

Wahpeton City Council
December 20, 2021
5:00 p.m.

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

Absent: Dale and Carlson

Also Present: Huwe, Lies, Rogahn, Broadland, DeVries, Bakken, Thorsteinson, Amos, and O'Meara

CALL TO ORDER

Meeting called to order by Council President Wateland.

CONSENT AGENDA ITEMS (presented by the Council President) –

Approval of minutes of regular meeting held December 6, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Wrestling Club – Raffle Permit

Presentation/Approval of Reports

November 2021 Bill Pay Report \$1,974,839.67 – see below

November 2021 Financial Statements

Q3 2021 Restaurant Tax Report

Running for City Office 2022

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

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

Motion carried with all voting ‘aye’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2022 Business Licenses – Huwe said Prante’s and DPKN/The Boiler Room have submitted applications for cabaret licenses to allow live performances, trivia and broadcast performances. Additionally, Super Pumper has submitted an application to renew/continue their retail tobacco sales license. She requested approval of the two cabaret licenses and tobacco license. **Motion by Goltz, seconded by Fobb, to approve Cabaret Licenses for Prante’s and DPKN/The Boiler Room, and to renew/continue the Retail Tobacco Sales License for Super Pumper. Motion carried with all voting ‘aye’.**

2021 Grants & Donations Received – Huwe reported the City has received \$695,308.02 in grants and donations in 2021. This amount is \$2,937,426.84 less than 2020 but largely impacted by formulary one-time funding from the ND State Treasurer in \$2.5 million of Operation Prairie Dog Municipal Infrastructure Funds and \$6 hundred thousand in COVID related grant funds compared to \$1 million dollars in COVID related grant funds in 2020. Grant dollars received by the Police Department are consistent with 2020 at \$15,261. The Fire Department received an additional \$13,947 grant from Gate City Bank for firefighter helmets. The library received additional funds from State Aid of \$11,425 and an increase in private donations of \$7,000. The community engagement/local event contributions for Fireworks and the Headwater Music Festival resulted in donations in excess of \$11,783. There are still two forestry grants pending reimbursement. City departments continue to seek out grant opportunities to leverage local monies to benefit city services. Huwe requested a motion acknowledging the receipt of the 2021 Grants and Donations Report. **Motion by McNary, seconded by Woods, to approve acknowledging receipt of the 2021 Grants and Donations Report. Motion carried with all voting ‘aye’.**

2021 Municipal Indebtedness Report – Huwe said the Statement of Municipal Indebtedness reflects the repayment of \$1,386,219 or 12% of the debt outstanding in 2021. New debt was issued for the Eastside Sanitary Sewer Project of \$1,684,682 with additional debt draws pending for the Woodland Drive Project and the Loy Avenue & 12th Street North projects. Moody’s Investor Services provides an annual credit overview and describes Wahpeton’s credit position as solid assigning it the rating of A1. Credit strengths include a robust financial position with cash balances representing 83.5% of operating revenues. The total taxable value and full value per capita continue to improve. Rapid repayment of debt is a strong attribute in the overall credit rating of the City. Huwe requested a motion acknowledging the receipt of the 2021 Statement of Municipal Indebtedness. **Motion by Fobb, seconded by Bohn, to approve acknowledging receipt of the 2021 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

Election 2022 – Huwe announced City elections are held in the even numbered years opposite of the legislative sessions. The City of Wahpeton contests on the June 14th, 2022, ballot include Ward 1, Ward 3, (2) At-Large Positions, and Mayor. The ballot will also include 3 At-large Park Board commissioners. Information and the required filing forms are available on the City’s website and at City Hall. Candidates may not circulate the petition of nomination until January first and are due to City Hall by 4:00 PM on April 11th.

City Hall Closed December 24th and December 31st – Huwe said City Hall will be closed Christmas Eve, December 24th, and December 31st in observation of the Christmas and New Year’s Holidays.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report –

Win Column – This issue featured the Season of Lights.

Request Appointment of Wahpeton Representative to Southern Valley Economic Development

Authority Board 2-year term – DeVries explained the City of Wahpeton is one of four stakeholders in the Southern Valley Economic Development Authority, along with the City of Breckenridge, Richland County and Wilkin County. This gives Wahpeton two members on the Board of Directors. Currently Rory McCann is one of those members and his term is up at the end of the year and he has requested to be replaced on the board. Perry Miller has been asked to fill the position and has accepted for a 2-year term. **Motion by McNary, seconded by Fobb, to approve appointing Perry Miller to the Southern Valley Economic Development Authority Board of Directors as a representative for the City of Wahpeton for a 2-year term. Motion carried with all voting ‘aye’.**

DeVries requested referral to the Finance Committee of a landowner interested in deeding a parcel of land to the City. Council President Wateland will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries then provided an update saying M & H Company is updating the abstract for the land the City is interested in purchasing to create green space downtown.

LIBRARY DIRECTOR

Library Report – Bakken reported upcoming library activities include story time, snow globe craft project for school agers, a holiday movie for preschoolers, and a special year’s end theme day. She thanked the Street Department for hanging a shelf at the library. The annual Sock Tree is still accepting donations, with a need for toddler and infant socks. The library will be closed December 24th, 25th, and 31st.

PUBLIC WORKS DIRECTOR

PW Report –

Rogahn requested referral to Public Works Committee **of an Engineering Agreement with Interstate Engineering for Dakota Avenue Side Streets**. Council President Wateland will refer this item to the Public Works & Public Safety Committee.

Rogahn requested referral to Public Works Committee **of an RFQ Advertisement for Preliminary Design Engineering Services for Water Transmission Line Project**. Council President Wateland will refer this item to the Public Works & Public Safety Committee.

Water Treatment Plant Emergency Operations Plan – request referral to PW Cmt. – Council President Wateland will refer this item to the Public Works & Public Safety Committee.

Rogahn then reported on the Public Works/Street Department tasks/activities in the past few weeks that have been completed or that are being worked on.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Wateland said the Finance, Personnel & Economic Development Committee met at 4:30 p.m. on December 20th.

Central School & Westdale 2 Development Agreement Amendments – discussion

Tax Increment Financing Development Plan Amendment – Motion by Wateland, seconded by Fobb, to approve the two Tax Increment Financing Development Plan Amendments as presented, and to schedule a Public Hearing for January 18th, 2022 at 5:00 pm. Motion carried with all voting ‘aye’.

Preliminary Fiscal Year End Transfers – Motion by Wateland, seconded by Goltz, to approve the Preliminary 2021 Fiscal Year End Transfers totaling \$1,774,239.96 as presented. Motion carried with a roll call vote of 7-0.

Northside Industrial Park Inquiry – discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on December 14th.

FD 1991 Pierce Ladder Truck minimum sale price – motion to set min. price at \$5,000 – Motion by Bohn, seconded by Lambrecht, to approve allowing the Fire Chief to enter into a sales agreement when the price is greater than \$5,000 for the sale of the 1991 Pierce Ladder Truck. Motion carried with a roll call vote of 7-0.

2022 911 Communications Fee Agreement – motion to approve \$225,000 – Motion by Bohn, seconded by McNary, to approve proceeding with the 2022 911 Communications Fee agreement with Richland County at a cost of \$225,000. Motion carried with a roll call vote of 7-0.

State Interoperable Radio Network (SIRN 2020) – motion to approve not to exceed \$390,000 – Motion by Bohn, seconded by Goltz, to approve to proceeding with the purchase of the SIRN 2020 equipment from Midstates Wireless at a cost not to exceed \$390,000. Discussion held. Motion carried with a roll call vote of 7-0.

Parking Violation Fees – motion to offer first reading of Ord. 1032 –

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

ORDINANCE NO. 1032
AN ORDINANCE REPEALING AND REPLACING SECTION 42-533
PENALTY

Alley Lighting – discussion

Downtown S. Streets Reconstruction Ph. I Project ST20-255 – motion to Offer Res. No. 3815 to award the contract to Ti-Zak Concrete, Inc. \$2,467,011. Additional Proj. Resolutions. – Motion by Bohn, second by Woods, to proceed with the Dakota Avenue Side Street Phase I Project and award the bid to Ti-Zack Concrete, Inc. in the amount of \$2,467,011.35. Motion carried with a roll call vote of 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3815
RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ESTIMATE OF COST FOR
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Downtown Side Streets Reconstruction Phase I
(Project No. ST20-255) and Phase II (Project No. ST21-21-259))

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3816
RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT
FOR BIDS FOR CONSTRUCTION IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Downtown Side Streets Reconstruction Phase I
(Project No. ST20-255) and Phase II (Project No. ST21-21-259))

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3817
RESOLUTION AWARDING CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Downtown Side Streets Reconstruction Phase I
(Project No. ST20-255) and Phase II (Project No. ST21-21-259))

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 7-0.

JRF Parking Lot & Parts of Hughes Dr. Proj. ST19-245 Contract Addendum – motion to approve Addendum No. 1 with Interstate Eng. for additional engineering work \$274,073.95 – Motion by Bohn, seconded by Lambrecht, to approve the John Randall Field Project Contract Addendum for Additional Engineering Work by Interstate Engineering in the amount of \$274,073.95. Motion carried with a roll call vote of 7-0.

Midstates Equipment and Supply Crack Seal Melter rental agreement – motion to approve Novu Sealant purchase \$15,698. Motion to approve 1 month melter rental \$6,495 – Motion by Bohn, seconded by Goltz, to approve a half semi-load of Novu Sealant from Midstates Equipment and Supply at a cost of \$15,698.00. Motion carried with a roll call vote of 7-0.

Motion by Bohn, seconded by McNary, to approve a one-month rental agreement for a 250-gallon Melter from Midstates Equipment and Supply at a cost of \$6,495.00. Motion carried with a roll call vote of 7-0.

SRTS 11th St. N. Proj. ST19-252 Change Order #1 – discussion

Woodland Drive Mill and Overlay Proj. ST20-257 Balancing Change Order and Final Pay Application – motion to approve Riley Bros. Construction, Inc. Final Pay Application \$2,362.33 – Motion by Bohn, seconded by Woods, to approve \$2,362.33 on the Final Pay Application and Balancing Change Order for the Woodland Drive Mill and Overlay Project for Riley Bros. Construction, Inc. Motion carried with a roll call vote of 7-0.

Homestead Development Ph. A Proj. ST20-253 – motion to approve additional components in Interstate Engineering Agmnt. \$138,572.65 – Motion by Bohn, seconded by Goltz, to approve Proceeding with Design Projects 1, 2 & 3 from Interstate Engineering, Inc. on the Homestead Addition at a cost of \$138,572.65. Discussion held, and it was noted approval would be contingent upon Amendment of the TIF District at the Public Hearing on January 18th. Motion amended by Bohn, seconded by Goltz, to approve Proceeding with Design Projects 1, 2 & 3 from Interstate Engineering, Inc. on the Homestead Addition at a cost of \$138,572.65, contingent upon Amendment of the Tax Increment Financing District at the Public Hearing on January 18th, 2022. Motion carried with a roll call vote of 7-0.

Urban Regional Project submittal for the 2025 NDDOT (Surface Transportation Improvement Plan) – motion to approve submittal as proposed – Motion by Bohn, seconded by Goltz, to approve submitting the Urban Regional Projects as listed for the 2025 NDDOT Surface Transportation Improvement Plan. Motion carried with all voting ‘aye’.

Disposition of Old Christmas Decorations – motion to proceed to advertise for sale – Motion by Bohn, seconded by Lambrecht, to approve proceeding to advertise the old Christmas lights for sale. Motion carried with all voting ‘aye’.

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

Yard Junk/Clutter Updates

Building Official Updates

8th Ave. N. Reconstruction Proj. ST19-248 Soil Boring Quotes – motion to approve the quote from Northern Technologies, Inc. \$5,200 – Motion by Bohn, seconded by McNary, to approve the 8th Avenue North soil boring quote from Northern Technologies, Inc. (NTI) at a cost of \$5,200. Motion carried with a roll call vote of 7-0.

Referrals – See PW Director’s Report

November 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$267,927.01	\$39,435.62	\$307,362.63
201 WATER OPERATING FUND	\$85,873.01	\$45,285.21	\$131,158.22

202 SANITARY SEWER OPERATING FUND	\$35,539.18	\$24,041.69	\$59,580.87
203 WASTE REMOVAL OPERATING FUND	\$31,745.74	\$1,094.88	\$32,840.62
204 WASTE REDUCTION FUND	\$1,004.57		\$1,004.57
205 VECTOR CONTROL FUND	\$30.61	\$1,324.56	\$1,355.17
206 STREET LIGHTING	\$15,766.84		\$15,766.84
209 LIBRARY LEVY FUND	\$84,438.22	\$14,460.26	\$98,898.48
216 AIRPORT 4-MILL LEVY FUND	\$3,664.37	\$717.66	\$4,382.03
226 EMPLOYEE SAFETY COMMITTEE	\$808.95		\$808.95
227 ANNUAL RESERVE WH FUND	\$36,397.34		\$36,397.34
231 FD BLDG & EQUIP LEVY FUND	\$63,910.25		\$63,910.25
233 REAL ESTATE LEVY FUND	\$1,100.93		\$1,100.93
234 SPECIAL STREET MAINT FUND	\$2,383.30		\$2,383.30
236 LEVEE MAINTENANCE	\$2,876.15	\$9,293.03	\$12,169.18
253 METER DEPOSITS TRUST FUND	\$100.00		\$100.00
271 ECONOMIC DEVEL DEPT FUND	\$1,342.23	\$11,502.76	\$12,844.99
303 MISCELLANEOUS FUND	\$5,508.12		\$5,508.12
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$285.00		\$285.00
319 LODGING TAX FUND	\$284.99		\$284.99
320 SALES TAX OPERATING FUND	\$85,993.10		\$85,993.10
323 SALES TAX DEVELOPERS AGMNT RES	\$1,270.00		\$1,270.00
324 SALES TAX MINI MATCH RSRV FUND	\$4,714.21		\$4,714.21
325 SALES TAX H.E.L.P. HOUSING FUND	\$165.00		\$165.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
329 BULL RIDING EVENT	\$175.00		\$175.00
365 PD SPEC EQUIP SINKING FUND	\$205.24		\$205.24
393 1% RESTAURANT TAX FUND	\$3,826.44		\$3,826.44
574 5-2-97 (FLOOD PHASE II)	\$160.00		\$160.00
659 RIVER POINTE ACRES	\$175.00		\$175.00
661 ROSEWOOD TRAIL SW18-241	\$196.60		\$196.60
665 E. SAN. SEWER PH B SS18-243	\$52,627.17		\$52,627.17
668 JR FIELD PARKING LIT & HUGHES DR	\$757,955.25		\$757,955.25
673 LOY AVE & 12TH ST PROJ ST19-249	\$55,812.40		\$55,812.40
674 SRTS 11TH ST N PROJ ST19-252	\$29,042.24		\$29,042.24
675 WELL FIELD RECLO PROJ W19-251	\$6,311.03		\$6,311.03
676 DOWNTOWN S. STREETS ST20-255	\$26,544.25		\$26,544.25
677 CENTRAL SCHOOL SITE ST20-256	\$12,481.14		\$12,481.14
678 WOODLAND DR MILL & OLAY ST20-257	\$26,603.10		\$26,603.10
679 W.WATER FACILITY PLAN	\$2,564.00		\$2,564.00
680 COMPREHENSIVE PLAN	\$19,902.75		\$19,902.75
681 HOMESTEAD DEVELOPMENT ST21-263	\$714.37		\$714.37
682 PRAIRIE FLATS 1ST ST21-261	\$95,160.85		\$95,160.85
684 WESTDALE 3 ADDITION ST21-264	\$374.38		\$374.38
685 SS LS GENERATORS SS21-265	\$2,057.00		\$2,057.00
TOTAL	\$1,827,684.00	\$147,155.67	\$1,974,839.67

NEW BUSINESS

Wateland reported there were several inquiries after Miranowski's hearing, and stated the other investigation has not been completed but felt it should be within the week and once it has been completed an update will be provided.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee – No meeting
- b. Public Works Committee – No meeting

ADJOURNMENT

Motion by Goltz, seconded by Lambrecht, to adjourn at 5:41 p.m. Motion carried.

Council President Lane Wateland

Lynelle Amos, Finance Assistant