

# Wahpeton City Council

March 21, 2022

5:00 p.m.

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

**Absent:** None

**Also Present:** Huwe, Budke, Rogahn, Broadland, DeVries, Bakken, Thorsteinson, Amos, and O'Meara

## **CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

**Oath of Office – Police Officer Thomas Hiedeman** – Police Chief Thorsteinson provided an introduction and Assistant City Attorney Budke administered Oath of Office to recently hired Wahpeton Police Officer Thomas Hiedeman who was congratulated and welcomed by a round of applause.

**AVIATION APPRECIATION MONTH PROCLAMATION** – Mayor Dale read a Proclamation Recognizing Aviation Appreciation Month March 2022 in the City of Wahpeton.

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

**Approval of minutes of regular meeting held March 7, 2022**

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

Bois de Sioux Golf Course – Raffle Permit

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

NDSCS Auction Committee – Raffle Permit

**Presentation/Approval of Reports**

February 2022 Financial Statements

February 2022 Bill Pay Report (\$739,954.01 – see below)

2021 Lodging Tax Report

2021 Renaissance Zone Report

Memo Response from City Attorney on Incompatibility of Office Inquiry

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

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

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

## **REPORTS FROM CITY OFFICERS AND STAFF**

### **FINANCE DIRECTOR**

**2021 Transportation Funding Report** – Huwe said 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, grants fund and debt refinancing. 2021 Receipts from Local Sources include \$1.6 million, which is less than 2020 and 2019 as the amounts expended for project buydowns was less even though project expenditures were more. As projects are completed and permanently financed the revenues will fluctuate. She requested approval of the 2021 ND Transportation Funding Report as submitted. **Motion by Goltz, seconded by Lambrecht, to approve acknowledging receipt of the 2021 ND Transportation Funding Report as submitted. Motion carried with all voting 'aye'.**

**Referrals to Finance Cmt.:** Huwe explained there were three development agreements for consideration by the Council, and requested the following be referred to the Finance Committee: Development Agreement for the former Central School Site, the Development Agreement for Homestead Addition, and a Development Agreement for Rosewood 3<sup>rd</sup> Addition & Valley 2<sup>nd</sup> Addition.

**Development Agreement Former Central School Site** – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**Development Agreement Homestead Addition** – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**Development Agreement For Rosewood 3<sup>rd</sup> Addition** – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**City Policy on BND Loan Participation** – Additionally, Huwe requested the Finance Committee review the current practices on participation in Bank of ND PACE Interest Buydowns. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

**Election 2022** – Huwe said the City has received and confirmed six candidacy filings for the 2022 election, with Mayor Dale filing for re-election, Jason Goltz filing for the Office of Mayor, and Brett Lambrecht filing for the Office of Mayor. Chad Perdue has filed for Ward 1. Tiana Bohn has filed for re-election to Ward 3, and Kelly McNary has filed for re-election for At-Large. The June 14<sup>th</sup>, 2022, ballot will also include 3 At-Large Park Board Commissioners. Information and the required filing forms are available on the City's website and are due to City Hall by 4:00 p.m. on April 11<sup>th</sup>.

#### **ASSESSOR/BUILDING CODES**

**City Board of Equalization Meeting Tuesday, April 12<sup>th</sup> at 5:00 p.m.** – Dale noted this Equalization meeting will require a quorum of the Council in attendance so anyone not able to attend should let Broadland know.

#### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Win Column** – This issue featured some of the many amenities available in Wahpeton.

**Twin Town Business Partners Request** – DeVries explained the Twin Town Business Partners is a pseudo sub-committee of the Chamber of Commerce who have worked together on projects to bring people to downtown Wahpeton. They requested and received funding from Sales Tax for Economic Development of \$10,000 in 2020 and \$10,000 in 2021 for programming and advertising, and have provided a breakdown of their expenditures. They are once again requesting \$10,000 for 2022 programming. Dale referred this to the Finance Committee to review the funding source of Sales Tax for Economic Development to see what has already been committed and what is available. Carlson asked that they also submit a formal request for the funding.

**Westdale 3<sup>rd</sup> Addition Plat Request to Continue the Joint Public Hearing with Planning Commission of Oct. 4<sup>th</sup>, 2021 on to 5:00 April 4<sup>th</sup>, 2022** – DeVries requested approval of continuation of the Public Hearing. **Motion by Wateland, seconded by Bohn, to approve the Continuation of the Joint Public Hearing with the Planning Commission of October 4<sup>th</sup>, 2021 on to 5:00 p.m. on April 4<sup>th</sup>, 2022 for the Westdale 3<sup>rd</sup> Addition Plat Request. Motion carried with all voting 'aye'.**

**Recommendation from Planning Commission** – DeVries said the Planning Commission recently reviewed two ordinance changes. Budke explained the first was Ordinance 1034 for an ordinance rezoning of the Valley 2<sup>nd</sup> Addition from B-2 Heavy to Residential R-3 Multi-family.

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

**ORDINANCE NO. 1034**  
**AN ORDINANCE REZONING FROM B-2 HEAVY TO RESIDENTIAL R-3  
MULTIPLE-FAMILY  
(Valley Second Addition)**

DeVries said the second was Ordinance 1035 for ordinance rezoning Rosewood 3<sup>rd</sup> Addition from B-3 Highway to Residential R-3 Multi-family.

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

**ORDINANCE NO. 1035**  
**AN ORDINANCE REZONING FROM B-3 HIGHWAY TO RESIDENTIAL R-3  
MULTIPLE FAMILY  
(Rosewood Third Addition)**

DeVries then requested scheduling a joint public hearing with the Planning Commission for each of these ordinance changes. **Motion by Bohn, seconded by Woods, to approve scheduling a Joint Public Hearing with the Planning Commission on April 18, 2022 at 5:00 p.m. for Ordinance 1034 rezoning. Motion carried with all voting ‘aye’.**

**Motion by Bohn, seconded by Woods, to approve scheduling a Joint Public Hearing with the Planning Commission on April 18, 2022 at 5:00 p.m. for Ordinance 1035 rezoning. Motion carried with all voting ‘aye’.**

**Motion by Lambrecht, seconded by Carlson, to approve scheduling a Joint Public Hearing with the Planning Commission for the Preliminary Plat of Valley 2<sup>nd</sup> Addition on April 18, 2022 at 5:00 p.m. Motion carried with all voting ‘aye’.**

**Motion by Lambrecht, seconded by Carlson, to approve scheduling a Joint Public Hearing with the Planning Commission for the Preliminary Plat of Rosewood 3<sup>rd</sup> Addition on April 18, 2022 at 5:00 p.m. Motion carried with all voting ‘aye’.**

Wateland expressed some concerns for the preliminary plat for Rosewood 3<sup>rd</sup> Addition. Dale said there would still be opportunity for input/discussion following the public hearings.

DeVries then provided some updates saying the NDSCS presidential candidates have been narrowed down to three. SVEDA is still in the hiring process. Wahpeton Public Schools have hired a new Superintendent. The new ND Travel Guide with Wahpeton featured on several of its pages just became available.

**LIBRARY DIRECTOR**

**Library Report** – Bakken reported the local history newspaper site is now available with a link on the library’s website. Newspapers are viewable through 1962 with microfilm available back to 1920. On Thursday, April 7<sup>th</sup> the Friends of the Library will be holding an open house to celebrate National Library week. Leach Public Library will also celebrate its 98<sup>th</sup> birthday. It was founded April 8, 1924. A Library Board meeting will be held Thursday. The Board will have one vacancy to fill on July 1<sup>st</sup>. Regular programming will take place this week and next week and includes story time for preschoolers.

**PUBLIC WORKS DIRECTOR**

**PW Report** – **Storm Pump Station Tractor Rentals** – Rogahn requested approval of storm pump tractor rental agreements with Richard Dickerson and Doug Toussaint. The rentals would not be activated unless the tractors are used due to a flood event. **Motion by McNary, seconded by Bohn, to approve the Storm Pump Station Tractor Rentals with Richard Dickerson and Doug Toussaint as presented. Motion carried with a roll call vote of 8-0.**

**Rental Agreement to Reserve Pumps & Hoses** – Rogahn explained two quotes had been received, one from Rain For Rent and one from Northern Dewatering, Inc., for a rental agreement to reserve pumps and hoses. Northern Dewatering, Inc. was the lower quote of \$37,827. **Motion by Lambrecht, seconded by Goltz, to approve the quote for the Rental Agreement with Northern Dewatering, Inc. to Reserve Pumps & Hoses in the amount of \$37,827.** Discussion held regarding mobilization time for delivery. **Motion carried with a roll call vote of 8-0.**

**Referrals to PW Cmt.:**

**Review Bids/Award Recommendation E. Side Sanitary Ph B Part 2 13-02-02 Proj. SS18-243** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Review Bids/Award Recommendation VF Drives for Pump Stations Proj. FL21-262** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Review of Engineering & Design Standards** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Review of Development Standards** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Rogahn requested referral to Public Works Committee of **Sweeney Agreement for Annual Service on Electrical Controls for Seven Flood Pump Stations.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Rogahn requested referral to Public Works Committee of **Ordinance Regarding Access to the Tree/Yard Waste Disposal Site.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Rogahn requested referral to Public Works Committee of **Review of Quotes for Lift Station #1 Bypass.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Rogahn 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 (no meeting held)**

**Public Works & Public Safety Committee Report**

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on March 15<sup>th</sup>.

**Review Bids & Award the 2022 Sealcoat Project – motion to approve the Asphalt Reservation Co. bid of \$70,518.15 – Motion by Bohn, seconded by McNary, to approve Awarding the 2022 Sealcoat Project to Asphalt Preservation Company, Inc. at a cost of \$70,518.15. Motion carried with a roll call vote of 8-0.**

**New Well Field & Transmission Line Project Consultant Engineer Selection – motion to approve negotiations with Interstate Engineering – Motion by Bohn, seconded by Woods, to approve Negotiating with Interstate Engineering Inc. on Engineering Services for the New Well Field and Transmission Line Project. Motion carried with all voting ‘aye’.**

**Save Our Lakes Grant Application for Homestead Addition Pond – motion to submit the grant application – Motion by Bohn, seconded by Carlson, to approve Submitting the Save Our Lakes Grant Application to North Dakota Game and Fish for the Homestead Addition Pond in the amount of \$69,234. Discussion held. Motion carried with all voting ‘aye’.**

**Northern Technologies, Inc. Contract Assignment to American Engineering Testing, Inc. – motion to approve – Motion by Bohn, seconded by McNary, to approve the Reassignment of the 8<sup>th</sup> Avenue North Contract from Northern Technologies, Inc. to American Engineering Testing, Inc. Motion carried with all voting ‘aye’.**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

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

**NEW BUSINESS**

**Mayor’s Minute Update** – Dale provided an update of recent happenings saying the model made by the City of Wahpeton to reduce builders risk in the construction of spec homes has been very successful the past couple of years. There were 35 building permits issued for new single family homes in 2021. Current projects include the potential of 16 new homes in the next few years that are looking for short-term construction financing to keep the trends going. Dale decided to submit a Wahpeton housing project funding request to the Richland-Wilkin County Joint Powers Authority who has been focused on getting homes built in Richland and Wilkin Counties. The model they had used had not previously allowed construction financing. The City had successfully provided construction financing to incent 9 moderately-priced homes which were sold prior to completion, and are proposing using RWJPA funds for that. Last Thursday at 2p.m. the RWJPA met with 3 requests to review. Dale was present to answer questions regarding the City’s request. When they found out the City of Wahpeton would guarantee the loan and that they were not responsible for administrating the progress loan payments there was a motion, second, and they unanimously approved to loan the City of Wahpeton \$1.65 million for 24 months at 1% interest. This was a huge win ensuring the momentum that has been created in the last two years is able to be carried on. Workforce and housing are key elements to a sustainable growth-orientated community. Dale then talked about today’s weather webinar saying snow melt has been quick but generally ideal with little overland flooding issues. No precipitation is predicted in the forecast, and ice jams will be monitored.

February 2022 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$276,795.99	\$44,245.62	\$321,041.61
201 WATER OPERATING FUND	\$66,037.65	\$46,996.80	\$113,034.45
202 SANITARY SEWER OPERATING FUND	\$43,284.15	\$28,419.55	\$71,703.70
203 WASTE REMOVAL OPERATING FUND	\$28,973.46	\$1,300.42	\$30,273.88
204 WASTE REDUCTION FUND	\$500.00		\$500.00
205 VECTOR CONTROL FUND	\$42.05	\$1,398.64	\$1,440.69
206 STREET LIGHTING	\$19,036.97		\$19,036.97
209 LIBRARY LEVY FUND	\$4,750.96	\$15,529.42	\$20,280.38
216 AIRPORT 4-MILL LEVY FUND	\$165.00	\$897.06	\$1,062.06
229 CAPITAL IMPROVEMENTS FUND	\$8,333.33		\$8,333.33
235 SNOW/FLOOD EMERG LEVY FUND	\$11,023.04		\$11,023.04
236 LEVEE MAINTENANCE	\$4,859.86	\$9,494.21	\$14,354.07
237 CITY SHARE OF SPECIALS FUND	\$28,691.07		\$28,691.07
253 METER DEPOSITS TRUST FUND	\$253.99		\$253.99
271 ECONOMIC DEVEL DEPT FUND	\$5,617.50	\$12,006.62	\$17,624.12
303 MISCELLANEOUS FUND	\$50.00		\$50.00
315 TAX INCREMENT FUND	\$1,350.00		\$1,350.00
319 LODGING TAX FUND	\$484.99		\$484.99
320 SALES TAX OPERATING FUND	\$18,894.20		\$18,894.20
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
323 SALES TAX DEVELOPERS AGMNT RES	\$140.00		\$140.00
326 REVOLVING LOAN FUND	\$456.67		\$456.67
365 PD SPEC EQUIP SINKING FUND	\$711.20		\$711.20
393 1% RESTAURANT TAX FUND	\$4,510.07		\$4,510.07
465 R/I #11918 SERIES 2018A DWSRF	\$4,100.00		\$4,100.00
466 R/I #12018 SERIES 2018B CWSRF	\$9,050.00		\$9,050.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$5,750.00		\$5,750.00
469 R/I# 12319 CWSRF 2018 SERIES D	\$12,900.00		\$12,900.00
470 R/I# 12421 CWSRF SERIES 2021A	\$11,523.52		\$11,523.52
666 E.SIDE SANITARY PART B PH II	\$20.00		\$20.00
676 DOWNTOWN S. STREETS ST20-255	\$200.00		\$200.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$1,160.00		\$1,160.00
<b>TOTAL</b>	<b>\$579,665.67</b>	<b>\$160,288.34</b>	<b>\$739,954.01</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee March 24<sup>th</sup>, 5:00 PM (note this is a Thursday meeting)
- b. Public Works Committee March 29<sup>th</sup>, 5:00 PM

### **ADJOURNMENT**

**Motion by Carlson, seconded by Wateland, to adjourn at 5:43 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant