ordinance Update – motion to recommend second reading and adoption of Ordinance No. 952

Council member Bohn offered the second reading of the following Ordinance:

ORDINANCE NO. 952
AN ORDINANCE PROVIDING FOR A ONE PERCENT
TAX FUND GROSS RESTAURANT RECEIPTS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Bertsch. Discussion held regarding the changes made. **Roll call vote 8-0. Motion Carried.**

Leadership Code of Conduct Amendments – discussion

Public Works & Public Safety Committee Report

Hansey said the Public Works Public Safety Committee met at noon on July 9th.

Policy for designation of Handicapped Parking Spaces on Public Streets – discussion

Dilapidated Properties Update – discussion

Request from Mark Sand & Gravel – motion to recommend denial of the special use permit requested at 79 ½ St. SE – **Motion by Hansey, seconded by Dale, to approve denial of the special use permit requested at 79 ½ St SE by Mark Sand & Gravel. Motion Carried with all voting ‘aye’.**

Updates on Comstock/Rosewood Addition – discussion

2014 Budget Premises – discussion

Roof Repairs on Old City Hall – discussion

Sewer Service Reconnection at 121 Dakota Ave. – motion to recommend PW Director to work with property owners to negotiate repairs – **Motion by Hansey, seconded by Schmidt, to approve authorizing the Public Works Director to work with the property owners at 121 Dakota Avenue to negotiate Sewer Service Repairs. Motion Carried with all voting ‘aye’.**

Leadership Code of Conduct Amendments – motion to recommend adoption of Code as Presented – **Motion by Hansey, seconded by Mitskog, to approve the adoption of Leadership Code of Conduct as Presented. Motion Carried with all voting ‘aye’.**

Penalties and Fines for Class B Misdemeanors and Infractions – motion to recommend second reading and adoption of Ordinance No. 953

Council member Hansey offered the second reading of the following Ordinance:

ORDINANCE NO. 953
AN ORDINANCE AMENDING PENALTIES
FOR MISDEMEANORS AND INFRACTIONS

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Dale. Lies further explained the changes. **Roll call vote 8-0. Motion Carried.**

Rezoning Property Fronting West Side of 6th St. S. from 7th Ave. to 11th Ave. – Public Hearing with Planning Commission July 18th at 4:00 p.m.

Disposition of City Owned Lots – ongoing discussion

June 2013 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$185,429.92	\$48,686.45	\$234,116.37
201 WATER OPERATING FUND	\$64,228.85	\$32,180.30	\$96,409.15
202 SANITARY SEWER OPERATING FUND	\$75,262.90	\$19,403.53	\$94,666.43
203 WASTE REMOVAL OPERATING FUND	\$20,048.75	\$715.52	\$20,764.27
205 VECTOR CONTROL FUND	\$13.39	\$1,953.68	\$1,967.07
206 STREET LIGHTING	\$8,287.04		\$8,287.04
209 LIBRARY LEVY FUND	\$5,901.65	\$13,970.40	\$19,872.05
213 ADVERTISING LEVY FUND	\$3,172.26		\$3,172.26
216 AIRPORT 4-MILL LEVY FUND		\$449.98	\$449.98
217 PLANN COMMISSION LEVY FUND	\$886.50	\$1,094.87	\$1,981.37
222 SOCIAL SECURITY LEVY FUND	\$23,383.79		\$23,383.79
224 RETIREMENT FUND	\$25,752.35		\$25,752.35
226 EMPLOYEE SAFETY COMMITTEE	\$118.00		\$118.00
227 ANNUAL RESERVE WH FUND		-\$2,209.00	-\$2,209.00
229 CAPITAL IMPROVEMENTS FUND	\$26,637.23		\$26,637.23
236 LEVEE MAINTENANCE	\$1,985.22	\$6,134.92	\$8,120.14
253 METER DEPOSITS TRUST FUND	\$172.20		\$172.20
271 ECONOMIC DEVEL DEPT FUND	\$936.85	\$11,258.72	\$12,195.57
303 MISCELLANEOUS FUND	\$105.60		\$105.60
305 VECTOR CONTROL DIST LEVY FUND		\$844.56	\$844.56
315 TAX INCREMENT FUND	\$3,750.00		\$3,750.00
318 WEED MAINT LEVY FUND	\$6,488.50		\$6,488.50
319 LODGING TAX FUND	\$5,674.40		\$5,674.40
320 SALES TAX OPERATING FUND	\$15,666.66		\$15,666.66
323 SALES TAX DEVELOPERS AGMNT RES	\$7,455.50		\$7,455.50
325 SALES TAX H.E.L.P. HOUSING FUND	\$190.00		\$190.00
326 REVOLVING LOAN FUND	\$1,250.00		\$1,250.00
361 GASOLINE,OIL,ETC	\$17,603.52	-\$4,291.29	\$13,312.23
390 CLUBHOUSE MAINTENANCE	\$860.80		\$860.80
393 DOWNTOWN CARE & MTC FUND	\$24,276.15	-\$24,140.00	\$136.15
395 CERT	\$167.32		\$167.32
572 SALES TAX FOR FLOOD FUND	\$30,211.06		\$30,211.06
574 5-2-97 (FLOOD PHASE II)	\$1,701.43		\$1,701.43
608 08-02-03 SSIDE STORM SEWER	\$1,170.12		\$1,170.12
611 S SIDE DRAINAGE IMP DR09-150	\$9,062.00		\$9,062.00
615 CUL DE SAC IMPROVEMENTS	\$11,780.00		\$11,780.00
620 TOWN CENTRE SQUARE	\$747.50	\$24,140.00	\$24,887.50
630 WESTSIDE NATURAL DRAIN PROJ.	\$69.00		\$69.00
631 11TH ST. N. AVE B TO 16TH AVE	\$971.82		\$971.82
635 LIFT STATION NO. 5 SS12-192	\$87,102.00		\$87,102.00
TOTAL	\$668,520.28	\$130,192.64	\$798,712.92

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Planning Commission, July 18th, 4:00 P.M. (Public Hearing on 6th St. S. Rezone)
- b. Finance Committee July 22nd, 12:00 Noon
- c. PW/PS Committee July 23rd, 5:00 P.M.
- d. Special City Council Meeting, July 29th, 12:00 Noon (Public Hearing – Resolution Declaring Work Necessary Commercial Street Rehab Street Improvement District 12-04-04)

Motion by Mitskog, seconded by Bertsch, to adjourn at 5:45 p.m.

Mayor Sturdevant

Lynelle Amos, Finance Assistant