

Wahpeton City Council

May 17, 2021

5:00 p.m.

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

Absent: None

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

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held May 3, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton All Sports Boosters – Raffle Permit

CHI Health at Home – Raffle Permit

Other Games of Chance and/or Special Permits:

Wahpeton Breckenridge Rotary Club – Raffle Permit

Presentation/Approval of Reports

April 2021 Financial Statements

April 2021 Bill Pay Report \$2,039,110.65 (includes \$1,082,083.25 in bond payments) – see below

Spring Clean-Up Week May 17-21

Mayor's Committee on the Employment of People with Disabilities Report

1% Restaurant Tax Q1 2021 Report

Wahpeton Housing Study Update 2021

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

Airport Authority request to re-appoint Mike Jacklitch for an additional 5 year term – Huwe said the Airport Authority has requested Mike Jacklitch be reappointed to a 5-year term ending June 30, 2026. She requested a motion confirming the reappointment. **Motion by McNary, seconded by Bohn, to approve confirming the reappointment of Mike Jacklitch to the Airport Authority for an additional 5-year term ending June 30, 2026. Motion carried with all voting 'aye'.**

400 Block Update – Huwe explained the Finance Committee discussed the next steps in marketing the 400 Block Property. Additional review of the information provided by three commercial realtors resulted in selection of Justin Gustofson with Property Resources Group. She requested a motion to approve entering into a real estate listing contract with Property Resources Group for the 400 Block Property contingent upon an agreeable listing price and a 6-month term. **Motion by Lambrecht, seconded by Wateland, to approve entering into a Real Estate Listing Contract with Property Resources Group for the 400 Block Property contingent upon an agreeable listing price and a 6-month term. Motion carried with a roll call vote of 8-0.**

Res. 3792 Bank of ND Loan for Woodland Dr. Mill & Overlay Proj. ST20-257 – Huwe said the Woodland Drive Mill & Overlay Project cost is estimated at \$370,000. A portion of the project, \$209,931, will be funded through a Bank of North Dakota Capital Infrastructure Loan with the balance

funded by tax increment financing. The loan is structured over 15 years, at 2%, with annual payments of \$8,444.30 special assessed to the benefitting properties. She requested a motion to offer Resolution No. 3792 approving the definitive improvement warrant series 2021.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3792
\$209,931
CITY OF WAHPETON, NORTH DAKOTA
DEFINITIVE IMPROVEMENT WARRANT, SERIES 2021

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember McNary. Motion carried with a roll call vote 8-0.

2022-2026 Capital Improvements Plan – request Public Hearing on June 21st at 5:00 p.m. – Huwe said the 5-year Capital Improvements Plan is in the review process, and part of the review includes a public hearing prior to adoption. She requested a motion to set a public hearing on the 2022-2026 Capital Improvements Plan at 5:00 on June 21st. **Motion by Goltz, seconded by Lambrecht, to approve scheduling on Public Hearing on June 21st, 2021 at 5:00 p.m. on the 2022-2026 Capital Improvements Plan. Motion carried with all voting ‘aye’.**

NDLC Regional Virtual Meeting Update – Huwe said the ND League of Cities conducted a virtual regional meeting on May 13th to provide updates on the recently concluded legislative session. There are changes in state laws affecting the sale of alcohol and tobacco, political subdivision liability limits, and the ability to add an infrastructure fee to municipal utility bills. Several changes may be incorporated into the Chapter 22 revision Ordinance 1021. The details will be discussed at the next Finance Committee meeting.

2022 Budget – request referral to Finance Cmt. – Huwe explained the budget season is quickly approaching. Submittal deadlines, projected mill levy values, the consumer price index, and cash flow planning are part of the preliminary budget. She requested the 2022 Budget be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Housing Study Recommendations, Westdale III – request referral to Finance Cmt. – Huwe announced Community Partners has completed the update of the Housing Study and quantified the number of new dwellings for the city to plan for, subsequently she requested Westdale III be rereferred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

Policy on the Use of Sales Tax Funds – request referral to Finance Cmt. – Huwe said part of the Capital Improvements Planning process includes cash flow planning and commitments. There are \$12.4 million dollars or 21% of the 5-year plan dependent on funding from sales tax sources. She requested the Policy on the Use of Sales Tax Funds be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

City Hall Closed on Monday, May 31st for Memorial Day – Huwe explained there are 4 months that have 5 Mondays in 2021. There are no regularly scheduled meetings in those months. March, May, August and November all have a “bonus Monday” with no meetings.

ASSESSOR

Richland County Board of Equalization Reminder – Broadland gave a reminder of the County Board of Equalization meeting Tuesday, June 1st at 10:00 a.m. at the Richland County Courthouse, with cities being taken at 10:00 a.m. She noted she has not been contacted by anyone who will be attending at this time.

ATTORNEY

Res. 3793 Amending Special Assessment Dist. JRF Parking Lot & Parts of Hughes Dr. Proj. ST19-245 – Hatting explained the resolution for adoption. A petition was received from the Park Board to increase the size of the special assessment district. They are the only landowner in that district and have waived all the regular policies, procedures and statutes that would go into play for special assessments.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3793
RESOLUTION MODIFYING
STREET AND PARKING LOT IMPROVEMENT DISTRICT
(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. Discussion held. Motion carried with a roll call vote 8-0.

Res. 3794 & 3795 Creating Prairie Flats Special Assessment Dist. Proj. ST21-261 – Hatting explained the resolutions for adoption.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3794
RESOLUTION CREATING
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Prairie Flats Addition Assessment District ST21-261)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 8-0.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3795
RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT OF CERTAIN EXPENDITURES FOR
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Prairie Flats Addition Assessment District ST21-261)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 8-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – The Win Column – This issue featured the Downtown Alive! event.

Planning Commission Recommendations – DeVries presented recommendations from the Planning Commission meeting held just prior to this meeting. The commission is requesting a joint public hearing with the City Council for the Prairie Flats Addition planned unit development be scheduled for June 7th at 5:00 p.m. **Motion by Bohn, seconded by Goltz, to approve scheduling a Joint Public Hearing with the Planning Commission on June 7th, 2021 at 5:00 p.m. regarding Prairie Flats Addition Planned Unit Development. Motion carried with all voting ‘aye’.**

DeVries said they would also like to request a joint public hearing with the City Council for the final plat of Prairie Flats Addition on June 7th at 5:00 p.m. **Motion by McNary, seconded by Goltz, to approve scheduling a Joint Public Hearing with the Planning Commission on June 7th, 2021 at 5:00 p.m. regarding the Final Plat of Prairie Flats Addition. Motion carried with all voting ‘aye’.**

DeVries reported the Rec Center Ad-Hoc Committee hired a consultant, John Small. He has been in Wahpeton and talked to city staff and other entities that may play a part in this recreation center. He has been given 45 days to complete his findings. The committee is meeting tonight to form sub-committees to talk about financing, marketing, and Vote Yes, etc.

LIBRARY DIRECTOR

Library Report – Bakken reported there were over 300 high school students at the library last week to tour the library and find out what is available to them over the summer. Many of those students obtained their first library card and were made aware of the opportunity to take some of their Accelerated Reading tests on July 28th in the library to help alleviate their work load for next school year. Pre-registration for the Summer Reading Program will be held June 4th. Patrons can also register online. Many great craft opportunities and in-person programming will take place this summer. The library will be closed May 31st in observation of Memorial Day.

PUBLIC WORKS DIRECTOR

City Street Light Locates/Contract with Scott’s Electric – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Legal Drain Maintenance Agreement – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Central School Redevelopment Proj. ST20-256 Contract Change Order – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

14th St. N. Sidewalk ND DOT TAP Grant – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Dakota Ave. Side Streets Ph. II Proj. ST-255 ND DOT Agreement – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then provided an update on some operation items that the public works department is currently working on or have completed in the past two weeks. Discussion held regarding vector control.

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 May 10th.

Land Purchase by T&G Sanitation (carry over May 3rd) – motion to approve sale of 5 acres for \$36,000 – **Motion by Wateland, seconded by Fobb, to approve the sale of 5 acres of land to T&G Sanitation for the construction of a new transfer station and maintenance facility with conditions at the cost of \$36,000. Motion carried with a roll call vote of 8-0.**

400 Block Marketing – motion to proceed with staff review of proposals from realtors – **Motion by Wateland, seconded by Lambrecht, to approve to proceed with Staff conducting interviews with commercial realtors and come back with a recommendation for a commercial realtor to market the 400 Block. Motion carried with all voting ‘aye’.**

2022-2026 Capital Improvements Plan Review – discussion

Ord. 1021 Business Licensing – discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on May 11th.

Geotechnical Engineering Proposals Homestead Addition – motion to approve Northern Technologies, LLC Proposal \$11,450 – Motion by Bohn, seconded by McNary, to approve awarding the Geotechnical Engineering Services Contract to Northern Technologies, LLC at a cost of \$11,450 for the Homestead Addition Project. Motion carried with a roll call vote of 8-0.

Bois de Sioux Golf Club House Repairs – motion to approve estimate from Filbert Construction \$3,700 – Motion by Bohn, seconded by Wateland, to approve the quote from Filbert Construction at a cost of \$3,700 for repairs to the Bois de Sioux Golf Club House. Motion carried with a roll call vote of 8-0.

JRF Parking Lot & Parts of Hughes Dr. Proj. ST19-245 – motion to approve Res. 3796 awarding contract to Northern Improvements \$1,888,203.96 –

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3796
RESOLUTION AWARDING CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT IN
STREET AND PARKING LOT IMPROVEMENT DISTRICT
(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 Fobb. Motion carried with a roll call vote 8-0.

2021 Sealcoat Proj. CCO#1 with Pearson Bros. for additional areas – motion to approve \$10,142.61 – Motion by Bohn, seconded by McNary, to approve Change Order #1 with Pearson Bros. increase of \$10,142.61 for the 2021 Seal Coat Project. Motion carried with a roll call vote of 8-0.

Library Roof Repairs – discussion

Wastewater Operations Manual – discussion

Yard Junk/Clutter Updates

Building Official Updates – discussion

Referrals – see PW Director Report

NEW BUSINESS

Mayor's Minute Update – Dale provided a review of recent happenings in Wahpeton he has participated in which included a retirement party for Dan Rood who has always been passionate about housing in Wahpeton, the Airport Authority meeting where he learned about AWOS whose repairs should be completed, met with developers for the Homestead Development Project, met with the Recreation Center consultant, met with Kyle and well driller to make sure the generator the City is providing for the aquifer test is what they need, attended SVEDA meeting reviewing the housing topic, will be meeting on site with family/landowner of where well field will be located, the HVAC upgrade at City Hall should be

completed tomorrow, attended virtual NDLC meeting, and contacted the environmental engineer with Minn-Dak who said odors are being captured with the landscape.

April 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$285,449.52	\$39,739.47	\$325,188.99
201 WATER OPERATING FUND	\$62,355.01	\$45,202.50	\$107,557.51
202 SANITARY SEWER OPERATING FUND	\$36,796.53	\$28,742.13	\$65,538.66
203 WASTE REMOVAL OPERATING FUND	\$31,033.02	\$1,094.88	\$32,127.90
204 WASTE REDUCTION FUND	\$731.88		\$731.88
205 VECTOR CONTROL FUND	\$393.63	\$1,324.56	\$1,718.19
206 STREET LIGHTING	\$14,536.37		\$14,536.37
209 LIBRARY LEVY FUND	\$7,393.21	\$14,044.36	\$21,437.57
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$106.99		\$106.99
227 ANNUAL RESERVE WH FUND		-\$3,867.58	-\$3,867.58
229 CAPITAL IMPROVEMENTS FUND	\$40,624.60		\$40,624.60
233 REAL ESTATE LEVY FUND	\$622.45		\$622.45
234 SPECIAL STREET MAINT FUND	\$700.00		\$700.00
235 SNOW/FLOOD EMERG LEVY FUND	\$1,309.25		\$1,309.25
236 LEVEE MAINTENANCE	\$9,104.32	\$9,187.11	\$18,291.43
253 METER DEPOSITS TRUST FUND	\$21.63		\$21.63
261 UNEMPLOYMENT COMP RESERVE FUND	\$25.09		\$25.09
271 ECONOMIC DEVEL DEPT FUND	\$2,548.98	\$11,500.18	\$14,049.16
315 TAX INCREMENT FUND	\$2,050.25		\$2,050.25
316 1% LODGING TAX (ADDTL 1/1/08)	\$12,500.00		\$12,500.00
319 LODGING TAX FUND	\$284.99		\$284.99
320 SALES TAX OPERATING FUND	\$138,752.07		\$138,752.07
321 SALES TAX RESERVE FUND	\$10,740.00		\$10,740.00
323 SALES TAX DEVELOPERS AGMNT RES	\$320.00		\$320.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
393 1% RESTAURANT TAX FUND	\$22,626.30		\$22,626.30
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
457 R/I #11111 SERIES B 2011	\$288,596.25		\$288,596.25
458 R/I #11212 SERIES A 2012	\$61,245.00		\$61,245.00
459 R/I #11314 SERIES 2014	\$106,687.50		\$106,687.50
461 R/I #11516 SERIES 2016	\$376,257.50		\$376,257.50
462 R/I #11617 SERIES 2017	\$238,260.00		\$238,260.00
467 R/I# 12118 SERIES 2018E	\$11,037.00		\$11,037.00
665 E. SAN. SEWER PH B SS18-243	\$29,189.41		\$29,189.41
668 JR FIELD PARKING LIT & HUGHES DR	\$15,533.87		\$15,533.87
672 8TH AVE. N PROJ. ST19-248	\$3,248.33		\$3,248.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$8,235.89		\$8,235.89
675 WELL FIELD RECLO PROJ W19-251	\$2,164.27		\$2,164.27
676 DOWNTOWN S. STREETS ST20-255	\$30,918.82		\$30,918.82
677 CENTRAL SCHOOL SITE ST20-256	\$10,481.50		\$10,481.50
678 WOODLAND DR MILL & OLAY ST20-257	\$4,559.68		\$4,559.68
679 W.WATER FACILITY PLAN	\$12,856.60		\$12,856.60
680 COMPREHENSIVE PLAN	\$6,306.00		\$6,306.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$120.00		\$120.00
TOTAL	\$1,891,425.38	\$147,685.27	\$2,039,110.65

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee May 24th, 5:00 PM
- b. Public Works Committee May 25th, 5:00 PM

ADJOURNMENT

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

Mayor Dale

Lynelle Amos, Finance Assistant