

**Wahpeton City Council**

**June 20, 2022**

**5:00 p.m.**

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

**Absent:** None

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

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

**Public Hearing Capital Improvements Plan 2023-2027** – Public Works Director Miranowski explained the CIP contains all the City's individual capital projects, the intended timing of the projects, and their proposed funding source. It has two categories which are major capital improvement projects and improvements in the operating budget, and identifies anything with a value of over \$5,000. City Engineering Project Manager Rogahn reviewed some of the larger proposed infrastructure projects included in the CIP 2023-2027. He commented this document provides a lot of value, acting as a sort of roadmap to staff. The draft CIP can be viewed on the City's website. **Motion by McNary, seconded by Woods, to approve the Capital Improvements Plan 2023-2027 as presented. Motion carried with all voting 'aye'.**

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

**Approval of minutes of regular meeting held June 6, 2022**

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

Relay For Life Scramble for a Cure – Raffle Permit

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

BW Blades Youth Hockey Association – Raffle Permit

BW Blades Youth Hockey Association – Raffle Permit

**Presentation/Approval of Reports**

Financial Statements May 2022

Bill Pay Report May 2022 (\$1,335,507.60 – see below)

Arbor Day Foundation 2021 Tree City USA Growth Award

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

**Motion by Goltz, seconded by Carlson, to approve the Consent Agenda items as presented.**

**Motion carried with all voting 'aye'.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

Huwe requested suspension of the rules to address a time sensitive business license request. **Motion by Wateland, seconded by Goltz, to approve suspending the rules to address a time sensitive business license request. Motion carried with all voting 'aye'.** Huwe explained Burchill Construction provides dumpster services under the business name BC Disposal. An application for a City of Wahpeton Waste Hauler License has been submitted and reviewed. **Motion by Bohn, seconded by Woods, to approve the 2022 Waste Hauler License for BC Disposal. Motion carried with all voting 'aye'.**

**City Election June 14, 2022** – Huwe said the unofficial results of the June 14, 2022 City election have been reported to the ND Secretary of State and were included with the Council packets tonight. The County Canvassing Board will meet by June 27<sup>th</sup> to finalize the results. The total voter turnout for the City election appears to be 1,383 which is 174 more voters than the 2020 election and 27 more than 2018. A little Wahpeton History: Outgoing Mayor Steve Dale is Wahpeton's 30<sup>th</sup> mayor elected since 1885. Only 6 mayors served more than 1 term, and the longest serving mayor was Warren Schuett from 1975 to 1994 (19 years). Huwe thanked Mayor Steve Dale, Council Member Lane Wateland, and Council Member Abby Carlson for their collective 26 years of service on the Wahpeton City Council.

**Preliminary Budget Update** – Huwe reported there are 19 individual City Department budgets being prepared right now. Next steps include the review and coordination of revenues and expenses for all 106 City funds. The General Fund is the most challenging with 13 individual departments coordinating available revenue with service delivery demands. Fuel and natural gas expenses are strong variables in the preparation of the 2023 budget. A preliminary budget outlook will be available on July 11<sup>th</sup>, with targeted approval of the preliminary budget and proposed tax levy by the second Council meeting in July or on August 1<sup>st</sup>.

**Reorganization Meeting June 28, 2022** – Huwe announced the Council organizational meeting is scheduled for the fourth Tuesday of June in even numbered years, which will be June 28th at 5:00 p.m. The agenda will be posted on Thursday of this week. The organizational meeting will include nomination of Council President and Vice President in addition to Committee assignments. Openings are available on the Planning Commission and Zoning Adjustment Board. Huwe can be contacted if anyone is interested or if anyone has a suggested contact.

#### **ATTORNEY**

**Richard Pierce Nuisance Property Hearing Postponed** – Hatting said the continued hearing on the Richard Pierce Briarwood Court Nuisance Property Abatement had been scheduled for tonight however through communications with counsel retained by Pierce are working toward a collaborative solution. She is hopeful it will yield a positive result and will report back to Public Works Committee as more information is received.

#### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Headwaters Music Festival Funds** – DeVries said the music festival was started a few years ago by Dave Engstrom who asked DeVries to be on the committee along with a few other people and the City was the fund holder. The Head Waters Music Festival Committee is now a recognized non-profit with its own checking account so it was felt it would be best for the money to be moved to the committee's account. He requested the Headwaters Music Festival funds of \$3,006.42 be released to the non-profit committee. It was noted the funds came from donations and sponsorships. **Motion by Bohn, seconded by Fobb, to approve the Headwaters Music Festival Funds in the amount of \$3,006.42 be released to the Headwaters Music Festival Non-profit Committee. Motion carried with a roll call vote of 8-0.** DeVries announced this year's Headwaters Music Festival is scheduled for July 21-24, with a lot of music going on in the downtown area.

**Mini-Match Fund Recapitalization** – DeVries explained Mini-Match+ has been a popular program which helps businesses with signs and exterior improvements to their businesses. He requested \$75,000 from Sales Tax for Economic Development to replenish the fund to accommodate future grants. It was felt this fund is in a good financial position to accommodate this request. **Motion by Lambrecht, seconded by McNary, to approve the Mini-Match+ Program Fund Recapitalization of \$75,000 from Sales Tax for Economic Development.** Discussion held. **Motion carried with a roll call vote of 8-0.**

## **LIBRARY DIRECTOR**

**Library Report** – Bakken reported happenings at the library include a Library Board meeting on Thursday. She said one person has expressed interest in filling the board position opening on July 1<sup>st</sup>. Anyone else interested can contact Bakken or City Hall. The Summer Reading Program is going strong with a number of activities scheduled in the next few weeks. With the recent strong winds, some of the story boards for the Story Stroll have gone missing and anyone who may find one of the story pages is encouraged to return them to the library.

## **POLICE CHIEF**

### **Referrals to PW Cmt.:**

**6th St. S. No Parking Area** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**F150 Patrol Vehicle** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

## **PUBLIC WORKS DIRECTOR**

### **PW Report – Referrals to PW Cmt.:**

**WCCO Cooling Water Agreement** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Loy Ave. & 12<sup>th</sup> St. N. Reconstruction Proj. ST19-249 CCO#1** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**ND DOT Cost Participation Agreement ND Hwy 210 Mtc. Proj.** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Right of Way Access Request 9<sup>th</sup> St. N.** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a request from OtterTail Power Company for an Easement on the east side of 2<sup>nd</sup> Street North of 8<sup>th</sup> Avenue to serve Lift Station #12.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided an update on operational items that the Public Works Department is currently working on or have completed in the past two weeks.

## **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 June 13<sup>th</sup>.

**Indigent Defense Contract – discussion**

**Holiday Lane Improvements – motion to proceed up to \$16,000 from Restaurant Tax Fund – Motion by Wateland, seconded by Fobb, to approve up to \$16,000 from the 1% Restaurant Tax Fund for the Holiday Lane Improvements as presented. Motion carried with a roll call vote of 8-0.**

**Development Agreement for Rosewood 3<sup>rd</sup> Addition & Rosewood 4<sup>th</sup> Addition – discussion**

## **Referrals**

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

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

**Update on Grease Traps Inspection Program**

**2022 Sealcoat Project CCO#1 Asphalt Preservation Co. – motion to approve contract deduct of \$199.41, motion to approve final pay application of \$70,318.74 – Motion by Bohn, seconded by Woods, to approve the 2022 Seal Coat Project final pay application in the amount of \$70,318.74 to Asphalt Preservation Company, Inc. Motion carried with a roll call vote of 8-0.**

**Motion by Bohn, seconded by McNary, to approve the 2022 Seal Coat Project Change Order #1 with a deduct of (\$199.41) to Asphalt Preservation Company, Inc. Motion carried with a roll call vote of 8-0.**

**Ordinance Regarding Parking of Trucks, Buses, Trailers, Etc. on Streets – discussion**

**Review Engineering Design Standards – discussion**

**Review Development Standards – discussion**

**Rosewood 3<sup>rd</sup> and 4<sup>th</sup> Addition Development Status – discussion**

**Bois de Sioux Golf Clubhouse Freezer – motion to approve reimb. of \$5,915.75 from the Clubhouse Mtc. Fund – Motion by Bohn, seconded by Carlson, to approve reimbursement to the Bois de Sioux Golf Course for the freezer replacement at the Clubhouse at a cost of \$5,915.75 from the Clubhouse Maintenance Fund. It was clarified the freezer belongs to the City. Motion carried with a roll call vote of 8-0.**

**Review Shared Use Path Master Plan - discussion**

**2023-2027 Capital Improvement Plan Draft - discussion**

**Official Tree List – motion to approve – Motion by Bohn, seconded by Woods, to approve the Official Boulevard Tree Replacement List. Motion carried with all voting ‘aye’.**

**Storm Utility Fund**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

**Referrals – See PW Director’s Report**

**NEW BUSINESS**

**Mayor’s Minute Update** – Dale read a letter of intent to retire submitted by Police Chief Scott Thorsteinson with December 25, 2022 as his final day of employment. In the letter Thorsteinson strongly recommended that Sergeant Matthew Anderson be appointed as the next Chief of Wahpeton Police Department. With much regret the letter was accepted by the Council. **Motion by Wateland, seconded by McNary, to accept the letter of intent to retire from Police Chief Scott Thorsteinson with December 25, 2022 as his final day of employment. Motion carried with all voting ‘aye’.** Appreciation was shown through a round of applause and standing ovation.

April 2022 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$232,530.16	\$40,183.85	\$272,714.01
201 WATER OPERATING FUND	\$51,840.95	\$47,131.54	\$98,972.49

202 SANITARY SEWER OPERATING FUND	\$47,861.32	\$29,262.54	\$77,123.86
203 WASTE REMOVAL OPERATING FUND	\$29,174.25	\$1,300.42	\$30,474.67
204 WASTE REDUCTION FUND	\$1,981.90		\$1,981.90
205 VECTOR CONTROL FUND	\$352.32	\$1,398.64	\$1,750.96
206 STREET LIGHTING	\$15,536.28		\$15,536.28
207 STORM WATER UTILITY	\$486.32		\$486.32
209 LIBRARY LEVY FUND	\$7,616.06	\$15,906.74	\$23,522.80
216 AIRPORT 4-MILL LEVY FUND	\$82,236.05	\$897.06	\$83,133.11
226 EMPLOYEE SAFETY COMMITTEE	\$95.99		\$95.99
227 ANNUAL RESERVE WH FUND		-\$3,865.90	-\$3,865.90
229 CAPITAL IMPROVEMENTS FUND	\$8,333.33		\$8,333.33
233 REAL ESTATE LEVY FUND	\$1.06		\$1.06
234 SPECIAL STREET MAINT FUND	\$2,692.55		\$2,692.55
235 SNOW/FLOOD EMERG LEVY FUND	\$340.63		\$340.63
236 LEEVE MAINTENANCE	\$2,146.72	\$9,888.55	\$12,035.27
253 METER DEPOSITS TRUST FUND	\$197.62		\$197.62
271 ECONOMIC DEVEL DEPT FUND	\$992.50	\$12,006.62	\$12,999.12
303 MISCELLANEOUS FUND	\$138.00		\$138.00
315 TAX INCREMENT FUND	\$1,850.00		\$1,850.00
317 JOB DEVELOPMENT LEVY FUND	\$7,438.58		\$7,438.58
319 LODGING TAX FUND	\$1,261.74		\$1,261.74
320 SALES TAX OPERATING FUND	\$138,985.46		\$138,985.46
321 SALES TAX RESERVE FUND	\$400.00		\$400.00
323 SALES TAX DEVELOPERS AGMNT RES	\$320.73		\$320.73
324 SALES TAX MINI MATCH RSRV FUND	\$15,000.00		\$15,000.00
326 REVOLVING LOAN FUND	\$513,716.67		\$513,716.67
328 SUMMER MUSIC FESTIVAL	\$2,812.00		\$2,812.00
365 PD SPEC EQUIP SINKING FUND	\$597.24		\$597.24
393 1% RESTAURANT TAX FUND	\$3,206.06		\$3,206.06
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
471 R/# 12521 BND INFRAST. LOAN	\$5,973.65		\$5,973.65
666 E.SIDE SANITARY PART B PH II	\$705.50		\$705.50
672 8TH AVE. N PROJ. ST19-248	\$270.90		\$270.90
676 DOWNTOWN S. STREETS ST20-255	\$20.00		\$20.00
<b>TOTAL</b>	<b>\$1,181,397.54</b>	<b>\$154,110.06</b>	<b>\$1,335,507.60</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee June 27<sup>th</sup>, 5:00 PM
- b. Public Works Committee June 28<sup>th</sup>, 5:00 PM

### **ADJOURNMENT**

**Motion by Wateland, seconded by Lambrecht, to adjourn at 5:54 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant