

**Wahpeton City Council**  
**October 18, 2021**  
**5:00 p.m.**

**Present:** Lambrecht, Wateland, Dale, Bohn, and Woods II

**Absent:** Carlson, Goltz, Fobb, and McNary

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

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Joint Public Hearing with Planning Commission – Westdale 3<sup>rd</sup> Addition Plat** – Miranowski said this item would be continued to the first meeting of March 2022.

**PUD for Westdale 3 Ord. No. 1031** – Miranowski said this item would be continued to the first meeting of March 2022.

**Homestead Addition Plat** – DeVillers said the Planning Commission was reconvened and Miranowski referred to John Lowry of Lowry Engineering regarding the Homestead Addition final plat of which he provided a brief overview. The property is located south of Walmart/west of Highway 210 and is owned by the Wahpeton Community Development Corporation. It was suggested the plat be approved contingent upon Lowry and the CDC submitting a grading plan for staff to approve. It was asked if there was anyone present to speak about the plat of which there was none. When asked, Huwe said there have been no inquiries or protests, either written or in person, on the proposed plat. Discussion held. The Planning Commission was asked for their recommendation. **Motion by Dockter, seconded by Hickel, to recommend to the City Council to approve the Homestead Addition Final Plat contingent upon approval of an Updated Grading Plan. Motion carried with all voting 'aye'.**

Council member Bohn offered the following and moved its adoption contingent on approval of an Updated Grading Plan:

**RESOLUTION NO. 3809**  
**RESOLUTION APPROVING**  
**THE PLAT OF HOMESTEAD 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 Lambrecht. Motion carried with a roll call vote 4-0.

**Motion by Hickel, seconded by Bohn, to adjourn the Planning Commission meeting at 5:28 p.m. Motion carried with all voting 'aye'.**

**Proclamation – Domestic Violence Awareness Month** – DeVries, accompanied by Becky DeVries of the Three Rivers Crisis Center, read a Proclamation recognizing Domestic Violence Awareness Month – October 2021.

**Proclamation – Extra Mile Day** – Huwe read a Proclamation proclaiming November 1, 2021 to be Extra Mile Day.

**Presentation & Congratulations to Steve Fehr, PW Superintendent on his Retirement** – Miranowski presented Steve Fehr with a plaque congratulating him on his retirement and thanking him for over 12 years of dedicated service to this community. Appreciation and gratitude were shown through a round of applause and standing ovation.

**CONSENT AGENDA ITEMS (presented by the Mayor) –**

**Approval of minutes of regular meeting held October 4, 2021**

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

Chahinkapa Zoo – Raffle Permit

Humane Society – Raffle Permit

**Other Games of Chance and/or Special Permits:**

District 10 VFW Auxiliary - Wahpeton – Raffle Permit

**Presentation/Approval of Reports**

September 2021 Bill Pay Report \$2,099,092.20 – see below

September 2021 Financial Statements

WBI Energy Transmission Inc. Open House on Natural Gas Expansion Project

Convention & Visitors Bureau Q2 2021 Report

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

**Motion by Wateland, seconded by Lambrecht, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**City License Renewals** – Huwe said the City licenses for liquor, tobacco, cabaret, taxi cabs, amusement devices, itinerant merchants, secondhand goods dealers, house movers and waste haulers are issued on a calendar year basis. Renewal applications will be sent out in early November and presented to the Council for approval at the first meeting in December. The liquor license renewal will require each of the Class C license holders to provide a statement from a certified public accountant certifying gross food sales are greater than 50% of the licensees’ total sales.

**City Insurance Policy Summary – request referral to Finance Cmt.** – Huwe explained the City of Wahpeton purchases general liability, public asset, and auto insurance through the North Dakota Insurance Reserve Fund. Real property and outdoor property coverage are underwritten by the ND State Fire & Tornado Fund. Boiler and machine breakdown coverage is provided by Hartford Steam Boiler, and the ND State Bonding Fund provides fidelity bond coverage for political subdivisions. Annually the City pays approximately \$90,000 for risk management insurance coverage excluding Workforce Safety. The City’s primary policy renewal date is October 4<sup>th</sup>. She requested to have the Finance Committee review the policies in force and coverage limits. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**ND Insurance Dept. Fire District Distribution 2021 – request referral to Finance Cmt.** – Huwe said the City receives a formulary tax payment from the ND Insurance Department each year based on the gross insurance premium reported in the Wahpeton Volunteer Fire Department district (the City). The 2021 allocation is \$87,814.21. The Fire Department received \$77,843.11 in 2020. The ND Century Code identifies the only eligible uses of the funds are not less than half the proceeds are to be deposited into the Firefighters Relief Association and the remaining funds are to be used to maintain the Fire Department. The Fire Chief requests a motion directing a disbursement to the FD Relief Fund

of \$1,400 per name on the Fire Department roster (approximately 45) for a total of \$63,000. The remaining \$24,814.21 will remain in the Fire Department mill levy for the purchase of firefighting equipment. Huwe requested to have the Finance Committee review the proposed disbursement allocations. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**Special Election Reminder – Tuesday, October 26<sup>th</sup>** – Huwe reported information about the special sales tax election on Tuesday, October 26<sup>th</sup> is available on the City’s website homepage under public notices. There will be a single polling location at the Wahpeton Community Center, with absentee ballots available at City Hall. Polls will be open from 7:00 am to 7:00 pm. A current ID with current address is required to vote.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries introduced Amanda Fisher and Stacia Henningsen who had been members of the Mayor’s Ad-hoc Wahpeton Recreation Center Committee. They talked about next steps should voters approve the additional sales tax to construct a Wahpeton Recreation Center. Sub-committees would need to be created and the City Council and Park Board members/employees would be asked to be involved in the committees which would involve a significant time commitment. Suggested sub-committees were: Community Outreach; Fundraising; Design & Construction; and Operations & Finances. Discussion held.

DeVries said he has been promoting the Holiday Lights Parade scheduled for December 11<sup>th</sup>. Those interested in participating should contact DeVries. Volunteers are still being sought to assist with putting lights up on the trees along Holiday Lane in Chahinkapa Park.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported the Chocolate Chocolate Day and Book Sale was very successful last week. It is National Friends of Libraries Week and Bakken thanked the Leach Public Library Friends of the Library for all of their support throughout the years and for their assistance with projects. Library happenings include story time, craft sessions for kids and adults, the haunted library on October 30<sup>th</sup> from 10:00 am-12:30pm, and a Library Board meeting on October 28<sup>th</sup> at 4:00 pm.

### **POLICE CHIEF**

**2022 Patrol Vehicle Proposals – request referral to PW Cmt.** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

### **PUBLIC WORKS DIRECTOR**

**PW Report** – Miranowski requested referral to Finance Committee of **Creating a Model for Staff Evaluations**. Mayor Dale will refer this item to the Finance, Personnel & Economic Development 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.

[DeVries exit at 6:02pm]

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

**Finance, Personnel & Economic Development Committee Report (No meeting held)**

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

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on October 12<sup>th</sup>.

**ND DOT Urban Road Mtc. Agreement – motion to approve – Motion by Bohn, seconded by Woods, to approve the annual ND DOT Urban Roads Maintenance Agreement. Motion carried with all voting ‘aye’.**

**Sanitary Sewer Lift Station #8 Generator Design Services Agreement – motion to approve agreement with Interstate Engineering \$18,932 – Motion by Bohn, seconded by Woods, to approve the Engineering Agreement with Interstate Engineering for a Generator at Sanitary Sewer Lift Station #8 at a cost of \$18,931.96. Motion carried with a roll call vote of 4-0.**

**Loy Ave. & 12<sup>th</sup> St. N. Reconstruction Proj. No. ST19-249 Approval of Plans & Specs and Proceed to Advertise for Bids – motion to approve project resolutions –**

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3810**  
**RESOLUTION RECEIVING AND APPROVING  
ENGINEER’S REPORT IN WATER, STREETS, STREET LIGHTS,  
STORM/SANITARY SEWER IMPROVEMENT DISTRICT  
LOY AVENUE AND 12<sup>TH</sup> STREET NORTH PROJECT NO. ST19-249**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3811**  
**RESOLUTION DIRECTING PREPARATION FOR PLANS  
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT  
IN WATER, STREETS, STREET LIGHTS, STORM/SANITARY SEWER  
IMPROVEMENT DISTRICT LOY AVENUE AND 12<sup>TH</sup> STREET NORTH  
PROJECT NO. ST19-249**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3812**  
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ESTIMATE OF COST FOR WATER, STREETS, STREET LIGHTS,  
STORM/SANITARY SEWER IMPROVEMENT DISTRICT  
LOY AVENUE AND 12<sup>TH</sup> STREET NORTH PROJECT NO. ST19-249**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3813**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
FOR BIDS FOR CONSTRUCTION OF WATER, STREETS, STREET LIGHTS,  
STORM/SANITARY SEWER IMPROVEMENT DISTRICT LOY AVENUE AND 12<sup>TH</sup>  
STREET NORTH PROJECT NO. ST19-249**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

## ND DOT Potential Projects List – discussion

### Daytime Snowplowing Operations

### Parking Ordinance RV's

### Agreement with Richland County Water Resource District for SW Drain #2

### Yard Junk/Clutter Updates - discussion

### Building Official Updates – discussion

### Referrals – Employee Evaluations

## NEW BUSINESS

**Mayor's Minute Update** – Dale reported he and Damon DeVillers of Interstate Engineering attended a Zoom meeting with the State Water Commission and the City of Wahpeton was awarded \$223,000 to proceed with the design work for the new well field.

September 2021 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$310,783.84	\$67,168.83	\$377,952.67
201 WATER OPERATING FUND	\$93,419.85	\$44,628.67	\$138,048.52
202 SANITARY SEWER OPERATING FUND	\$80,462.45	\$27,620.17	\$108,082.62
203 WASTE REMOVAL OPERATING FUND	\$31,881.58	\$1,094.88	\$32,976.46
204 WASTE REDUCTION FUND	\$1,348.31		\$1,348.31
205 VECTOR CONTROL FUND	\$3,356.11	\$2,579.38	\$5,935.49
206 STREET LIGHTING	\$13,539.91		\$13,539.91
207 STORM WATER UTILITY	\$6,606.25		\$6,606.25
209 LIBRARY LEVY FUND	\$4,303.20	\$13,970.98	\$18,274.18
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$153.57		\$153.57
227 ANNUAL RESERVE WH FUND		\$1,052.42	\$1,052.42
229 CAPITAL IMPROVEMENTS FUND	\$2,880.00		\$2,880.00
231 FD BLDG & EQUIP LEVY FUND	\$19,459.00		\$19,459.00
233 REAL ESTATE LEVY FUND	\$19,539.00		\$19,539.00
234 SPECIAL STREET MAINT FUND	\$83,528.55		\$83,528.55
236 LEVEE MAINTENANCE	\$2,928.19	\$10,399.59	\$13,327.78
271 ECONOMIC DEVEL DEPT FUND	\$1,827.69	\$11,502.76	\$13,330.45
303 MISCELLANEOUS FUND	\$0.47		\$0.47
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,160.24		\$1,160.24
317 JOB DEVELOPMENT LEVY FUND	\$8,325.72		\$8,325.72
318 WEED MAINT LEVY FUND	\$670.00		\$670.00
319 LODGING TAX FUND	\$384.99		\$384.99
320 SALES TAX OPERATING FUND	\$163,791.49		\$163,791.49
321 SALES TAX RESERVE FUND	\$1,585.00		\$1,585.00
323 SALES TAX DEVELOPERS AGMNT RES	\$80.00		\$80.00
324 SALES TAX MINI MATCH RSRV FUND	\$1,966.78		\$1,966.78
325 SALES TAX H.E.L.P. HOUSING FUND	\$165.00		\$165.00
326 REVOLVING LOAN FUND	\$3,512.67		\$3,512.67
329 BULL RIDING EVENT	\$21,571.71		\$21,571.71
331 FALL FESTIVAL	\$444.00		\$444.00
365 PD SPEC EQUIP SINKING FUND	\$7.38		\$7.38
393 1% RESTAURANT TAX FUND	\$555.94		\$555.94
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
458 R/I #11212 SERIES A 2012	\$200.00		\$200.00
459 R/I #11314 SERIES 2014	\$200.00		\$200.00
460 R/I #11415 SERIES 2015	\$200.00		\$200.00
461 R/I #11516 SERIES 2016	\$200.00		\$200.00
462 R/I #11617 SERIES 2017	\$200.00		\$200.00
572 SALES TAX FOR FLOOD FUND	\$59,466.14		\$59,466.14
574 5-2-97 (FLOOD PHASE II)	\$2,500.00		\$2,500.00
668 JR FIELD PARKING LIT & HUGHES DR	\$312,905.54		\$312,905.54
673 LOY AVE & 12TH ST PROJ ST19-249	\$15,341.37		\$15,341.37
675 WELL FIELD RECLO PROJ W19-251	\$908.36		\$908.36
676 DOWNTOWN S. STREETS ST20-255	\$58,191.94		\$58,191.94

678 WOODLAND DR MILL & OLAY ST20-257	\$3,064.02		\$3,064.02
679 W.WATER FACILITY PLAN	\$5,678.44		\$5,678.44
680 COMPREHENSIVE PLAN	\$8,333.50		\$8,333.50
681 HOMESTEAD DEVELOPMENT ST21-263	\$868.56		\$868.56
682 PRAIRIE FLATS 1ST ST21-261	\$564,325.10		\$564,325.10
<b>TOTAL</b>	<b>\$1,918,356.86</b>	<b>\$180,735.34</b>	<b>\$2,099,092.20</b>

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee October 25<sup>th</sup>, 5:00 PM
- b. Public Works Committee October 26<sup>th</sup>, 5:00 PM

**ADJOURNMENT**

**Motion by Wateland, seconded by Lambrecht, to adjourn at 6:10 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant