

**Wahpeton City Council**  
**June 3, 2019**  
**5:00 p.m.**

**Present:** Miller, Bohn, Bajumpaa, McCann, Dale, Lambrecht, Bertsch, 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.

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

Jane Priebe addressed the Council to announce that Flag Day is Friday, June 14<sup>th</sup>. They would like to purchase 150 flags and use them to spell out "150" along the banks of the observance deck of Volunteer Park in preparation of National Flag Week which is June 9<sup>th</sup>-15<sup>th</sup>. At noon that Friday a gathering is planned at Volunteer Park to say the Pledge of Allegiance and a volunteer will be asked to sing the National Anthem.

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

**Approval of minutes of regular meeting held May 20, 2019**

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

Raffle Permit ó BW Blades Hockey

Raffle Permit ó ND Pottery Collector's Society

**Other Games of Chance and/or Special Permits: None**

**Presentation/Approval of Reports**

2019 NDLC Legislative Report

The 2020 Census at a Glance

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**

**Boards & Appointments** ó Huwe explained City elections are conducted in even numbered years, and in those election years cities are required to have an organizational meeting following the election. Most boards and commissions have staggered terms and inevitably have positions that expire in the odd numbered years. Several appointments have been presented to the Council over the past few weeks, with additional changes to follow. The Library Board, Planning Commission, Special Assessment Commission, Convention and Visitors Bureau, and Zoning Board of Adjustment all have positions with terms ending in 2019. As these committees meet in the next few weeks the topic of appointments and re-appointments will be included. She asked that if anyone is interested or know of someone interested in serving on any of these boards or committees to please let her know. The current board members' terms may continue until they are re-appointed or replaced.

**Delivery of 2009 Ferrara Fire Truck** ó Huwe announced the Fire Department received the new 107' Ferrara ladder truck on Thursday, May 23<sup>rd</sup>. The Fire Department was able to replace the City's

1991 105ø aerial truck with a model 18 years newer for an estimated total cost of \$555,000. The truck has had several minor revisions to retrofit medical gear storage into firefighter seating. Fire Chief Dale Rubish and members of the truck committee will have the truck here at City Hall following tonight's meeting allowing those interested to look through the truck and ask questions of the Fire Department Officers.

**Census 2020 Complete Count Committee – request referral to Finance Cmt.** ó Huwe said the opportunity to engage more people in a record setting participation rate for the census is happening right now. The City has partnership opportunities with the County to promote and inform residents about the benefits of complete and accurate demographic information. She requested the Census 2020 Complete Count Committee be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Employee Extended Sick Leave Request – request referral to Finance Cmt.** ó Huwe said the adoption of the new Employee Policy Manual has changed the process for employee use of sick leave during an extended illness. The City has an employee in a situation that will require Council approval of extended leave. She requested the extended leave request be referred to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Housing Study Recommendations – request referral to Finance Cmt.** ó Huwe said the facilitation of a diverse development plan for housing at various locations and price points is a Council goal. The housing study delivered in December 2017 has several key recommendations regarding areas of market demand. She requested review of the Housing Study Recommendations be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

## **ASSESSOR/BUILDING CODES**

**Reminder of Richland County Board of Equalization June 4<sup>th</sup> at 11:00 AM** ó Dale gave a reminder the Richland County Board of Equalization meeting will be held June 4th at 11:00 a.m.

## **COMMUNITY DEVELOPMENT DIRECTOR**

### **Community Development Report**

**Referrals from Planning Commission** ó DeVries reported the Planning Commission met just prior to this meeting and reviewed the Edgewood Park Preliminary Plat. It will be 10 parcels at the corner of 16<sup>th</sup> Avenue North and the 210 Bypass. The Planning Commission recommends approval of the Preliminary Plat of Edgewood Park. **Motion by Bajumpaa, seconded by Miller, to approve the Edgewood Park Preliminary Plat as presented. Motion carried with all voting 'aye'.**

The Planning Commission also met as the Renaissance Zone Authority to review an application from Farmers Union Oil of the Southern Valley for a Rehabilitation Project at 2109 North 9<sup>th</sup> Street. It will basically be a new building going up over the present. They will keep the C-Store but add a lot of changes as far as the grounds, such as adding restrooms and showers. They will also be keeping the restaurant. It is a considerable rehab project at an estimated total of \$2.2 million. The estimated five-year property tax benefit is \$123,935. The Renaissance Zone Authority recommends approval of this rehabilitation project contingent upon receipt of their Taxpayer in Good Standing from the State. **Motion by Bajumpaa, seconded by Bohn, to approve the Farmers Union Oil of the Southern Valley, LLC Renaissance Zone Project for Renovation and Expansion at 2109 North 9<sup>th</sup> Street and forward to the State Renaissance Zone office for approval of a 100% state income tax exemption on the improvements only for 5 years, contingent upon receiving Taxpayer in Good Standing status. Motion carried with a roll call vote of 8-0.**

Regarding the Marketing Plan, DeVries reported KAT Marketing will be in Wahpeton this week to shoot some videos for social media and will be also be recording a radio spot. They will be focusing on a positive light for the City of Wahpeton. He felt it will be a good thing for the community and to boost tourism.

DeVries then provided a recap of the Saturday's Summer Sizzle 150<sup>th</sup> event saying it turned out to be a terrific event. The weather was good and there was 5 ½ hours of music as promised. There was an estimated 1,350 for paid admission and with children attending for free the total is estimated at 1,500. DeVries said the parking and facilities worked well, the vendors and beer gardens did well, and the music was good with no issues. The NDSCS site was ideal. He thanked Kim Nelson and their Committee as well as staff and volunteers for their help making it a successful event as well as those that attended.

### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported today was the beginning of the summer reading program for pre-school through adult with this year's theme being "A Universe of Stories" and it runs from June 3<sup>rd</sup> through July 26<sup>th</sup>. Each person who signed up received a calendar of events during this time, but they can also be found on the library's website. Registration is still open for those interested. The summer reading program is part of the Bank of North Dakota's College Save Program. Participants have the opportunity to qualify for a prize of \$529 to be placed in a College Save Account, and there was a local winner last year. The library received the Apollo Mission helmet just in time for the kickoff. It is being displayed in the lower level display case for viewing. Today's kickoff also saw an edible earth project, Tuesday starts Preschool Storytime and Book Munch Program, Wednesday begins Preschool Fun Days, Teens begin their program on Thursdays, and a Movie will be shown on Fridays. Also this week, a North Dakota Librarian will be displaying real life moon rocks at 2:30 pm on Friday. The Free Summer Lunch Program started today with over 40 children served. The lunch time runs from 11:30 am to 12:30 pm, Monday through Friday, with Snack Time from 2 pm-3 pm. May was a big month for new patron cards with 132 new cards issued. NDLC met last Wednesday at the library and were impressed with all the library has to offer. Bakken then thanked the Friends of the Library for helping make the recent book sale a success.

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

Miranowski requested referral to the Public Works Committee **of a Final Pay Application for the 2019 Seal Coat Project**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Dumpster Ordinance Review – request referral to PW Cmt.** ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

#### **Eastside Sanitary Sewer Ph. B Proj. No. SS18-243 – Request approval of Braun Intertec**

**Proposal** ó Miranowski explained the plans and specs continue to be worked on for Eastside Sanitary Sewer Phase B, which is Lift Station #3 and the force main that goes to #1. In the last engineering project meeting the need to get some soil borings was discussed going from Lift Station #3 to the new location west of the parking lot of the baseball fields. Water levels in the area are a concern. **Motion by Bohn, seconded by McNary, to approve the Braun Intertec Proposal for the Eastside Sanitary Sewer Phase B Project No. SS18-243 in the amount of \$12,917. Motion carried with a roll call vote of 8-0.**

Miranowski then provided some information regarding the Lift Station #1 bypassing project.

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

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

McCann said the Finance, Personnel & Economic Development Committee met at noon on May 29<sup>th</sup>.

**Liquor License Request for New Classification – discussion**

**Draft Development Agreement Edgewood Park – discussion**

**2020 Budget – motion to approve the 2020 Budget Premises ó Motion by McCann, seconded by Wateland, to approve the Preliminary 2020 Budget Premises as presented to include the 1.7% Consumer Price Index increase. Motion carried with all voting ‘aye’.**

**Status Update on Tax Increment Financing – discussion**

**Review of Current Cash Flow Projections and Banking Options – motion to approve match funds for the Wheatland Trail Project to be funded by TIF ó Motion by McCann, seconded by Bohn, to approve the Wheatland Trail Grant Match be funded with Pay-as-you-go Tax Increment Financing Funds instead of Sales Tax for Recreation. Motion carried with a roll call vote of 8-0.**

**400 Block Development Agreement Update**

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

Bohn said the Public Works & Public Safety Committee met at noon on May 28<sup>th</sup>.

**Mail Box Replacement Policy Review – pending additional information**

**Off Highway Vehicle Regulations Article XII, Ch. 42**

**Vector Control Board Update**

**Weed Board Update**

**Dr. Wei Lin Waste Water Study Draft Report**

**Traffic Control Cabinet 2<sup>nd</sup> St. and Dakota Ave. Replacement**

**2021 Safe Routes to School Proj. 11<sup>th</sup> St. N. Crosswalk – motion to approve acceptance of \$105,569 in grant funds and to commit grant match of \$127,700 from Sales Tax for Recreation ó Motion by Bohn, seconded by Bajumpaa, to approve acceptance of \$105,569 in Grant Funds for the 2021 Safe Routes to School Project 11<sup>th</sup> Street North Crosswalk and commit Grant Match Funds of \$127,700 from Sales Tax for Recreation. Motion carried with a roll call vote of 8-0.**

**IEI Professional Services Agmnt. Design and Construction Mgmt. John Randall Field Proj. ST19-245 – motion to approve agreement \$144,362 Resolution No. 3720 – Motion by Bohn, seconded by McCann, to approve the Professional Services Agreement Design and Construction Management with Interstate Engineering, Inc. for John Randall Field Parking Lot and RJ Hughes Drive Improvements with combined services not to exceed an amount of \$144,362. Motion carried with a roll call vote of 8-0.**

**Eastside Sanitary Sewer Ph. A Proj. ST17-231 – motion to approve the final pay request/change order to Master Construction of \$75,557.89 ó Motion by Bohn, seconded by McNary, to approve the Eastside Sanitary Sewer Phase A Project ST17-231 closeout and final pay estimate to Master Construction of \$75,557.89. Motion carried with a roll call vote of 8-0.**

**Westgate Commons Project Closeout – motion to approve reimbursement of \$77,750 to Westgate Investments LLC ó Motion by Bohn, seconded by Bertsch, to approve reimbursement to Westgate Investments, LLC of \$77,750 for costs allocated to Lot 2, Block 2 of the Development Agreement. Motion carried with a roll call vote of 8-0.**

**IEI Proposal for a Facility Plan for Flood Lift Station Improvements Proj. No. FL19-246**

**Ordinance No. 1001 Front Yard Parking Restrictions – motion to offer first reading of Ord. 1005 ó Council member Bohn offered the first reading of the following Ordinance:**

**ORDINANCE NO. 1005**  
**AN ORDINANCE**  
**PROHIBITING PARKING IN FRONT YARDS**

**Rental Agmnt. with RDO Equipment for a seasonal tractor – motion to approve \$1,275 per month ó Motion by Bohn, seconded by McNary, to approve the Rental Agreement with RDO Equipment for the 2019 seasonal tractor at \$1,275 per month. Motion carried with a roll call vote of 8-0.**

**Black Dirt Sales Inquiry – motion to approve notice of dirt available for sale at \$10 per yard with conditions ó Discussion held regarding whether or not the City should sell the dirt or retain it. With no motion to be considered no action was taken.**

**Revisions to Ordinance Regarding Parking/Licensing of Recreational Vehicles**

**Yard Junk/Clutter Updates**

**Building Official Updates**

**Right-of-Way Considerations South of Bank of the West**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee June 10<sup>th</sup>, 12:00 Noon
- b. Public Works Committee June 11<sup>th</sup>, 12:00 Noon

**Adjournment**

**Motion by Bertsch, seconded by McCann, to adjourn at 5:51 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant