

Wahpeton City Council
April 6, 2020
5:00 p.m.

Present: Wateland, Dale, and Via teleconference: Miller, Bajumpaa, Bohn, and Remily

Absent: McNary

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

Others Present (via teleconference): Damon DeVillers, Frank Stanko of the Daily News, and Abby Heitkamp

CALL TO ORDER

Meeting called to order by Mayor Dale. Dale announced City meetings will be limited to time sensitive essential business with off-site attendance options and limited duration throughout the COVID-19 Pandemic Emergency Declaration, and instead of roll call votes there will be general votes on everything and if a nay is heard then will need the name of the nay vote for the record.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Proclamation recognizing Sexual Assault Awareness Month – April 2020 ó Dale read a Proclamation declaring April 2020 as Sexual Assault Awareness Month in the City of Wahpeton.

Dale provided an update on City response to COVID-19 (Novel Coronavirus). He said the City of Wahpeton continues to monitor developments around COVID-19 daily, coordinating with the State, County, and ND League of Cities. City buildings are closed to the public, although business is being conducted via e-mail, telephone, and in-person on a limited, pre-arranged basis. Continue to do your part to limit potential spread of the virus by: 1) Social distancing; 2) Stay home when possible; and 3) Washing your hands. He encouraged all residents to continue to be vigilant, preserve the health of their household, gather information from credible sources, and be considerate of your neighbors ó a little kindness goes a long way. City meetings will continue to be held on an as-needed basis, limiting topics to time sensitive, essential business and may be held telephonically. The City will continue to collaborate with Richland County and the North Dakota Department of Health to provide timely and accurate information on the response to the COVID-19 pandemic. Any questions can be directed to City Hall at 642-8448.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of special meeting held March 12, 2020

Approval of minutes of regular meeting held March 16, 2020

Approval of minutes of special meeting held March 24, 2020

Games of Chance Licenses, Site Authorizations & Special Permits:

Approval of rescheduled/postponed Games of Chance Drawings

Presentation/Approval of Reports

COVID-19 Stimulus Bill ó What it Means for States

Correspondence ó Water Fill Station

Correspondence ó Rosewood Reserve Lot C

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

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

June 9th Election Update ó Huwe said the filing deadline for the June 9th, 2020 ballot was today at 4:00 p.m. The current slate of candidates is: Ward 1 (unexpired term ending 2022) Abby Heitkamp, Ward 2 Jason Goltz, Ward 3 (unexpired term ending 2022) Tiana Bohn and Bruce Eckre, Ward 4 Bryan Wolfram and David Woods, and two candidates for the two At-Large Positions: Renata Fobb and Brett Lambrecht. The two At-Large Park Board Commissioner positions will be filled via write-ins on the ballot. The continuation of publication of minutes in the official newspaper will also be on the ballot. The June 9th election will be a ðvote by mailð process per Governor Burgumð Executive Order No. 2020-13. A ballot application will be sent from the ND Secretary of Stateð Office to every voter in the registered voter file with a pre-paid envelope, and if you want to vote return the ballot application and the County Auditor will mail you a ballot. The process is intended to work like the absentee voter process. Additional information will be added to the City website as it becomes available.

Capital Improvements Plan Update ó Huwe said staff has developed a draft capital improvements plan, and over the next two weeks will refine, seek out review and input, and the adoption process with a target adoption date of Monday, May 18th.

2020 Retail Fireworks License Applications – request motion to approve with contingencies ó Huwe explained the City of Wahpeton may grant up to seven retail Fireworks licenses each year to allow merchants to sell fireworks from June 27th to July 5th. The license applicants for 2020 were all license holders in 2019. She requested a motion to approve the following Fireworks Licenses on the condition all terms of licensing are met: Little Unnyð, Jerryð Fireworks, Sturdevantð, Wahpeton FFA and Starr Fireworks. **Motion by Bohn, seconded by Wateland, to approve the 2020 Retail Fireworks License Applications as presented contingent upon all terms of licensing being met. Motion carried with all voting ‘aye’.**

City Hall closed April 10th in observation of Good Friday ó Huwe gave a reminder City Hall will be closed on April 10th in observation of Good Friday.

ASSESSOR/BUILDING CODES

Board of Equalization – modified format ó Broadland announced a Board of Equalization meeting is scheduled to be held Tuesday, April 14th at 5:00 p.m. with a modified format. Individuals who letters were mailed to were informed they could submit correspondence electronically, by calling in or by mail. She will provide them, along with Council members, additional information at the end of this week to attend the meeting telephonically. For those that want to attend the meeting in person, there will be a limit as to the number of people who can be present in the building at the same time. She asked that Council members let her know who will be attending via teleconference or in person as a quorum is needed.

ATTORNEY

Ord. 1016 Second Reading – Adoption of 2018 ND Building Code ó Lies explained Ordinance No. 1016 which is an update of building codes to 2018 to be effective May 1st, and asked for its adoption. Council member Bohn offered the second reading of the following Ordinance:

ORDINANCE NO. 1016
AN ORDINANCE AMENDING
SECTION 8-85 – CODES ADOPTED

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Wateland. Motion carried with all voting ðayeð

COMMUNITY DEVELOPMENT DIRECTOR

Community Director Report ó DeVries reported the Planning Commission met earlier today as the Renaissance Zone Authority. An application was received from Farmers Union Oil in May 2019 for their rehab project at their store in Wahpeton. This project was approved by the RZ Authority, City Council and State of North Dakota. This building rehab project never started. In March 2020, the decision was made to change the scope of the project and do an entirely new building. These plans include a liquor store, relocating the café and the C-store. This new project will enlarge the parking lot, add restroom and shower facilities, update the fuel islands, and add two EV charging stations. The project costs will increase from \$2.2 million to approximately \$6 million. This meets the test of 50% or more of true & full value of the property, which qualifies for a 5-year property tax exemption on the improved value of the parcel. The estimated 5-year property tax benefit is \$37,700 per year for a total of \$188,500. They will also qualify for a state income tax exemption for 5 years. A Taxpayer in Good Standing Certificate has been received from the State Tax Commissioner's office. The recommendation is to amend the scope of project 61-WAH from rehabilitation of the existing building to construction of a new building on the existing site. **Motion by Remily, seconded by Bohn, to approve amending the scope of Renaissance Zone Project 61-WAH for Farmers Union of the Southern Valley, LLC at 2109 North 9th Street from Rehabilitation to New Construction with approval of a 5-year property tax exemption on the improved value of the parcel and forward to the State Renaissance Zone office for approval and a 100% state income tax exemption for 5 years. Motion carried with all voting 'aye'.**

Pages Ago Funding Request ó DeVries said due to the COVID-19 pandemic it has caused a delay in finding a new location for Pages Ago along with the pencil collection and he requested funding of \$900 from the 1% Restaurant Tax to continue the rent for Pages Ago in its current location for another 3 months (April, May and June) at \$300/month. **Motion by Wateland, seconded by Bohn, to approve continuing the \$300/month rent subsidy for Pages Ago an additional 3 months (April, May & June) with \$900 in funding from the 1% Restaurant Tax Fund. Motion carried with all voting 'aye'.**

Westdale 2020 Project Update ó DeVries reported Burchill Construction has broken ground and started the construction process for their homes, and HS Investments is in the process of getting started with local contractors and have engaged with a local realtor to market the houses when they are ready.

Census 2020 ó DeVries explained the importance of Wahpeton's census numbers, stating each resident missed in the census means a lost \$1,900 to local government, or \$19,000 per person over the ten year period until the next census. He noted college students can still be counted here if they respond that way.

Discussion held regarding contacting local businesses during the COVID-19 pandemic and keeping them informed.

PUBLIC WORKS DIRECTOR

PW Report

2020 Sealcoat Proj. Bid Award Recommendation ó Rogahn said bids for the 2020 Sealcoat Project were opened on March 26th. There was a total of 4 bids on the project. Pearson Bros., Inc. was the low bid in the amount of \$39,332.70. When questioned if other streets could be added at the same bid price, the Project Manager for Pearson Bros. said they could, so Rogahn recommended to award the bid to Pearson Bros. in an amount not to exceed \$55,000. **Motion by Bohn, seconded by Bajumpaa, to approve awarding the 2020 Sealcoat Project to Pearson Bros., Inc. in an amount not to exceed \$55,000. Motion carried with all voting 'aye'.**

East Side Sanitary Sewer Proj. Ph. B Bid Award Recommendation ó Rogahn said bids for the Eastside Sanitary Sewer Project Phase B were opened on April 1st. There were three general contractors that submitted bids on the project. The low bidder on the project was Kindred Plumbing and Heating, Inc. with a base bid of \$5,651,805. The base bid was about \$1 million higher than estimates that were used to calculate rates and assessments. The recommendation was to reject the bids and rebid the project this fall. However, he now asked that this be held off for a period of not to exceed 60 days as the contractor is willing to do some value engineering. **Motion by Wateland, seconded by Remily, to approve keeping the East Side Sanitary Sewer Project Phase B open for a period not to exceed 60 days.** Discussion held. **Motion carried with all voting ‘aye’.**

Urban Grant Program Project Selection Dakota Ave. Side Streets – request motion to accept and proceed ó Miranowski announced the City Project on 3rd St N (Dakota Ave to 2nd Ave), 6th St N (Dakota Ave to 2nd Ave), 9th St N (Dakota Ave to 2nd Ave), 11th St N (Dakota Ave to 2nd Ave), and 4th St S (Dakota Ave to railroad tracks) has been selected for funding from the fiscal year 2022 Urban Grant Program (UGP). The project will be funded with 80.93 percent federal funds, up to a maximum amount of \$1,505,865. The total project cost was estimated at \$2,270,000. The City’s responsibility would be \$764,833. In the CIP, funding had been considered with 50% buydown from Sales Tax for the water and sewer portion, with the street portion being assessed. Miranowski asked the Council to approve the UGP award so he can let the NDDOT know it has been accepted. Discussion held regarding the funding source. **Motion by Bajumpaa, seconded by Bohn, to approve accepting the 2022 Urban Grant Program award for the City Dakota Avenue Side Streets Project on 3rd St N (Dakota Ave to 2nd Ave), 6th St N (Dakota Ave to 2nd Ave), 9th St N (Dakota Ave to 2nd Ave), 11th St N (Dakota Ave to 2nd Ave), and 4th St S (Dakota Ave to railroad tracks) and proceed.** Motion carried with all voting ‘aye’.

Discussion held regarding the lack of snow plowing after the snowfall last Thursday. Staff is aware.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Well Field Proj. – Bid Award Recommendation ó Dale reported the low bid for the Well Field Project was Manikowski Well Drilling of Lidgerwood at a cost of \$76,262.50. **Motion by Remily, seconded by Bohn, to approve awarding the bid for the Well Field Project to Manikowski Well Drilling in the amount of \$76,262.50 with funding from Sales Tax for Economic Development.** Discussion held. **Motion carried with all voting ‘aye’.**

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

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

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

Adjournment

Motion by Wateland, seconded by Bohn, to adjourn at 5:40 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant