

**Wahpeton City Council**  
**July 5, 2011**

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

**Absent:** None

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

Meeting called to order by Mayor Sturdevant.

**PUBLIC HEARINGS/ETC.**

Connie Nennig of Breckenridge addressed the Council regarding the selection process for choosing employees for the Dakota Avenue flowers maintenance jobs. Following discussion, Bertsch suggested that the Mayor, Huwe and she meet with Nennig later in the week to further discuss this matter.

**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 June 20, 2011**

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

Site Authorization for NDSCS Cat Backers Club

Game of Chance License for Red River Area Sportsman Club

Other Games of Chance and/or special permits

**Presentation/Approval of Reports**

Dilapidated Properties Report

Invitation to Wahpeton Airport Authority Runways 15/33 Dedication

Bearing Fruit – June 2011 American City & County

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

**ITEMS REQUESTED MOVED FROM THE CONSENT AGENDA** None.

**REPORTS**

**FINANCE DIRECTOR/AUDITOR**

Huwe said she had four items that need to be reviewed by both the Finance Committee and Public Works Committee and asked if the items should be put on both committee's agendas or if a Committee of the Whole meeting should be held, which the Council members preferred the latter.

**Proposals for 86 Dakota Ave. – request referral to Finance Cmt.** Huwe stated that 3 proposals had been received on this property. Mayor Sturdevant will refer this item to the Committee of the Whole.

**Flood Project Financial Update – request referral to Finance & PW Cmts.** Huwe said correspondence has been received from the Army Corps of Engineers that needs action from the Flood Committee and wants the Council to be informed as well. Mayor Sturdevant will refer this item to the Committee of the Whole.

**2012 Budget Calendar Update** Mayor Sturdevant will refer this item to the Committee of the Whole.

Huwe announced that notification was received on Friday, July 1<sup>st</sup> that the grant application to the ND Dept of Emergency Services for snow removal expenses was approved. The State Legislature had appropriated \$9,000,000 to be allocated to cities, counties and townships for extraordinary snow removal expenses incurred between January 1 and March 31, 2011. The City of Wahpeton's total expenses were about \$158,000, and the grant received was for the amount of \$52,456.

Huwe said an invoice was received for air conditioning repairs made at the Golf Clubhouse and to make this amount of disbursement from the Club Maintenance Fund will need Council recommendation, so asked that this be referred to the PW Committee to evaluate those expenses. Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

### **ATTORNEY**

**Appointment to Assistant City Attorney** Lies introduced Megan Kummer, new employee with Lies & Bullis Law Firm, and referred Kummer as the Assistant City Attorney asking for Council approval. Kummer then gave a brief background history of herself. **Motion by Mitskog, second by DeVries, to appoint Megan Kummer as the Assistant City Attorney. Motion Carried.**

### **ECONOMIC DEVELOPMENT DIRECTOR**

#### **Economic Development Report**

**Comprehensive Plan Final Draft – request referral to Finance & PW Cmts.** Priebe reported that the Planning Commission met earlier today and asked that the Comprehensive Plan Update be referred to the Committee of the Whole. The Planning Commission plans to make a formal recommendation to the City Council at their July 21<sup>st</sup> meeting, and plan formal adoption on August 1<sup>st</sup>. Mayor Sturdevant will refer this item to the Committee of the Whole. Priebe then provided information as to where the draft document can be reviewed, and talked about the top priorities.

Priebe said a pre-bid meeting regarding the Hwy 13 natural gas pipeline project was held June 28<sup>th</sup>, and that bid opening will be Friday, July 8<sup>th</sup> at 1:00pm at City Hall. Priebe then provided a map showing where the pipeline is planned to be located.

### **LIBRARIAN**

**Library Info Update** MacIver announced that Library2Go is now up and running. She distributed bookmarks listing all the different options available to patrons through this new program, such as audio books, e-books, movies, and music as well as TumbleBooks and TutorND. MacIver said the public will be informed when classes will be held for those with e-readers. She said the library is very excited about these new programs and hope the public will use them.

### **PUBLIC WORKS DIRECTOR NELSON**

#### **PW Report**

#### **Resolution No. 3452 Approving Plans and Specifications and Estimate of Costs for Street Improvement District 10-03-04 (Alley Improvements, Various Locations, Project No. ST10-162)**

Nelson explained that the 3 alley locations proposed to be paved in concrete were on the North side with the first being between 8<sup>th</sup> and 7<sup>th</sup> Avenues between 4<sup>th</sup> and 5<sup>th</sup> Streets, the second between 9<sup>th</sup> and 10<sup>th</sup> Streets between 4<sup>th</sup> and 5<sup>th</sup> Avenues, and the third alley is between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues between 6<sup>th</sup> and 7<sup>th</sup> Streets.

Council member Mitskog offered the following and moved its adoption:

**RESOLUTION NO. 3452**  
**APPROVING PLANS AND SPECIFICATIONS**  
**AND ESTIMATE OF COSTS FOR STREET IMPROVEMENT**

**DISTRICT 10-03-04 (Alley Improvements, Various Locations, Project No. ST10-162)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Bertsch, Motion Carried.

**Resolution No. 3453 Directing Advertisement of Bids in Street Improvement District 10-03-04 (Alley Improvements, Various Locations, Project No. ST10-162)**

Council member DeVries offered the following and moved its adoption:

**RESOLUTION NO. 3453**  
**DIRECTING ADVERTISEMENT OF BIDS TO**  
**STREET IMPROVEMENT DISTRICT 10-03-04**  
**(Alley Improvements, Various Locations, Project No. ST10-162)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Dale, Motion Carried. It was noted that bid opening will be held at 11:00am on July 28<sup>th</sup>.

**Request for Permission to Advertise for Bids for Water Treatment Plant Energy Efficiency and HVAC Improvements, Phase 2, Project No. W09-164** Nelson explained the improvements to be made and said the estimated cost of this project is \$62,200 of which \$23,100 to be used is the remainder of a grant the City received from the US Dept of Energy. **Motion by Bertsch, second by Hansey, to approve advertising for Bids for Water Treatment Plant Energy Efficiency and HVAC Improvements, Phase 2, Project No. W09-164. Motion Carried.**

**Permission to Advertise for Bids for Leach Library Waterproofing & Grounds Improvements, Project No. L10-176 – request referral to PW Cmt.** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

**Nuisance Complaints – request referral to PW Cmt.** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

**Old City Hall Evaluation Results – request referral to Finance & PW Cmts.** Mayor Sturdevant will refer this item to the Committee of the Whole.

Nelson asked for referral to PW Committee for **request for lease of space on Water Tower #1 (on 11<sup>th</sup> Street) for telecommunications equipment.** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson asked for referral to PW Committee of **Professional Services Agreement for Preliminary Design and Project Concept Report for 6<sup>th</sup> St S Shared Use Path.** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson asked for referral to PW Committee for **disposition/consideration of a fire damaged dwelling at 610 8th St N** Mayor Sturdevant will refer this item to Public Works & Public Safety Committee.

Nelson then reported that the Dakota Avenue enhancement project is resuming work on the monument next to the bridge on the south side. Discussion was also held regarding the timing on the 4<sup>th</sup> Street signal lights.

**Weed Board Meeting Notice for July 18<sup>th</sup> at 12:00 Noon**

Nelson also noted that the Westside Drainage Joint Powers Agreement Board would be July 19<sup>th</sup> at 6:30pm.

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

### **REPORTS FROM THE CITY COUNCIL COMMITTEES**

#### **Finance Committee Report**

Bohn said the Finance Committee met at 5:00pm on June 27<sup>th</sup>.

**ND Housing Finance Agency request for funding for statewide housing study – motion to recommend contributing the results of the 2010 Wahpeton Breckenridge Comprehensive Housing Study – Motion by Bohn, second by Bajumpaa, to contribute the results of the 2010 Wahpeton/Breckenridge Comprehensive Housing Study in lieu of a cash contribution. Motion Carried.**

**Sale of City Owned Lots – motion to recommend approval of minimum price of \$5,000 or best offer on in-fill lots – Motion by Bohn, second by Mitskog, to approve the price of \$5,000 or best offer for the City in-fill lots with the reversionary clause that the house plans (either existing or new construction) are completed within 12 months of the purchase of the lot, specific to 403 6<sup>th</sup> Street North. Some clarification was made. Motion Carried.**

**Revolving Loan Fund Fees – ongoing discussion**

**Budget 2012 Calendar and Goals – ongoing discussion**

**Town Centre Square Update – postponed**

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

Hansey said the Publics Works Public Safety Committee met on June 28<sup>th</sup> at 5:00pm.

**Request for Cost Participation for Sewer Service Replacement – no action**

**Dilapidated Properties Update – See Consent Agenda Reports**

**Lake Agassiz Water Authority Membership Dues – motion to decline dues payment – Motion by Hansey, second by Hartman, to approve declining payment of the Lake Agassiz Water Authority Membership Dues. Discussion held. Motion Carried.**

**Change Order No. 10 with Duininck, Inc. for Dakota Ave. Reconstruction Proj. NHU-SU-8-013(037)390 for \$3,396.50 – motion to recommend approval – Motion by Hansey, second by DeVries, to approve Change Order No. 10 with Duininck, Inc. for Dakota Avenue Reconstruction, Project NHU-SU-8-013(037)390 in the amount of \$3,396.50. Roll-call vote with all members voting ‘aye’ (8-0). Motion Carried.**

**Modifications to On-Street Parking on 4<sup>th</sup> St. S. from Dakota Ave. to RR – motion to recommend approval of parallel parking as proposed – Motion by Hansey, second by Hartman, to approve Modification to On-Street Parking on 4<sup>th</sup> Street South from Dakota Avenue to the railroad. Discussion held. Motion Carried, (6-2) with Bertsch, Hansey, Hartman, DeVries, Dale and Bohn voting ‘aye’; and Mitskog and Bajumpaa voting ‘nay’.**

**Establishment of On-Street Parking Restrictions on 19<sup>th</sup> St. N. – motion to recommend approval of No Parking between 2 AM – 6 AM – Motion by Hansey, second by Dale, to approve establishing On-Street Parking Restrictions on 19<sup>th</sup> Street North – No parking between 2 AM – 6 AM. Motion Carried.**

**Permission to Advertise for Bids for Automatic Meter Reading System – discussion**

**Joint Powers Agreement with Center & Dwight Townships for Cleaning and Maintaining the Westside Natural Drain – continued**

**ND Pollutant Discharge Elimination System (NDPDES) Permit Renewal – discussion**

**Proposed Amendment to City Ord. Ch. 17, Subdivision Regulations for Minor Re-plats - discussion**

Sturdevant then thanked Hansey for his efforts in assisting with the Fireworks Committee this year.

#### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee July 11<sup>th</sup>, 12:00 Noon
- b. PW/PS Committee July 12<sup>th</sup>, 12:00 Noon
- c. Flood Committee July 15<sup>th</sup>, 7:00 A.M. (Changed to July 14<sup>th</sup> at Noon)
- d. Weed Board July 18<sup>th</sup>, 12:00 Noon

It was noted that an EDC meeting will be held Wednesday, July 6<sup>th</sup> at Noon. Due to conflicts scheduling a Committee of the Whole meeting, it was decided that the time sensitive agenda item regarding bids for the 86 Dakota Avenue property would be discussed at the next regularly scheduled Finance Committee and Public Works Committee meetings and each will make a recommendation to the Council.

**Motion by Mitskog, seconded by Hartman, to adjourn.**

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Mayor Sturdevant

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Lynelle Amos, Finance Assistant