

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

**Present:** Miller, Bohn, Bajumpaa, McCann, Dale, Wateland, and McNary

**Absent:** None

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

**CALL TO ORDER**

Meeting called to order by Mayor Dale. Dale noted notification had been received that Council Member Brett Lambrecht, 3<sup>rd</sup> Ward representative, resigned his position on the City Council as he has moved to a different Ward. It will be 15 days before considering how to proceed.

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

**Oath of Office – Police Officer Anthony Gallegos** ó Police Chief Thorsteinson administered Oath of Office to recently hired Wahpeton Police Officer Cody Draovitch and his badge was pinned on by his grandfather, former Wahpeton Police Chief Delano Lotzer. Draovitch was congratulated and welcomed by a round of applause.

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

**Approval of minutes of regular meeting held December 16, 2019**

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

Wahpeton Buffalo Club ó Raffle Permit

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

Southern Valley Figure Skating Club, Inc. ó Raffle Permit

**Presentation/Approval of Reports**

City Election 2020 ó Candidacy Paperwork

Census 2020 and Confidentiality

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bohn, seconded by McCann, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Election 2020** ó Huwe explained City elections are held in the even numbered years opposite of the legislative sessions. The city of Wahpeton contests on the June 9<sup>th</sup> 2020 ballot include: Ward 2, Ward 3 (unexpired term ending 2022), Ward 4 and (2) At-Large Positions; the continuation of publication of minutes in the official newspaper; and 2 At-Large Park Board Commissioners. Information and the required filing forms are available on the city's website and at City Hall. Candidates' petition and certificates of interest are due to City Hall by 4:00 p.m. on April 6<sup>th</sup>.

**Employee Assistance Program Contract Renewal** ó Huwe said the City contracts with The Village to provide an Employee Assistance Program. EAP services include 4 counseling sessions per employee household member annually. Additionally, The Village provides consultations for job performance issues, supervisor training, violations of the Drug Free Workplace Policy, and

referral resources for employees subject to DOT substance abuse counseling. The contract renewal amount is \$1,800 and remains consistent with the amount paid for services in 2018 and 2019. The fee is based on \$30 per full time equivalent for the City, the Park and Fire Department personnel if needed for critical event crisis counseling. Huwe requested a motion to approve the 2020 Employee Assistance Program contract renewal with The Village. **Motion by McCann, seconded by Bajumpaa, to approve the 2020 Employee Assistance Program contract renewal with The Village in the amount of \$1,800. Motion carried with a roll call vote of 6-0.**

**Request for Extension of Provisional Liquor License - Simonsons** ó Huwe explained there are two elements required for a City of Wahpeton Liquor License: 1) an eligible applicant; and 2) an eligible site. The City Council amended the City ordinances on liquor licenses to allow a license holder to discontinue business for up to one year (with a one year extension possible) to construct or renovate a facility. Simonsons acquired the Class A liquor license formerly held by Pausch Stores in the fall of 2018, were issued a provisional license pending a site for 2019, and have requested an extension for 2020. Arch Simonson has submitted a site concept for review and anticipates completion of construction in 2020. Huwe requested a motion to approve a one year extension for Simonsons/Long Haul Saloon's provisional Class A liquor license to complete their new store construction project. **Motion by Wateland, seconded by McNary, to approve a one year extension for Simonson's/Long Haul Saloon's provisional Class A Liquor License to complete their new store construction project. Motion carried with all voting 'aye'.**

**2019 Fiscal Year End & Transfers – request referral to Finance Cmt.** ó Huwe said the Government Accounting Standards Board Statements 34 and 41 require cities to present a schedule of budget to actual expenditures for any funds included in the budgetary/appropriations process and to subsequently amend any budgets expended beyond appropriation. She requested this topic be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**2019 Budget Amendments – request referral to Finance Cmt.** ó Huwe requested this topic be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Central School Block Redevelopment – request referral to Finance Cmt.** ó Huwe noted the title issues associated with the former Central School Site are expected to be resolved by the end of the month, and several inquiries have been received about potential development of the site. She requested this topic be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**City Hall Closed Jan. 20<sup>th</sup> in observation of Martin Luther King Jr. Day** ó It was noted due to this City Hall closure the next City Council meeting will be held Tuesday, January 21<sup>st</sup>.

#### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** ó DeVries requested two FLEX PACE interest buydown applications be referred to the Finance Committee for review. The first was for Optimum Rehab LLC. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee. The second was for the Driftwood Lounge LLC. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then reported there was an opportunity to apply for grant funding through ND Commerce for Tourism. Three grants have been applied for and it is hoped the awards will be announced soon.

DeVries announced the re-scheduled 150<sup>th</sup> Celebration Reception for the Wahpeton Sesquicentennial Finale will be held Friday, January 10<sup>th</sup> from 5:00-8:00 p.m. at the Wahpeton Event Center. This is a free event featuring live music, free hors d'oeuvres, vendor fair, drawings for prizes, and a cash bar.

### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported with great pride and sense of community that Leach Library delivered 887 pairs of socks to Three Rivers Crisis Center. This was the third annual sock tree donation operation and it surpassed their goal set last year by 371 pair. Bakken then announced the library is now fully functional with the new circulation systems and reviewed some of the new functions now available. Winter programming will begin today with a family game day from 4-6 p.m., Storytime for preschoolers tomorrow at 10 a.m., and Thursday a crafty preschooler session at 10 a.m. Children's Librarian Rachel Kercher will be returning to the library those days to hold these programs and it is anticipated she will return full-time on January 17<sup>th</sup>. Bakken noted Leach Library will be closed Monday, January 20<sup>th</sup> in observation of Martin Luther King Jr. Day.

### **POLICE CHIEF**

**Patrol Vehicle Update** ó Thorsteinson provided an update regarding the two new vehicle purchases. One of the Tahoes should be in service this week and the other in another week or two. Thorsteinson thanked staff at Smith Motors for their assistance.

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

Miranowski requested referral to Public Works Committee **of Otter Tail Power Company proposal to change out Street Lights in Briarwood**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of 2020 Rental Agreement with Bergen Incorporated for Cimline melter for crack filling**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a potential Agreement with Bergen Incorporated to do a seal coat project with a product called RePlay**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Discussion was held regarding snow removal at intersections to increase visibility of oncoming traffic, and also keeping fire hydrants cleared of snow. Dale also reported on a recent meeting held regarding the potential for a high water event in the spring and being pre-active instead of re-active.

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

**Employee Work Anniversaries** ó City of Wahpeton employees were recognized for milestone anniversaries in 2019 as follows: Scott Thorsteinson ó 40 years; Leo Murr ó 20 years; Matthew Anderson ó 15 years; Steve Fehr ó 10 years; and Cheryl O'Meara ó 5 years. They were thanked for their service to the community.

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

**Finance, Personnel & Economic Development Committee Report (no meeting scheduled)**

**Public Works & Public Safety Committee Report (no meeting scheduled)**

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee January 13<sup>th</sup>, 5:00 PM
- b. Public Works Committee January 14<sup>th</sup>, 12:00 Noon

### **Adjournment**

**Motion by Bohn, seconded by McCann, to adjourn at 5:22 p.m. Motion carried.**

---

Mayor Steve Dale

---

Lynelle Amos, Finance Assistant