

**Wahpeton City Council**  
**August 3, 2020**  
**5:00 p.m.**

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

**Absent:** Heitkamp and Goltz

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

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

Dale shared an update from Minn-Dak Farmer Co-op regarding the recent odor issues. It was felt much of the odor is being generated from their pond 3, which is a waste water pond that is undergoing conversion to include a pond cover. Due to problems caused by severe weather the project was delayed but is expected to be completed in the near future. Erosion repair is also being conducted on the lime pile which is currently being covered with dirt for vegetation growth and should be completed by September. It is expected that these efforts should significantly reduce the odors.

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

**Approval of minutes of regular meeting held July 20, 2020**

**Approval of minutes of special meeting held July 27, 2020**

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

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

Operation Zero ó Raffle Permit

**Presentation/Approval of Reports**

Q2 2020 1% Restaurant Tax Report

Headwaters Music Festival

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

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Fire Chief's Vehicle Replacement – request to award to low bidder** ó Huwe explained at the July 20<sup>th</sup> Council meeting a motion was adopted to approve expending up to \$25,000 from the Fire Department Mill Levy to replace the Fire Chief's vehicle, a 2012 Chevrolet pickup. The transaction included the trade-in of a 1999 Ford pickup from the Public Works Department and the reassignment of the 2012 pickup to the PW Department. The Fire Department officers solicited bids from three local dealers and request a motion to accept the low bid from Smith Motors for a 2021 Chevrolet Silverado. The bid price is \$36,285 with a trade in value of \$2,500 making the net price \$33,785. The 2012 Chevrolet is valued at \$16,500, so the Fire Department acquisition cost will be \$19,785, and the PW Department will pay \$14,000 (trade-in value of the 2012 vehicle less the trade-in of the 1999 Ford). Huwe requested a motion approving the bid from Smith Motors for the 2021 Chevrolet Silverado for \$33,785. **Motion by Bohn, seconded by Woods II, to approve accepting the bid from Smith Motors for the 2021 Chevrolet Silverado in the amount of \$33,785 for the Wahpeton Fire Department Chief's Replacement Vehicle. Motion carried with a roll call vote of 6-0.**

**Home Renovation Loan Program – request referral to Finance Cmt.** ó Huwe said the City has an asset in its existing housing stock. Investment in the repair, maintenance and renovation of existing homes is essential to attracting workforce, growing our population and strengthening our tax base. The City's 2017 housing study made specific recommendations about renovation programs and neighborhood stabilization. With the help of a local realtor and property investor we have created an outline to create a loan program within our Revolving Loan Fund specifically targeted to housing rehabilitation and neighborhood revitalization. Huwe requested the home renovation loan program be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Central School Site Development Agreement Addendum – request referral to Finance Cmt.** ó Huwe said the Council approved the Development Agreement and Option to Purchase Agreement for the former Central School Site at the July 20<sup>th</sup> meeting. Additional information has become available and necessitated consideration for an addendum to the existing agreements. She requested the Central School Site Development Agreement Addendum be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**US Treasury CARES Act Disbursement Proposal – request referral to both committees** ó Huwe said the Coronavirus Aid, Relief and Economic Security Act was signed on March 27, 2020. It was the third major aid/stimulus program approved by Congress related to the pandemic. The allocations to states and local government includes a minimum distribution to each state of \$1.25 billion dollars. The State of North Dakota Emergency Commission met today and approved the allocation of funding (\$59.02 million) to cities and counties based on payroll costs of law enforcement and first responders. The Budget Section, meeting August 13<sup>th</sup>, will still need to approve the distribution of the funds. The North Dakota League of Cities requested each city to compile eligible payroll costs (salary and employer-paid benefits and payroll taxes) associated with POST-certified law enforcement personnel for March-September 2020. The League of Cities will begin working with Office of Management and Budget over the next few days to finalize the process of submitting this data for immediate reimbursement following allocation approval by Budget Section. Huwe requested the US Treasury CARES Act Disbursement Proposal be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**2021 Preliminary Budget** ó Huwe said the 2021 Preliminary Budget is available on the City's website under the Government tab. Budget will remain on both Committee agendas, and Huwe asked that she be contacted with any questions.

### **ASSESSOR/BUILDING CODES**

**State Board of Equalization** ó Broadland announced the State Board of Equalization will meet Tuesday, August 11<sup>th</sup> at 8:30 a.m. Due to COVID-19 meeting restrictions, the meeting will be held remotely. Information is available at the State Tax Department website or Broadland can be contacted for additional information. She noted the City of Wahpeton will have no protests at the meeting.

### **ATTORNEY**

**Ord. 1018 the Sale of Real Property – request first reading** ó Hatting explained this ordinance amends the City's existing ordinance governing sale of real property, with the only amendment being in subsection h where the threshold was changed from \$25,000 to \$50,000 for sale of real property owned by the City without going to bids allowing more flexibility.

Council member Wateland offered the first reading of the following Ordinance:

**ORDINANCE NO. 1018**  
**AN ORDINANCE AMENDING SECTION 2-506 – REAL PROPERTY**

**Res. 3753 Amended John Randall Field Parking Lot and R.J. Hughes Dr. & Laura Hughes Dr. Project ST19-245 bid opening rescheduled** ó Hatting explained this resolution is directing publication of ad for bids for this project, with the only change being the bid opening will be held August 27<sup>th</sup> at 2:00 p.m.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3753 AMENDED**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT**  
**FOR BIDS FOR CONSTRUCTION OF PART A AND PART B OF AN IMPROVEMENT**  
**DISTRICT PROJECT NO. ST19-245**  
**(John Randall Field Parking Lot and**  
**Part of R. J. Hughes Drive and Laura Hughes Drive)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 6-0.

**COMMUNITY DEVELOPMENT DIRECTOR**

**The Win Column** ó This issue is all about communication and how information is communicated to the public.

**Community Director Report** ó Regarding communication, DeVries talked about the struggles that the City has faced with the quality of the broadcasting on the public access channel. The City has now purchased new technology through Digital Guru to improve broadcasting on channel 12. The graphics for information being shared has also improved which now allows for video. It was noted KBMW is now back streaming on channel 12. Broadcasting the Council meetings is still a work in progress, but the upgrades have resulted in a much improved quality from where it was before.

DeVries then relayed kudos to the City received from Parks & Recreation. There were about 14 teams in town this past weekend for a 12U Cal Ripken baseball tournament that it was felt went well. Park staff reported many compliments were heard on our community, one of which was the good job being done for vector control. Dale commended Josh Meyer for his efforts in managing vector control for the City.

DeVries said the 1<sup>st</sup> Annual Headwaters Music Festival is still going to be held August 6<sup>th</sup> & 7<sup>th</sup> as planned. Information can be found on flyers around town as well as on the Facebook page. Admission is free and attendees are asked to bring their own chairs if they so choose. They are also asked to social distance and wear masks as they see fit.

**LIBRARY DIRECTOR**

**Library Report** ó Bakken presented the Leach Public Library 2019 Annual Report, which includes statics from January 1 to December 31, 2019. Overall it was felt the library is doing well despite of health issues, quarantines and closures. The library has staff committed to serving the public by offering curbside service after their closure due to COVID, and by also scheduling appointments throughout this pandemic. Bakken explained the predecessors had laid some great groundwork and they will continue to build on that in the coming years. They will also strive to bring new programs to the library and the community. She then shared some history of the library, and the fact that it is free to all to obtain a library card in the City of Wahpeton and Richland County which is still true today as it was when the library opened. It was noted the amount per capita for library funding is \$34.04 and residents were encouraged to utilize the library and its services for the best return of their investment for their tax dollars. Bakken then reported the library applied for a \$2,000 grant to assist with purchasing supplies during the COVID-19 event. She also announced the Summer Reading Program finished July 24<sup>th</sup> with prizes still needing to be picked up by contacting the library.

## **PUBLIC WORKS DIRECTOR**

### **Public Works Director Report** ó

**ND DOT Cost Share Agreement Safe Routes to School Grant – request approval** ó Miranowski explained the City of Wahpeton applied for and was awarded a safe routes to school grant with the intent of addressing the crosswalk on 11<sup>th</sup> Street North by the high school that is unprotected. It is proposed to widen the pathway from Westmore to the high school and move the crosswalk up to Husky Avenue with flashing beacons at that intersection. It was also proposed to install a right turn lane for the buses which is a non-participating cost but the school would like to see it done at the cost of \$48,060. The ND DOT requires a Cost Share Agreement of which a copy was provided. The cost share is for up to 80.93%. The total cost to the City will be \$79,640.50 from Sales Tax. Discussion held. **Motion by Woods II, seconded by Bohn, to approve the North Dakota Department of Transportation Cost Participation, Construction, and Maintenance Agreement for Safe Routes to School Grant. Motion carried with a roll call vote of 6-0.**

### **WCCO Request to Divert Cooling Water in the City Sanitary Sewer – request referral to PW Cmt.** ó

Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to the Public Works Committee of **Review of Winter Snow Removal Policy.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then reported the Street Department is finishing up with striping this week then will move on to asphalt patching. Water tower #1 will have divers inspecting the inside and outside of tank. Ground spraying for mosquitoes is scheduled for Tuesday, August 4<sup>th</sup> weather permitting. When asked, Miranowski explained there was a sink hole by a catch basin at 8 ½ Avenue and 4<sup>th</sup> Street that is being addressed.

## **COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Mayor Dale referred the City Hall Geothermal Repairs to the Public Works & Public Safety Committee.

Dale then reported that he was informed that one of the television stations has not been reporting the wind speed/direction in Wahpeton and he followed up with the airport who reported some of the weather equipment was damaged in one of the recent storms with the high winds so are aware of it and working to make the necessary repairs.

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

### **Finance, Personnel & Economic Development Committee Report (no meeting held July 27, 2020)**

#### **City Hall Office Workspace Update - discussion**

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

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on July 28<sup>th</sup>.

#### **2021 Budget – discussion**

**Storm Water Utility Fee – motion** to offer first reading of Ord. 1019 ó

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

### **ORDINANCE NO. 1019**

#### **AN ORDINANCE ESTABLISHING STORM WATER UTILITY SERVICE**

**Dakota Ave. Traffic Control Box & Mural Artwork – motion** to approve ó It was requested this item be referred back to PW Committee for further discussion. Mayor Dale will refer this item to the Public Works & Public Safety Committee. DeVries requested approval of at least the mural so work can get started on that. **Motion by Bohn, seconded by Woods II, to approve proceeding with the Mural Artwork on the wall of the building directly south of the now demolished old KC Hall building as presented.** Dale expressed the need to develop a mural policy moving forward. **Motion carried with a roll call vote of 6-0.**

**School Resource Officer Contract Extension – motion to approve ó Motion by Bohn, seconded by Woods II, to approve the extension of the School Resource Officer Contract for one year with the corresponding wage benefits and salary. Motion carried with a roll call vote of 6-0.**

**Rosewood Shared Use Path Proj. TAU08-991(034) CCO #1 Northern Improvements – motion to approve deduct of -\$6,394 – Motion by Bohn, seconded by McNary, to approve Change Order #1 with Northern Improvements for a deduct of -\$6,394.00 for the Rosewood Shared Use Path Project TAU08-991(034). Motion carried with a roll call vote of 6-0.**

**City of Breckenridge Request for Easements (2) on Golf Course Land – motion to approve ó Motion by Bohn, seconded by Fobb, to approve the two Utility Easement Agreements with the City of Breckenridge regarding the Bois de Sioux Golf Course Property. Motion carried with a roll call vote of 6-0.**

**Fence N. of RR between 4<sup>th</sup> St. S. and 5<sup>th</sup> St. S. – discussion**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

**2020 Completed Nuvo Gap and Crack Sealing Map** ó Dale said he would like to be provided information on how many blocks are covered in a year, how long this process good for, and if we keeping up or do we have to look at doing something different. Then if we know the number of man hours, the cost of the machine, and how much it actually costs to do that, and if there are subcontractors that do the same kind of work if that would be the better way to go.

**Referrals: 1. WCCO cooling tower water request to discharge to sanitary sewer**

**2. 2<sup>nd</sup> St. N. traffic concerns - Mayor Dale will refer this item to the Public Works & Public Safety Committee.**

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee August 10<sup>th</sup>, 5:00 PM
- b. Public Works Committee August 11<sup>th</sup>, 5:00 PM

### **Adjournment**

**Motion by Wateland, seconded by Bohn, to adjourn at 5:48 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant