

# Wahpeton City Council

July 20, 2020

5:00 p.m.

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

**Absent:** Heitkamp

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

Meeting called to order by Mayor Dale.

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

### **Approval of minutes of regular meeting held July 6, 2020**

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

BW Blades Youth Hockey Association ó Raffle Permit

### **Presentation/Approval of Reports**

June 2020 Financial Reports

June 2020 Bill Pay Report \$1,243,283.91 ó see below

June 2020 Activity Report

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

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

## REPORTS FROM CITY OFFICERS AND STAFF

### FINANCE DIRECTOR

**Designation of Depositories and Pledging of Public Deposits** ó Huwe said North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds.

The Total Pledges and Requested Designated Depositories as of June 30, 2020 are:

<u>Designated Depository</u>	General Ledger		Federal Government			
	Funds on Deposits	FDIC/NCUA	Letter of Credit	Securities or Qualified Sweep	Additional Pledged Collateral	Collateralized Total
American Federal Bank	none	n/a	n/a	n/a	n/a	n/a
Bank of the West	500	500	n/a	n/a	n/a	500
Banc West Investment Services	535,374	n/a	n/a	535,374	n/a	535,374
Bremer Bank	5,484,453	n/a	6,000,000	n/a	n/a	6,000,000
Bremer Investment Trust	321,000	n/a	n/a	321,000	n/a	321,000
First Community Credit Union	none	n/a	n/a	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a	n/a	n/a
State Bank & Trust	none	n/a	n/a	n/a	n/a	n/a
U.S. Bank	none	n/a	n/a	n/a	n/a	n/a
Wells Fargo Bank	7,404,287	1,250,000	n/a	2,947,424	3,585,873	7,783,298
	13,745,614	1,250,500	6,000,000	3,803,798	3,585,873	14,640,171

\* Bremer Bank pledged a Letter of Credit not to exceed \$6,000,000 5/14/2020

The total funds on deposit as of 6/30/20 were \$13,745,614 reflecting a 2% decrease in cash on hand of \$244,572 over the same time last year. The decrease in cash is attributed in part to an increase in loans receivable related to the 19<sup>th</sup> Street North Housing Incentive Program. The pledges of assets report has been modified to reflect the deposits in federal government securities that are exempted from pledging requirements. The Wells Fargo deposits appear to be slightly under collateralized on June 30<sup>th</sup>, however Wells Fargo has been contacted and the collateralization corrected. The situation is created by the collateralization calculation being based on the previous day's closing balance. Huwe requested a motion approving the designation of depositories and pledges of assets. **Motion by Wateland, seconded by Goltz, to approve the designation of depositories and pledges of assets as presented (see above). Motion carried with a roll call vote of 7-0.**

**Class E Liquor License – Lueken’s Food Stores, Inc./Econo Wine & Spirits** ó Huwe explained the Council recently approved a revised ordinance allowing the sale of tap beer in growlers. Ordinance 1017 was adopted on June 1<sup>st</sup> and became effective upon its publication June 14, 2020. Lueken’s Foods is the parent company of both Chuck’s and Econo Wine & Spirits, and the application for a Class E License is actually for Chuck’s not Econo Wine & Spirits. Chuck’s currently holds a Class B license and has submitted an application for a Class E liquor license. Huwe requested a motion to approve granting a Class E license to Chuck’s Off Sale. **Motion by Bohn, seconded by Woods II, to approve granting a Class E Liquor License to Chuck’s Off Sale.** Discussion held. **Motion carried with all voting ‘aye’.**

**2021 Preliminary Budget/Certification of Mill Levy – request to schedule Special City Council meeting 5:00 July 27<sup>th</sup>** ó Huwe said the 2021 Preliminary Budget will be ready for review by the Council by July 27<sup>th</sup>. Forecasting revenues has been challenging with unusual revenue patterns caused by the pandemic. The plan is to have a preliminary budget and certification of tax levy ready for Council review by next Monday, July 27<sup>th</sup> instead of the regularly scheduled Finance Committee meeting. Once the intent of levy is sent to the County, the tax rate may go down but cannot be increased. She requested a motion to schedule a special City Council Meeting for July 27<sup>th</sup> at 5:00 p.m. for the purpose of preliminary review of the 2021 budget and approval of the proposed certification of tax levy. **Motion by Wateland, seconded by Lambrecht, to approve scheduling a Special City Council Meeting on July 27<sup>th</sup> at 5:00 p.m. for the purpose of preliminary review of the 2021 Budget and approval of the Proposed Certification of Tax Levy.** Motion carried with all voting ‘aye’.

**ATTORNEY**

**John Randall Field Parking Lot and RJ Hughes Dr. & Laura Hughes Dr. Project ST19-245 Resolutions** ó Hatting requested approval of resolutions she presented regarding the aforementioned projects.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3750**  
**RESOLUTION OF THE CITY OF WAHPETON**  
**RELATING TO THE ISSUANCE OF BONDS AND**  
**THE REIMBURSEMENT OF CERTAIN EXPENDITURES**  
**(John Randall Field Parking Lot and**  
**Part of R. J. Hughes Drive and Laura Hughes Drive)**  
**Project No. ST19-245**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3751**  
**RESOLUTION RECEIVING AND APPROVING**  
**ENGINEER’S REPORT IN PART A AND PART B**  
**(John Randall Field Parking Lot and**  
**Part of R. J. Hughes Drive and Laura Hughes Drive)**  
**Project No. ST19-245**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3752**  
**RESOLUTION DIRECTING PREPARATION FOR PLANS  
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT  
(John Randall Field Parking Lot and  
Part of R. J. Hughes Drive and Laura Hughes Drive)  
Project No. ST19-245**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3753**  
**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 McNary. Motion carried with a roll call vote 7-0.

**COMMUNITY DEVELOPMENT DIRECTOR**

**River Pointe Natural Gas Main Extension Agreement** ó DeVries explained River Pointe is City owned lots west of Briarwood to be used for shops/storage units. About half of the lots have been sold. As some of those purchasers have been getting ready to build they have discovered some challenges, one of which is a lack of natural gas main. Great Plains Natural Gas has been contacted and gave a cost of extending the gas service to all the lots of \$10,384, with funding proposed from the River Pointe Project Fund. **Motion by Lambrecht, seconded by Bohn, to approve the River Pointe Natural Gas Main/Service Extension Agreement with Great Plains Natural Gas at the cost of \$10,384 from the River Pointe Project Fund. Discussion held. Motion carried with a roll call vote of 7-0.**

DeVries announced he plans to update the Council member information on the City's website and will contact Council members regarding this.

**Community Development Report – The Win Column** ó DeVries said Chalkfest is featured in this issue which took place last weekend. A lot of good artists participated and the Chamber is considering it a very successful event. It is estimated attendance was doubled from last year. It is hoped the event can be continued next year.

**POLICE CHIEF**

**Request for Street Closure on 4<sup>th</sup> St. between Dakota Ave. & 2<sup>nd</sup> Ave. for Summer Music Festival Aug. 7<sup>th</sup> 4 p.m. to 12 p.m.** ó Police Chief Thorsteinson said he received a request for street closure on 4<sup>th</sup> Street between Dakota Avenue and 2<sup>nd</sup> Avenue North for a Summer Music Festival on August 7<sup>th</sup> from 4 p.m. to 12 p.m. **Motion by Wateland, seconded by Woods II, to approve the street closure of 4<sup>th</sup> Street between Dakota Avenue and 2<sup>nd</sup> Avenue North for a Summer Music Festival on Friday, August 7<sup>th</sup> from 4 p.m. to 12 p.m. Motion carried with all voting 'aye'.**

**School Resource Officer Contract Extension – request referral to PW Cmt.** ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**PUBLIC WORKS DIRECTOR**

**Public Works Director Report** ó Miranowski requested referral to Public Works Committee of **Change Order #1 for Rosewood Share Use Path**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Dakota Avenue Traffic Control Box Artwork**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **the City of Breckenridge request for easements in Golf Course**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Fence Replacement North of Railroad Tracks between 4<sup>th</sup> Street South and 5<sup>th</sup> Street South**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Bohn requested referral to Public Works Committee of **Storm Water Utility Fee**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Bohn requested referral to Public Works Committee of **2021 Budget**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski announced ground spraying for mosquitoes will take place tonight weather permitting. He also reported on some difficulties faced today with MN DOT and the closure of the Hwy 210 bridge for construction and the traffic control they supplied. The project is expected to last 9 days.

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

Mayor Dale provided an update on the former Central School Site redevelopment which had been reviewed at the last Finance Committee meeting. An individual has contacted Dale with interest in purchasing the entire block. An Option Agreement was proposed where the individual will pay the City \$1,000 to hold the property until the end of the year while he does his due diligence to make sure it's a viable plan to develop the lot, and to give him some assurance he will have first option to purchase the land. Lies created the document which was reviewed by the purchaser's attorney. **Motion by Goltz, seconded by Lambrecht, to approve the Option Agreement between the City of Wahpeton and Lorin Styf and Mavoureen Styf for the Old Central School Site, and a payment of \$1,000 to grant them the exclusive option to purchase the property until December 31, 2020.** Discussion held. **Motion carried with all voting 'aye'.** The Development Agreement was also presented for the same property which has been reviewed by the attorneys for both parties. **Motion by Bohn, seconded by McNary, to approve the Development Agreement between the City of Wahpeton and Lorin Styf and Mavoureen Styf for the Old Central School Site.** Motion carried with all voting 'aye'.

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

#### **Finance, Personnel & Economic Development Committee Report**

Wateland said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on July 13<sup>th</sup>.

**Midco Service Contract Renewals – motion to approve ó Motion by Wateland, seconded by Bohn, to approve the contract renewals with Midcontinent Communications for City Hall, North Side Fire Station, South Side Fire Station, and Sewer Shop as proposed.** Discussion held. **Motion carried with a roll call vote of 7-0.**

**City Hall Office Workspace Update - discussion**

**Former Central School Site Redevelopment Update - discussion**

## Monthly Financial Reports to Council Overview - discussion

**Dakota Ave. Christmas Lights – motion to approve ó Motion by Wateland, seconded by Fobb, to approve up to \$24,000 for Dakota Avenue holiday decorations from the 1% Restaurant Tax Fund. Motion carried with a roll call vote of 7-0.**

### Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on July 14<sup>th</sup>.

**Fire Dept. Vehicle Replacement – motion to approve up to \$25,000 ó Motion by Bohn, seconded by McNary, to approve proceeding with the purchase of a new Fire Chief vehicle at an amount up to \$25,000. Motion carried with a roll call vote of 7-0.**

**Reassignment of 2012 FD Vehicle to Public Works Dept. with trade-in of PW Dept. 1999 Ford – motion to approve ó Motion by Bohn, seconded by Fobb, to approve trading in the 1999 Public Works Engineer’s vehicle towards the new Fire Chief vehicle and reassign the 2012 pickup from Fire Department to Public Works Department for the trade in amount minus the 1999 trade in amount. Motion carried with a roll call vote of 7-0.**

**Sealcoat Project Final Pay Request by Pearson Bros., Inc. – motion to approve up \$58,266.50 ó Motion by Bohn, seconded by McNary, to approve the 2020 Sealcoat Project Final Pay Request by Pearson Bros., Inc. in the amount of \$58,266.50. Motion carried with a roll call vote of 7-0.**

**FEMA Appeal Response – motion to approve up to \$2,500 with contingencies ó Motion by Bohn, seconded by McNary, to approve up to \$2,500 for additional work on flood map modeling, contingent upon Wilkin County and City of Breckenridge approving their portions. Motion carried with a roll call vote of 7-0.**

**Emergency Operation Plan – discussion**

**Domestic Waste Water Agreement with Minn-Dak Farmers Cooperative – discussion**

**Parking Violation Fees – discussion**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

- Referrals: 1. Rosewood Shared Use Path Contract Change Order No. 1  
2. Artwork for Traffic Control Boxes  
3. MNDOT Closure of Hwy. 210 Bridge July 20<sup>th</sup>-29<sup>th</sup>**

June 2020 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$257,626.48	\$60,852.53	\$318,479.01
201 WATER OPERATING FUND	\$57,016.54	\$45,215.20	\$102,231.74
202 SANITARY SEWER OPERATING FUND	\$166,906.21	\$28,869.12	\$195,775.33
203 WASTE REMOVAL OPERATING FUND	\$27,199.36	\$1,073.56	\$28,272.92
204 WASTE REDUCTION FUND	\$1,208.87		\$1,208.87
205 VECTOR CONTROL FUND	\$1,524.31	\$4,194.33	\$5,718.64
206 STREET LIGHTING	\$13,051.15		\$13,051.15
209 LIBRARY LEVY FUND	\$3,848.44	\$13,450.85	\$17,299.29
216 AIRPORT 4-MILL LEVY FUND		\$989.92	\$989.92
226 EMPLOYEE SAFETY COMMITTEE	\$337.94		\$337.94
227 ANNUAL RESERVE WH FUND		-\$3,770.74	-\$3,770.74
234 SPECIAL STREET MAINT FUND	\$21,999.92		\$21,999.92
236 LEVEE MAINTENANCE	\$5,294.05	\$11,728.07	\$17,022.12
253 METER DEPOSITS TRUST FUND	\$286.66		\$286.66
271 ECONOMIC DEVEL DEPT FUND	\$3,364.91	\$11,120.72	\$14,485.63
315 TAX INCREMENT FUND	\$78,896.90		\$78,896.90
316 1% LODGING TAX (ADDTL 1/1/08)	\$2,300.00		\$2,300.00

317 JOB DEVELOPMENT LEVY FUND	\$5,350.81		\$5,350.81
318 WEED MAINT LEVY FUND	\$2,250.00		\$2,250.00
319 LODGING TAX FUND	\$302.99		\$302.99
320 SALES TAX OPERATING FUND	\$177,557.77		\$177,557.77
323 SALES TAX DEVELOPERS AGMNT RES	\$1,399.20		\$1,399.20
326 REVOLVING LOAN FUND	\$456.67		\$456.67
328 150TH ANNIVERSARYRESERVE	\$300.00		\$300.00
329 BULL RIDING EVENT	\$19.95		\$19.95
393 1% RESTAURANT TAX FUND	\$29,582.95		\$29,582.95
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
570 SALES TAX FOR INFRASTRUCTURE	\$3,585.14		\$3,585.14
572 SALES TAX FOR FLOOD FUND	\$62,858.92		\$62,858.92
574 5-2-97 (FLOOD PHASE II)	\$14,585.50		\$14,585.50
652 DANGEROUS BLDG 120 6TH ST N	\$45,867.84		\$45,867.84
661 ROSEWOOD TRAIL SW18-241	\$6,781.64		\$6,781.64
662 GATEWAY SIGNAGE/IMP.	\$22,858.00		\$22,858.00
665 E. SAN. SEWER PH B SS18-243	\$12,436.54		\$12,436.54
668 JR FIELD PARKING LIT & HUGHES DR	\$9,680.50		\$9,680.50
672 8TH AVE. N PROJ. ST19-248	\$5,430.41		\$5,430.41
673 LOY AVE & 12TH ST PROJ ST19-249	\$17,148.63		\$17,148.63
674 SRTS 11TH ST N PROJ ST19-252	\$1,884.90		\$1,884.90
675 WELL FIELD RECLO PROJ W19-251	\$4,861.25		\$4,861.25
676 DOWNTOWN S. STREETS ST20-255	\$360.00		\$360.00
<b>TOTAL</b>	<b>\$1,069,920.35</b>	<b>\$173,723.56</b>	<b>\$1,243,283.91</b>

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Special Council Meeting on 2021 Tax Levy & Budget July 27<sup>th</sup>, 5:00 PM
- b. Public Works Committee July 28<sup>th</sup>, 5:00 PM

**Motion by Woods II, seconded by Lambrecht, to adjourn at 5:47 p.m. Motion carried with all voting ‘aye’.**

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Mayor Dale

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Lynelle Amos, Finance Assistant