

Wahpeton City Council
March 16, 2020
5:00 p.m.

Present: Miller, Bajumpaa, Wateland, Dale, Bohn (via teleconference), Remily, and McNary

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Dale read the City Response to COVID-19, which included: 1) All non-essential meetings of committees, boards, and commissions are suspended; 2) Social distancing will be applied to all city activities; and 3) If you are sick ó stay home.

March 31, 2020 Equal Pay Day Proclamation ó Dale read a Proclamation declaring March 31, 2020 Equal Pay Day.

Robert Schuler addressed the City Council. Following up from a meeting held with the City Council and Park Board last Thursday regarding the proposed Three Rivers Activity Complex he presented some requests moving forward, which were: The City Council approve moving forward with the exploration of a 1% sales tax for 12 years to fund the proposed Three Rivers Activity Complex; the City Council approve the City Attorney explore bonding and ownership issues for the project; and the City Council appoint a City Council or Wahpeton Park Board member to the Three Rivers Activity Complex group. Since this project was just presented to the Park Board at Thursday's meeting Dale felt more time was needed to review and discuss the proposed project. It was noted the Park Board was a separate entity so would need to address them directly in regard to a representative serving on the TRAC committee. Miller felt a City Council representative should be on the TRAC committee and McNary volunteered.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held March 2, 2020

Games of Chance Licenses, Site Authorizations & Special Permits:

Rocky Mtn. Elk Foundation ó Site Authorization

Other Games of Chance and/or Special Permits:

Three Rivers Gymnastics ó Site Authorization at their facility

Three Rivers Gymnastics ó Site Authorization at Prante's

Three Rivers Gymnastics ó Site Authorization at the Boiler Room

1676 Good & Welfare ó Games of Chance

Presentation/Approval of Reports

February 2020 Bill Pay Report (\$1,112,444.35) ó see below

February 2020 Financial Statements

2020 Flood Outlook 3/12/20

Census 2020

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

Motion by Wateland, seconded by Miller, to approve the Consent Agenda items as presented.

Discussion held regarding the site authorizations. **Motion carried with all voting 'aye'.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2019 Transportation Funding Report ó Huwe explained NDCC 54-27-26 requires each political subdivision receiving funding from the ND Department of Transportation to file an annual report of funding and expenditures related to transportation. The reporting may vary widely dependent upon timing of capital improvement projects, grant fund and debt refinancing. 2019 Receipts from Local Sources includes \$2.6 million dollars in local sales taxes for infrastructure used to buy down parts of the 3rd Avenue North and East Side Sanitary Sewer Project Phase I. Revenue received from the State for Transportation increased \$104,507 with increases in Highway Tax and State Aid Distributions. Expenses were notably less with the 2018 numbers including the 3rd Avenue North Reconstruction Project. Huwe requested approval of the 2019 ND Transportation Funding Report as submitted. **Motion by McNary, seconded by Bajumpaa, to approve the 2019 ND Transportation Funding Report as submitted. Motion carried with all voting ‘aye’.**

2020 Class C-6(a) Liquor License Bois de Sioux Golf Club ó Huwe said the Bois de Sioux Golf Club has submitted an application for a City Liquor License, contingent upon all requirements for a license being satisfied. She requested a motion to issue a 2020 C-6(a) Liquor License to the Bois de Sioux Golf Club. **Motion by Wateland, seconded by Bajumpaa, to approve issuing a 2020 C-6(a) Liquor License to the Bois de Sioux Golf Club.** Discussion held. **Motion carried with all voting ‘aye’.**

City Owned In-Fill Lot Purchase Proposal ó Huwe reported the City has received an offer from an individual to purchase a city owned residential lot located at 104 2nd Avenue North for \$1,568.30. The balance of the special assessments of \$5,431.70 will be assumed by the new owner. The lot was acquired via the dilapidated property process in 2015. The perspective owner plans to build a single family home on the parcel, and the offer is contingent upon a variance from the Board of Adjustments regarding the side yard setback requirements but it will conform with adjacent properties. Huwe requested a motion to accept the offer of \$1,568.30 with the purchaser’s assumption of specials and contingency approval on the setback requirements. **Motion by Wateland, seconded by Remily, to approve accepting the offer of \$1,568.30 with the purchaser’s assumption of specials and contingency approval on the setback requirements for the City owned In-Fill Lot at 104 2nd Avenue North. Motion carried with a roll call vote of 6-0.**

Westdale 2020 Development Agreements – request referral to Finance Cmt. ó Huwe said the Finance Committee Report will include a recap of the proposals for the development of 6 residential lots targeting single family homes with a final selling price of \$199,000 or less. Development agreements will be required to as part of the land conveyance to the developers. She requested this be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Election 2020 ó Huwe said the City of Wahpeton contests on the June 9th, 2020 ballot include Ward 1 (unexpired term ending 2022), 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 6th.

ASSESSOR/BUILDING CODES

Board of Equalization ó Dale gave a reminder that the Board of Equalization meeting will be held April 14th at 5:00 p.m.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report ó DeVries said a copy of the 2019 Annual Report of Wahpeton Community Development was provided for review. It includes information on the Sesquicentennial Celebration.

Census 2020 ó DeVries said it is unknown how the coronavirus will affect the 2020 Census, in particular the Complete Count Committee for Richland County of which he is a member. March 23-27, 2020 was dubbed Census Week in the hopes of getting the word out and enticing people to respond to the census. All residents should have received an envelope from the US Census Bureau containing a special number for that household to reply with. A meeting is scheduled for Wednesday to decide how to proceed with the amount of social distancing to be practiced due to the coronavirus. Their tagline is "You Count in 2020" for which there will be radio ads, newspapers ads, and flyers throughout the County to raise public awareness of the importance of the census.

Information regarding the coronavirus is available on the City Website under Public Notices and a tab for COVID-19. The City will be utilizing their website, social media, local newspaper, and radio, and public access channel to provide any information received from the State or Federal Government. Updates will be provided as they become available.

LIBRARY DIRECTOR

Library Report ó Bakken announced in light of COVID-19 all programming scheduled at the library has been cancelled. It is unknown when it will resume. Should the library have to close based on the criteria set by the City of Wahpeton Department Heads and Leadership Team, they will try to give their patrons at least a 24-hour notice. Patrons will still have access to most library services through the library's website. In the event of a closure, library staff will still be available within the library with limited hours to answer phones, renew items, pick items off the shelf and meet you at your vehicle with them. The library also has two book drops for returns.

POLICE CHIEF

Urban Deer Herd – request referral to PW Cmt. ó Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee of **Culvert Repair on Drain #1**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Discussion on Dakota Avenue Flag Protocol Policy**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski announced he received notification from the ND Department of Transportation regarding an urban grant for which the City applied for under the downtown initiative to do the side streets, and Wahpeton was selected for the grant. The NDDOT will cover 80.93% of the project which has a total cost of about \$2.3 million, so will cover \$1.5 million of it. Streets included in the projects are 3rd Street North from Dakota Avenue to 2nd Avenue, 6th Street North from Dakota Avenue to 2nd Avenue, 9th Street North from Dakota Avenue to 2nd Avenue, 11th Street North from Dakota Avenue to 2nd Avenue, and 4th Street South from Dakota Avenue to the railroad tracks.

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 March 9th.
Bois de Sioux Golf Club Request for Permission to Enter into Municipal Capital Lease to Purchase Beverage Cart – discussion

19th St. N. Development Request for Proposals – motion to accept both proposals ó **Motion by Wateland, seconded by Remily, to approve accepting the Proposals from both Burchill Construction and HS Investments for the 19th Street North Residential Lot Development. Motion carried with a roll call vote of 6-0.**

Motion by Wateland, seconded by McNary, to approve of the use of \$600,000 from the City's Revolving Loan Fund in addition to the \$600,000 from Sales Tax for Economic Development to facilitate the 19th Street North Residential Lot Development. Motion carried with a roll call vote of 6-0.

Cost Share Agreement for Dilapidated Property Mitigation – motion to approve ó Motion by Wateland, seconded by Bajumpaa, to approve proceeding with the Joint Powers Agreement between Richland County and the City of Wahpeton for the removal and disposal of a dilapidated building at 120 6th Street North. Motion carried with a roll call vote of 6-0.

Chapter 22 License Inquiries – discussion

Council Chamber Technology Updates – discussion

400 Block Default Update – motion to purchase assignment from Starion Bank ó Motion by Wateland, seconded by Bajumpaa, to approve proceeding to purchase an assignment of Starion Bank's promissory note, mortgage, and foreclosure action judgement on the 400 Block Dakota Avenue Properties at the cost of \$345,500 plus the balance of the receivership account (approx. \$16,000) with funding from Sales Tax for Economic Development. Motion carried with a roll call vote of 6-0.

Public Works & Public Safety Committee Report

Bajumpaa said the Public Works & Public Safety Committee met at 5:00 p.m. on March 10th.

Bois de Sioux Golf Clubhouse Mtc. Issues – discussion

2020 Tractor Rental Agreement for Storm Lift Stations – motion to approve ó Motion by Bajumpaa, seconded by McNary, to approve the 2020 Tractor Rental Agreements for seven tractors as presented. Motion carried with a roll call vote of 6-0.

2020 Pump Rental Agreements – motion to accept low bid from Rain for Rent \$40,831.55 ó Motion by Bajumpaa, seconded by McNary, to approve accepting the low bid quote from Rain for Rent for \$40,831.55 for the 2020 Pump Rental. Motion carried with a roll call vote of 6-0.

Final Pay Request from S & S Landscaping on Proj. ST11-108 Seeding & Trees 3rd Ave. N. – motion to approve final payment of \$6,761.90 ó Motion by Bajumpaa, seconded by McNary, to approve the Final Pay Request from S & S Landscaping on Project ST11-108 Seeding & Trees on 3rd Avenue North for \$6,761.90. Discussion held. Motion carried with a roll call vote of 6-0.

Dakota Avenue Banner Request – motion to approve ó Motion by Bajumpaa, seconded by McNary, to approve utilization of the Dakota Avenue banner poles by the YES (Youth Empowered by Success) Committee. Motion carried with all voting 'aye'.

Water Fill Station – discussion

Electric Vehicle Charging Station – discussion

2018 ND Building Code Adoption – motion to offer 1st Reading Ord. 1016

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

ORDINANCE NO. 1016
AN ORDINANCE ADOPTING
2018 NORTH DAKOTA BUILDING CODE

Dakota Avenue Sidewalk Snow Removal – discussion ó Discussion held. Downtown business owners present asked to be invited to a Public Works Committee meeting for further discussion.

Storm Water Utility - discussion

Waste Water Ponds Best Management Practices/Pond Operations and Mtc. – further review

Building Official Updates

Referrals – General maintenance on Drain No. 1 & review of Emergency Operation Plan

February 2020 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$261,268.14	\$38,191.49	\$299,459.63
201 WATER OPERATING FUND	\$86,680.28	\$44,003.16	\$130,683.44
202 SANITARY SEWER OPERATING FUND	\$60,587.78	\$27,964.64	\$88,552.42
203 WASTE REMOVAL OPERATING FUND	\$27,121.82	\$1,073.56	\$28,195.38
204 WASTE REDUCTION FUND	\$431.67		\$431.67
205 VECTOR CONTROL FUND	\$4,047.61	\$1,300.84	\$5,348.45
206 STREET LIGHTING	\$19,810.50		\$19,810.50
209 LIBRARY LEVY FUND	\$5,465.94	\$14,717.92	\$20,183.86
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$249.99		\$249.99
227 ANNUAL RESERVE WH FUND		-\$3,790.74	-\$3,790.74
229 CAPITAL IMPROVEMENTS FUND	\$4,407.50		\$4,407.50
234 SPECIAL STREET MAINT FUND	\$27,146.26		\$27,146.26
235 SNOW/FLOOD EMERG LEVY FUND	\$10,668.87		\$10,668.87
236 LEVEE MAINTENANCE	\$27,797.85	\$8,945.53	\$36,743.38
237 CITY SHARE OF SPECIALS FUND	\$34,154.20		\$34,154.20
253 METER DEPOSITS TRUST FUND	\$27.50		\$27.50
271 ECONOMIC DEVEL DEPT FUND	\$2,901.05	\$11,120.72	\$14,021.77
303 MISCELLANEOUS FUND	\$39.00		\$39.00
315 TAX INCREMENT FUND	\$1,254.34		\$1,254.34
319 LODGING TAX FUND	\$1,131.99		\$1,131.99
320 SALES TAX OPERATING FUND	\$109,029.40		\$109,029.40
323 SALES TAX DEVELOPERS AGMNT RES	\$253.50		\$253.50
326 REVOLVING LOAN FUND	\$35,987.21		\$35,987.21
328 150TH ANNIVERSARYRESERVE	\$300.00		\$300.00
393 1% RESTAURANT TAX FUND	\$4,076.78		\$4,076.78
465 R/I #11918 SERIES 2018A DWSRF	\$4,413.87		\$4,413.87
468 R/I# 12219 DWSRF 2018 SERIES C	\$6,173.59		\$6,173.59
469 R/I# 12319 CWSRF 2018 SERIES D	\$13,806.43		\$13,806.43
574 5-2-97 (FLOOD PHASE II)	\$3,286.95		\$3,286.95
622 3RD AVE N. RECON PROJ	\$15,337.72		\$15,337.72
652 DANGEROUS BLDG 120 6TH ST N	\$80.50		\$80.50
661 ROSEWOOD TRAIL SW18-241	\$7,837.00		\$7,837.00
665 E. SAN. SEWER PH B SS18-243	\$185,136.15		\$185,136.15
672 8TH AVE. N PROJ. ST19-248	\$3,248.33		\$3,248.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$4,117.95		\$4,117.95
675 WELL FIELD RECLO PROJ W19-251	\$144.60		\$144.60
TOTAL	\$968,422.27	\$144,022.08	\$1,112,444.35

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Cmt. March 23rd, 5:00 PM
- b. Public Works Cmt. March 24th, 12:00 Noon

ADJOURNMENT

Motion by Wateland, seconded by McNary, to adjourn at 6:02 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant