

Wahpeton City Council

April 18, 2022

5:00 p.m.

Present: Lambrecht, Carlson, Goltz, Wateland, Dale, Bohn, Fobb, Woods II, and McNary

Absent: None

Also Present: Huwe, Hatting, Miranowski, Broadland, Bakken, Thorsteinson, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

A Joint Public Hearing will be held with the Planning Commission on the following items:

Westdale 3rd Addition Plat Approval Res. and 2nd Reading of PUD Ord. 1031 (continuation of hearing of Oct. 4, 2021) – DeVillers said the Planning Commission was reconvened and referred to Miranowski for explanation of the Westdale 3rd Addition Final Plat Resolution No. 3827, second reading of PUD for Westdale 3rd Addition Ordinance No. 1031, rezoning of part of Valley 1st Addition from B-2 to R-3 Ordinance No. 1034, and rezoning of part of Rosewood 2nd Addition from B-3 to R-3 Ordinance No. 1035. It was asked if there was anyone present to speak about the proposed resolution and ordinances of which there was none. When asked, Huwe said there have been no inquiries or comments, either written or in person, regarding the proposed resolution and ordinances. The Planning Commission was asked for their recommendation. **Motion by Hickel, seconded by Bohn, to recommend to the City Council to approve Resolution No. 3827, Ordinance No. 1031, Ordinance No. 1034, and Ordinance No. 1035. Motion carried with all voting 'aye'.**

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3827
RESOLUTION APPROVING
THE PLAT OF WESTDALE 3RD 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 McNary. Motion carried with a roll call vote 8-0.

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

ORDINANCE NO. 1031
AN ORDINANCE AMENDING SECTION 46 ZONING
ARTICLE III – ZONING DISTRICTS DIVISION 5 OTHER DISTRICTS
(CREATING PLANNED UNIT DEVELOPMENT ZONING FOR
WESTDALE THIRD ADDITION)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with all roll call vote of 8-0.

Valley 1st Addition Rezone Ord. 1034, plat pending

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

ORDINANCE NO. 1034
AN ORDINANCE REZONING FROM B-2 HEAVY TO RESIDENTIAL R-3
MULTIPLE-FAMILY
(Valley First Addition)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with all roll call vote of 8-0.

Rosewood 2nd Addition Rezone Ord. 1035, plat pending

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

ORDINANCE NO. 1035
AN ORDINANCE REZONING FROM B-3 HIGHWAY TO RESIDENTIAL R-3
MULTIPLE FAMILY
(Rosewood Second Addition)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with all roll call vote of 8-0.

Hatting noted for the plat approvals for the future Valley 2nd Addition and Rosewood 3rd Addition are pending and that hearing will be continued to a later date. The Public Hearing was then concluded.

Motion by Hickel, seconded by Pauly, to adjourn the Planning Commission meeting at 5:13 p.m. Motion carried with all voting ‘aye’.

Proclamation for National Small Business Week May 1st-7th – Bohn read a proclamation and Dale declared National Small Business Week May 1-7, 2022 in the City of Wahpeton.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held April 4, 2022

Approval of minutes of special meeting held April 12, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton High School Music Department – Raffle Permit

Southern Valley Figure Skating – Site Authorization at the Driftwood Lounge

Wahpeton Hockey Association – Site Authorization at the Sportman’s Lounge

Wahpeton Hockey Association – Site Authorization at the Firehouse Pub

Other Games of Chance and/or Special Permits:

CHI Health At Home – Raffle Permit

Presentation/Approval of Reports

March 2022 Financial Statements

March 2022 Bill Pay Report (\$1,585,119.11 – see below)

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none.

Motion by Lambrecht, seconded by Carlson, to approve the Consent Agenda items as presented.

Motion carried with all voting ‘aye’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Refunding & Improvement Bond Sale Scheduled for June – Huwe said the City is in the process of planning a refunding and improvement bond sale for June preferably during a Council meeting as there will be some resolutions that will need to be adopted. Mike Manstrom with Colliers International is the City’s municipal financial advisor who usually puts together the City’s bond sales and markets them. It is planned to sell approximately \$5.6 million of bonds in June to reimburse the City for project funds for the following completed projects: John Randall Field parking lot, Parts of Laura Hughes Drive and parts of RJ Hughes Drive, Central School Alleyway, the Prairie Flats Addition, the Edgewood Addition, and the Westdale 3rd Addition. It may also be proposed to anticipation bond a rezoning project. These are all special assessment bonds that will be repaid via special assessments and the actions of the Special Assessment Committee. It was noted timing of interest rates is important so would like to do before the Federal Reserve meets again. Four of these projects were for new residential developments resulting in 87 new build-ready lots. The pro-forma sources and uses of bonds proceeds will be referred to the Finance Committee as soon as they are available.

Referrals to Finance Cmt.:

Capital Improvements Plan Review and Adoption Process – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

MuniCode Codification Update Quote – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Development Agreements Outstanding – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Election 2022 – Huwe said the candidacy filing deadline was April 11th at 4:00 p.m. The City Council has five position vacancies with the following candidates: for Mayor candidates Steve Dale, Jason Goltz, Brett Lambrecht, and Nicholas Nelson; for Ward 1 candidate Chad Perdue, for Ward 3 candidate Tiana Bohn, and Council At-Large two position openings with candidates Nicole Colon, Kelly McNary, Cory Unruh, and Lane Wateland. The Wahpeton Park Board has three position vacancies with four candidates Zachary Hatting, Cortney Mann, Debra Tobias, and Brian Watson. The City election is 57 days away on June 14th. Discussion held regarding early voting and absentee voting.

Mayor Dale referred an update on the purchase of the former M & H property to the Finance Committee.

ATTORNEY

Update of Homestead Addition Assessment District ST21-263 Boundaries – Hatting explained the Council recently approved the development agreement between the City and the Wahpeton Community Development Corporation related to TIF funds and infrastructure improvements south of Walmart. As part of that agreement the CDC petitioned to have the special assessment district already created for the northern piece previously annexed into the City increased by adding the southern piece to the assessment district. They are the only land-owner impacted by this. They are asking to increase the size of their district so that they may spread out any potential special assessments over the entire parcel that is benefited. She requested approval of Resolution No. 3828 to increase the size of that special assessment district to include the remainder of the CDC owned property.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3828
RESOLUTION MODIFYING
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Homestead Addition Assessment District ST21-263)

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

LIBRARY DIRECTOR

Library Report – Bakken reported the Red River Valley Kids reading group reading the book ‘Storm Warning’ by Elizabeth Raum met today and will meet Thursday for discussion. Next Tuesday, April 26th, the author will visit the library. Copies of the book are still available. The Leach Reads Book Club will meet Wednesday. Thursday evening a craft session will be held on tea cup gardening. Regular story times will be held this week. A Library Board meeting will be held on April 28th. It was noted the board will have an opening on July 1st and anyone interested can contact the library or City Hall.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski requested referral to Public Works Committee of an **Engineering Contract with Interstate Engineering for the New Well Field Design and Construction Engineering**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Review of Plans and Specs for Homestead Addition Improvements**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided an update on operational items that the Public Works Department is currently working on or have completed in the past two weeks.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Wateland said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on April 11th.

Additional Fireworks Retail License Inquiry – motion to approve 5 licenses – Motion by Wateland, seconded by Goltz, to approve the 5 Fireworks Retail Licenses for 2022: Cory Unruh-Little Unny’s, Joshua Herman-Jerry’s Fireworks, Jim Sturdevant-Sturdevant Properties, Wahpeton FFA Alumni Chapter-Ace Hardware, and Dino Alexakos-Ben Franklin Fireworks. Motion carried with all voting ‘aye’.

Development Agreement Former Central School Site – discussion

Development Agreement for Rosewood 3rd Addition & Valley 2nd Addition – discussion

Development Agreement Westdale 2021 – Lot Purchase Option – motion to draft new development agreement – Motion by Wateland, seconded by Lambrecht, to approve drafting a new Development Agreement with Burchill Construction, LLC for Westdale 2021 Single Family Housing Project option for three additional parcels with the same terms, increasing the limit to \$295,000, and contingent upon construction financing being determined. Motion carried with all voting ‘aye’.

Northside Industrial Park Inquiries – motion to approve the proposal from Valley Fiber Processing with contingencies – Wateland said Valley Fiber Processing has made some changes to the purchase agreement so requested this item be referred back to the Finance Committee. Mayor Dale will refer this item back to the Finance, Personnel & Economic Development Committee.

Motion to decline storage facility purchase agreement – Motion by Wateland, seconded by Goltz, to approve formally responding to Merck respectfully thanking them and declining their storage facility purchase agreement offer for land in the Northside Industrial Park and encouraging them to look for another section of land in Wahpeton. Motion carried with all voting ‘aye’.

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on April 12th.

Review of Bids & Award Project Northern Dewatering for By-Pass of Lift Station – motion to approve \$23,895 – Motion by Bohn, seconded by Woods, to approve awarding the Lift Station #1 By-Pass Project to Northern Dewatering at a cost of \$23,895. Discussion held. Motion carried with a roll call vote of 8-0.

Ordinance Regarding Violations for the Tree and Yard Waste Disposal Site – pending

Ordinance Regarding Parking of Trucks, Buses, Trailers, Etc. on Streets – pending

Safe Routes to School Balancing Change Order and Final Pay Application – motion to approve CCO #1 and CCO #2/Final with Ti-Zack for \$32,947.75 – Motion by Bohn, seconded by Woods, to approve Change Order #1 and Change Order #2 for a total of \$32,947.75 for the Safe Routes to School Project completed by Ti-Zack Concrete Inc. Motion carried with a roll call vote of 8-0.

Review Engineering Design Standards – discussion

Review Development Standards – discussion

Review Hydrant Meter Policy – motion to approve with changes – Motion by Bohn, seconded by McNary, to approve updating the Hydrant Meter Policy with the noted changes. Motion carried with all voting ‘aye’.

Review Shared Use Path Master Plan – discussion

Official Tree List - discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals – See PW Director’s Report

NEW BUSINESS

Mayor’s Minute Update – Dale provided an update on the Tree Grant Program, saying the deadline for diseased and dangerous tree removal was April 1st with about 25 trees qualifying for the grant. Bids are being solicited and it looks like the grant amount should be able to be maximized. For the planting of new trees the deadline is May 1st. Most of those taking advantage of dangerous and diseased tree removal are taking advantage of the new trees. It is believed there will still be monies left over in the grant funding if anyone else is interested in planting boulevard trees that they would want considered and should contact Community Development Director DeVries. The project triggered the removal of 4-10 other dangerous trees where the homeowners are going to remove them themselves but would like to be eligible for the new tree planting.

March 2022 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$299,292.13	\$63,381.12	\$362,673.25
201 WATER OPERATING FUND	\$159,530.31	\$45,698.89	\$205,229.20
202 SANITARY SEWER OPERATING FUND	\$44,956.98	\$28,269.70	\$73,226.68
203 WASTE REMOVAL OPERATING FUND	\$28,992.63	\$1,300.42	\$30,293.05
204 WASTE REDUCTION FUND	\$500.00		\$500.00
205 VECTOR CONTROL FUND	\$6,387.59	\$1,401.04	\$7,788.63
206 STREET LIGHTING	\$16,611.80	\$5.15	\$16,616.95
207 STORM WATER UTILITY		\$2.00	\$2.00
209 LIBRARY LEVY FUND	\$17,291.61		\$17,291.61
216 AIRPORT 4-MILL LEVY FUND		\$897.06	\$897.06
226 EMPLOYEE SAFETY COMMITTEE	\$768.47		\$768.47
229 CAPITAL IMPROVEMENTS FUND	\$29,649.16		\$29,649.16
231 FD BLDG & EQUIP LEVY FUND	\$22,064.00		\$22,064.00
233 REAL ESTATE LEVY FUND	\$20.00		\$20.00
234 SPECIAL STREET MAINT FUND	\$15,653.91		\$15,653.91
235 SNOW/FLOOD EMERG LEVY FUND	\$3,934.00		\$3,934.00
236 LEVEE MAINTENANCE	\$6,865.09	\$9,492.36	\$16,357.45
253 METER DEPOSITS TRUST FUND	\$82.44		\$82.44
271 ECONOMIC DEVEL DEPT FUND	\$986.00	\$12,006.62	\$12,992.62
315 TAX INCREMENT FUND	\$1,550.00		\$1,550.00
318 WEED MAINT LEVY FUND	\$261.00		\$261.00
319 LODGING TAX FUND	\$6,620.71		\$6,620.71
320 SALES TAX OPERATING FUND	\$60,939.85		\$60,939.85
323 SALES TAX DEVELOPERS AGMNT RES	\$100.00		\$100.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
345 SPECIAL ASSESSMENT ASSISTANCE	\$1,029.59		\$1,029.59
365 PD SPEC EQUIP SINKING FUND	\$1,355.00		\$1,355.00
390 CLUBHOUSE MAINTENANCE	\$489.00		\$489.00
393 1% RESTAURANT TAX FUND	\$996.51		\$996.51
572 SALES TAX FOR FLOOD FUND	\$528,005.95		\$528,005.95
659 RIVER POINTE ACRES	\$20.00		\$20.00
668 JR FIELD PARKING LIT & HUGHES DR	\$2,406.66		\$2,406.66
672 8TH AVE. N PROJ. ST19-248	\$29,234.97		\$29,234.97
673 LOY AVE & 12TH ST PROJ ST19-249	\$3,171.93		\$3,171.93
675 WELL FIELD RECLO PROJ W19-251	\$43.20		\$43.20

679 W.WATER FACILITY PLAN	\$8,209.00		\$8,209.00
680 COMPREHENSIVE PLAN	\$5,306.25		\$5,306.25
681 HOMESTEAD DEVELOPMENT ST21-263	\$40,068.77		\$40,068.77
684 WESTDALE 3 ADDITION ST21-264	\$29,258.56		\$29,258.56
685 SS LS GENERATORS SS21-265	\$2,706.00		\$2,706.00
686 DOWNTOWN S STREETS2 ST21-259	\$46,549.01		\$46,549.01
687 NON FEDAID DOWNTOWN S ST ST22-266	\$340.00		\$340.00
TOTAL	\$1,422,664.75	\$162,454.36	\$1,585,119.11

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee April 25th, 5:00 PM
- b. Public Works Committee April 26th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:47 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant