

**Wahpeton City Council**  
**April 20, 2020**  
**5:00 p.m.**

**Present:** Wateland, Dale, and Via teleconference: Miller, Bohn, Remily, and McNary

**Absent:** Bajumpaa

**Also Present:** Huwe, Lies, Thorsteinson, Broadland, DeVries, Amos, O'Meara, and Via teleconference: Miranowski

**Others Present** (via teleconference): Frank Stanko of the Daily News

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

**Approval of minutes of regular meeting held April 6, 2020**

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

Approval of rescheduled/postponed Games of Chance Drawings:

Raffle Permit ó Valley Lake Boys Home (Drawing changed from April 23<sup>rd</sup> to July 1<sup>st</sup>, 2020)

Raffle Permit ó Wahpeton Fire Department (Drawing changed from June 9<sup>th</sup> to September 28<sup>th</sup>, 2020)

Gaming Site Authorization ó Head of the Red Youth Activities at Wahpeton Vet's Club

Gaming Site Authorization ó Red River Human Services Foundation at City Brew Hall

Gaming Site Authorization ó Three Rivers Gymnastics at the Boiler Room

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

Gaming Site Authorization ó Head of the Red Youth Activities Assn. at Bois De Sioux Grille Room

**Presentation/Approval of Reports**

March 2020 Bill Pay Report (\$2,063,051.09) ó see below (includes \$982,906.90 interfund transfers)

March 2020 Financial Statements

March 2020 Department Statistics

Q1 2020 1% Restaurant Tax Report

Executive Order 2020-06.3 Extending Business Closures to April 30, 2020

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

**Motion by Bohn, seconded by Miller, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Request approval to Pre-Pay BND Infrastructure Loan** ó Huwe explained the Bank of North Dakota Capital Infrastructure Loan program is a competitive loan program intended to provide up to \$15,000,000 in funds at 2% for up to 30 years in combination with other state and federal funding programs. The Eastside Sanitary Sewer Project Phase A costs were \$2,077,645. The City utilized permanent financing from the ND State Revolving Loan Fund, the Bank of North Dakota Capital Infrastructure Loan Fund, and Sales Tax for Infrastructure. The State DW (Drinking Water) and CW (Clean Water) Revolving Loans funded \$1,485,069, sales taxes funded \$309,502, and the Bank of North Dakota funded \$283,074. Originally the permanent financing of the project included \$626,161 (30%) of sales tax for infrastructure funding, 20% special assessment, and 50% from the sanitary sewer rates. The project was amended to coordinate with the reconstruction of 3<sup>rd</sup> Avenue North, and the total allocation of sales tax was \$316,659

less than projected. The debt sinking fund for the BND capital infrastructure loan has a balance of \$261,507, and the payoff amount effective for tomorrow is \$265,092 which reflects an interest expense savings of \$49,720. Huwe requested a motion to pay off the BND Capital Infrastructure Loan on April 21, 2020 using the balance of the sinking fund plus \$3,585 from the sales tax for infrastructure fund (part of the unexpended sales tax funds pledged of \$316,659). **Motion by McNary, seconded by Wateland, to approve Paying Off the Bank of North Dakota Capital Infrastructure Loan on April 21, 2020 using the balance of the Sinking Fund plus \$3,585 from the Sales Tax for Infrastructure Fund. Motion carried with all voting ‘aye’.**

**Capital Improvements Plan Review and Adoption Process** ó Huwe said staff continues to define the scope of the five-year capital improvements plan. The total project expenses for the five-year period are currently projected at \$45.7 million. Additional information will be provided on the review, input and adoption process with a target adoption date of Monday, May 18<sup>th</sup>.

#### **COMMUNITY DEVELOPMENT DIRECTOR**

**19<sup>th</sup> St. N. Lots 7, 8, and 9 Blk. 3 – Request approval to list for sale for \$10,000 ea.** ó DeVries said based on the positive response to the City’s request for proposals for single-family housing construction in Westdale II, he requested permission to list the three lots to the south and adjacent to those purchased by Burchill Construction at the price of \$10,000 each which is the price for which the City acquired the lots. **Motion by Remily, seconded by Miller, to approve Listing City-owned Lots 7, 8, and 9 of Block 3 on 19<sup>th</sup> Street North/Westdale II for sale for \$10,000 each.** Discussion held. **Motion carried with all voting ‘aye’.**

**Hospitality Industry COVID-19 Response Grant Program – Request approval to proceed** ó DeVries requested approval for grant funding for the restaurant/hospitality industry that has been shuttered due to the Corona Virus. It would be a non-matching grant of up to \$10,000 for business improvements during the COVID-19 pandemic with emphasis given to exterior projects. This would be a one-time grant to do improvements while doors are closed, and businesses will be required to supply an estimate for work to be done as well as detailed plans for the project. A \$100,000 project set-aside fund will be the funding source. If approved, restaurants/hospitality will be contacted about the grant, and applications may be funded based on community impact. The City retains the right to reject any applications that do not concur with the requirements. Any business that does not intend to re-open after restrictions have been lifted are not eligible. Discussion held. **Motion by Bohn, seconded by McNary, to approve the Restaurant/Hospitality Industry COVID-19 Response Grant Program with funding from a \$100,000 Project Set-Aside Fund.** Further discussion held. **Motion carried with all voting ‘aye’.**

**Council Chambers Technology Update – Request approval of proposal from Digital Guru** ó Due to deterioration in the sound and broadcast quality for the City’s public access Channel 12 solutions were sought to troubleshoot the current system and propose an engineered solution for an upgrade to Channel 12 broadcast. Proposals to replace the current recording equipment, provide content programming management software and improve the broadcast mediums were provided by AVI Systems, Inc. at \$54,487 and Digital Guru at \$40,000. Discussion held. **Motion by Bohn, seconded by Miller, to approve the Proposal from Digital Guru for the Council Chambers Technology Update as presented at the cost of up to \$40,000 to be funded as part of the Capital Improvements Program (Line Item 229).** Motion carried with all voting ‘aye’.

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

**Council Vice President** ó Dale explained the Council Vice-President position has been vacant since the resignation of Brett Lambrecht due to moving to different Ward and felt it should be filled at this time, suggesting Council Member Bohn be elected to the position. **Motion by McNary, seconded by Miller, to nominate Bohn for Vice President of the City Council.** Dale asked for any other nomination three times and there were none. **Motion by Wateland, seconded by Remily, for nominations to cease and a unanimous ballot be cast for Bohn to be elected as Vice President of the City Council.**

**REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS – No Committee Meetings due to COVID-19.**

February 2020 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$266,225.77	\$56,900.91	\$323,126.68
201 WATER OPERATING FUND	\$94,122.82	\$43,596.52	\$137,719.34
202 SANITARY SEWER OPERATING FUND	\$68,675.78	\$27,415.87	\$96,091.65
203 WASTE REMOVAL OPERATING FUND	\$27,082.01	\$1,073.56	\$28,155.57
204 WASTE REDUCTION FUND	\$431.67		\$431.67
205 VECTOR CONTROL FUND	\$3,865.73	\$1,300.84	\$5,166.57
206 STREET LIGHTING	\$14,896.99		\$14,896.99
209 LIBRARY LEVY FUND	\$5,171.93	\$14,473.01	\$19,644.94
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$150.00		\$150.00
227 ANNUAL RESERVE WH FUND		-\$2,190.74	-\$2,190.74
229 CAPITAL IMPROVEMENTS FUND	\$886.73		\$886.73
231 FD BLDG & EQUIP LEVY FUND	\$25,040.00		\$25,040.00
233 REAL ESTATE LEVY FUND	\$920.00		\$920.00
234 SPECIAL STREET MAINT FUND	\$1,400.00		\$1,400.00
236 LEVEE MAINTENANCE	\$1,800.10	\$8,945.76	\$10,745.86
253 METER DEPOSITS TRUST FUND	\$38.52		\$38.52
271 ECONOMIC DEVEL DEPT FUND	\$469.46	\$11,120.72	\$11,590.18
303 MISCELLANEOUS FUND	\$0.85		\$0.85
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
317 JOB DEVELOPMENT LEVY FUND	\$5,756.36		\$5,756.36
318 WEED MAINT LEVY FUND	\$87.75		\$87.75
319 LODGING TAX FUND	\$5,384.99		\$5,384.99
320 SALES TAX OPERATING FUND	\$457,284.51		\$457,284.51
323 SALES TAX DEVELOPERS AGMNT RES	\$863.08		\$863.08
324 SALES TAX MINI MATCH RSRV FUND		\$300.00	\$300.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 150TH ANNIVERSARYRESERVE	\$300.00		\$300.00
329 BULL RIDING EVENT	\$5,875.00		\$5,875.00
345 SPECIAL ASSESSMENT ASSISTANCE	\$449.39		\$449.39
365 PD SPEC EQUIP SINKING FUND	\$857.46		\$857.46
390 CLUBHOUSE MAINTENANCE	\$19,879.73		\$19,879.73
393 1% RESTAURANT TAX FUND	\$866.89		\$866.89
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
570 SALES TAX FOR INFRASTRUCTURE	\$159,430.00		\$159,430.00
572 SALES TAX FOR FLOOD FUND	\$690,732.15		\$690,732.15
574 5-2-97 (FLOOD PHASE II)	\$2,390.00		\$2,390.00
622 3RD AVE N. RECON PROJ	\$6,761.90		\$6,761.90
646 VECTOR CTRL CAP EQUIP	\$26,105.88		\$26,105.88
675 WELL FIELD RECLO PROJ W19-251	\$250.56		\$250.56
<b>TOTAL</b>	<b>\$1,899,619.68</b>	<b>\$163,431.41</b>	<b>\$2,063,051.09</b>

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Cmt. PENDING
- b. Public Works Cmt. PENDING

**ADJOURNMENT**

**Motion by Wateland, seconded by McNary, to adjourn at 5:37 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant