

Wahpeton City Council
November 15, 2021
5:00 p.m.

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

Absent: Fobb

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Oaths of Office – Police Officers Gage Miller & Lindsey Jourdan – Police Chief Thorsteinson provided an introduction and Assistant City Attorney Budke administered Oath of Office to recently hired Wahpeton Police Officers Gage Miller and Lindsey Jourdan who were congratulated and welcomed by a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held November 1, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Breckenridge Chamber of Commerce – Raffle Permit

Presentation/Approval of Reports

October 2021 Bill Pay Report \$1,773,664.37 – see below

October 2021 Financial Statements

FEMA Correspondence

2022 Schedule of Council and Committee Meetings

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

Motion by Lambrecht, 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

Dakota Business Solutions Folder/Inserter Maintenance Agreement – Huwe said the City purchased a Pitney Bowes 3 stage folder/inserter machine in April 2015 for \$10,465. The machine is used to process approximately 3,500 mailing pieces each month between utility billing and payroll. Over the past 24 months there have been multiple breakdowns and delays in service calls due to limited availability of parts and personnel. Dakota Business Solutions is the current vendor for the City Hall postage meter and has provided a free Neopost 3 stage loaner folder/inserter machine for the City to use until we are ready to replace the current equipment. The change in service providers included different equipment models requiring a new maintenance agreement. The City currently contracts with Dakota Mailing for an annual maintenance agreement for \$1,103. She requested approval to terminate the agreement with Dakota Mailing and to enter into an agreement with Dakota Business Solutions for the annual fee of \$996. **Motion by Bohn, seconded by Woods, to approve terminating the Agreement with Dakota Mailing for the Folder/Inserter Machine and to enter into an Agreement with Dakota Business Solutions for an annual fee of \$996. Motion carried with a roll call vote of 7-0.**

400 Block Management Contract Closeout – request referral to Finance Cmt. – Huwe explained Management Services, Inc. has provided property management services of the 400 Block Properties since 2014 including the 3-year period the properties were in receivership and the few months the City owned the buildings prior to sale in September 2021. She would like the Finance Committee to review the operating account and final disbursements. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Housing/Lot Availability Update – request referral to Finance Cmt. – Huwe said in March of this year, a map of 7 different housing development areas depicting approximately 80 lots available for new single-family housing was reviewed. Of the 80 lots, 28 have new homes constructed or in progress. She felt it would be timely to review the inventory of build-ready lots and to discuss the strategic plan for lot inventory for the next 1-5 years. She requested housing/lot availability be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Reminder City Hall Closed on Thursday and Friday, November 25-26 in observance of Thanksgiving

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries requested referral to Finance Committee of a Flex PACE Interest Buydown application. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Updates included two Mini-Match+ applications have been received for processing this week. It remains a popular program. The HIPP program which partners with Gate City Bank has seen participation down this year receiving 3 applications compared to 9 last year. Discussions will be held with the bank to see if they want to continue the program next year. Regarding the Youth Commission which wasn't done last year due to COVID, DeVries said he would like to rebuild and start again as there are a lot of interesting things happening in Wahpeton right now which the students could discuss and provide input. Any student at Wahpeton High School who has not previously been on the Youth Commission is eligible. Those interested can contact DeVries. Up to 8 members will be accepted. The Tree Lighting in Heritage Square will take place November 23rd and Holiday Lane will open that night. Dakota Designs is working on the Dakota Avenue lights this week.

Win Column – This issue featured the concept 'We Are One' as a community.

LIBRARY DIRECTOR

Library Report – Bakken reported a few patrons enjoyed the Wonder Weavers performance last Saturday. The library's 5th Annual Sock Tree collection will start November 29th with donations being accepted through December 31st. The library restroom rehabilitation is almost complete. Library programming includes story time, adult craft session, and a family movie. The library will be closed Thursday and Friday, November 25 and 26th for the Thanksgiving holiday.

PUBLIC WORKS DIRECTOR

PW Report –

Street Lighting in Alleyways – refer to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Engineering Tech Job Description – refer to Finance Cmt. & PW Cmt. – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee and also to the Public Works & Public Safety Committee.

Cargill Wastewater Agreement – refer to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Woodland Drive Mill & Overlay Balancing Change Order and Final Pay Application.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **a Grant Application for Diagonal Parking on 2nd Avenue North by the Library and Courthouse.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Safe Routes to School Project Balancing Change Order and Final Pay Application.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Loy Ave. & 12th St. N. Proj. ST19-249 Bid Award – refer to PW Cmt. – Rather than being referred to committee, Miranowski asked for action on this item. He said there is a November 30th deadline for the SRF. Bids were accepted on November 2nd and there were 3 bidders with KPH as the low bid. He asked for award of the bid to KPH and for adoption of Resolution No. 3814. **Motion by McNary, seconded by Goltz, to approve awarding the bid for Loy Avenue and 12th Street North Reconstruction Project ST19-249 to KPH, Inc. in the amount of \$2,943,994.70.** Discussion held. **Motion carried with a roll call vote of 7-0.**

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3814
RESOLUTION AWARDED CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT IN
LOY AVENUE AND 12TH STREET NORTH PROJECT NO. ST19-249
WATER, STREETS, STREET LIGHTS, STORM/SANITARY
SEWER IMPROVEMENT DISTRICT

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Goltz. Motion carried with a roll call vote 7-0.

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 (See Committee of the Whole November 8, 2021)

Public Works & Public Safety Committee Report (See Committee of the Whole November 8, 2021)

Committee of the Whole November 8, 2021

Ord. 1027 5G and Small Wireless – motion to schedule public hearing on Dec. 6th at 5:00 p.m. – **Motion by Bohn, seconded by McNary, to schedule a Public Hearing for December 6th at 5:00 p.m. on the 5G and Small Wireless Facilities Ordinance 1027.** Motion carried with all voting ‘aye’.

Ord. 993 Annexation – motion to schedule a public hearing on Dec. 6th at 5:00 p.m. – Motion by Lambrecht, seconded by Goltz, to schedule a Public Hearing for December 6th at 5:00 p.m. on the Annexation Petition of Ordinance 993. Motion carried with a roll call vote of 7-0.

Red River Valley Water Supply Project – motion to withdraw from the project – Motion by Bohn, seconded by McNary, to approve preparing a letter thanking Red River Valley Water Supply Project for the opportunity and respectfully withdrawing from project. Motion carried with a roll call vote of 7-0.

Well Field Cost Share Agreement with ND State Water Commission – motion to approve with matching funding from Sales Tax for Economic Development – Motion by Bohn, seconded by Woods, to approve the Well Field Cost Share Agreement with the ND State Water Commission with funding from Sales Tax for Economic Development. Motion carried with a roll call vote of 7-0.

Dakota Ave. Side Street Proj. Ph. I ST20-255 Request for Proposals for Construction Engineering Services – Motion by Bohn, seconded by McNary, approve proceeding with the Request for Proposals to perform Construction Engineering Services for the Downtown Side Streets Reconstruction Project Phase I ST20-255 as presented. Motion carried with a roll call vote of 7-0.

Revised Ward Map – motion to approve contingent upon Dec. 6th annexation proceedings – Motion by Lambrecht, seconded by Carlson, to approve the Revised Ward Map as presented contingent on approval of the land annexation presented at the Public Hearing on December 6th. Motion carried with all voting ‘aye’.

Special Election Recap - discussion

October 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$268,475.85	\$32,610.31	\$301,086.16
201 WATER OPERATING FUND	\$44,129.74	\$45,037.01	\$89,166.75
202 SANITARY SEWER OPERATING FUND	\$36,946.89	\$28,059.92	\$65,006.81
203 WASTE REMOVAL OPERATING FUND	\$32,102.05	\$1,094.88	\$33,196.93
204 WASTE REDUCTION FUND	\$889.99		\$889.99
205 VECTOR CONTROL FUND	\$563.98	\$1,695.95	\$2,259.93
206 STREET LIGHTING	\$14,549.51		\$14,549.51
209 LIBRARY LEVY FUND	\$7,559.44	\$14,424.18	\$21,983.62
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	-\$26.46		-\$26.46
227 ANNUAL RESERVE WH FUND		-\$2,359.18	-\$2,359.18
233 REAL ESTATE LEVY FUND	\$1,220.00		\$1,220.00
234 SPECIAL STREET MAINT FUND	\$8,301.25		\$8,301.25
236 LEVEE MAINTENANCE	\$9,871.55	\$10,298.39	\$20,169.94
253 METER DEPOSITS TRUST FUND	\$130.96		\$130.96
261 UNEMPLOYMENT COMP RESERVE FUND	\$10.30		\$10.30
271 ECONOMIC DEVEL DEPT FUND	\$905.43	\$11,502.76	\$12,408.19
303 MISCELLANEOUS FUND	\$1,000.00		\$1,000.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$823.28		\$823.28
318 WEED MAINT LEVY FUND	\$2,485.00		\$2,485.00
319 LODGING TAX FUND	\$7,749.36		\$7,749.36
320 SALES TAX OPERATING FUND	\$69,435.67		\$69,435.67
321 SALES TAX RESERVE FUND	\$10,740.00		\$10,740.00
323 SALES TAX DEVELOPERS AGMNT RES	\$600.00		\$600.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$370.00		\$370.00
326 REVOLVING LOAN FUND	\$2,316.67		\$2,316.67
328 SUMMER MUSIC FESTIVAL	\$776.00		\$776.00
329 BULL RIDING EVENT	\$5,032.29		\$5,032.29
365 PD SPEC EQUIP SINKING FUND	\$565.45		\$565.45
393 1% RESTAURANT TAX FUND	\$11,419.80		\$11,419.80
457 R/I #11111 SERIES 2011B	\$10,806.25		\$10,806.25
459 R/I #11314 SERIES 2014	\$10,840.00		\$10,840.00
460 R/I #11415 SERIES 2015	\$2,967.50		\$2,967.50

461 R/I #11516 SERIES 2016	\$12,617.50		\$12,617.50
462 R/I #11617 SERIES 2017	\$35,220.00		\$35,220.00
467 R/I# 12118 SERIES 2018E	\$1,850.10		\$1,850.10
665 E. SAN. SEWER PH B SS18-243	\$4,527.01		\$4,527.01
668 JR FIELD PARKING LIT & HUGHES DR	\$404,666.00		\$404,666.00
672 8TH AVE. N PROJ. ST19-248	\$3,248.33		\$3,248.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$15,167.98		\$15,167.98
674 SRTS 11TH ST N PROJ ST19-252	\$102,570.60		\$102,570.60
676 DOWNTOWN S. STREETS ST20-255	\$120.00		\$120.00
677 CENTRAL SCHOOL SITE ST20-256	\$9,047.53		\$9,047.53
678 WOODLAND DR MILL & OLAY ST20-257	\$59,300.97		\$59,300.97
679 W.WATER FACILITY PLAN	\$5,041.79		\$5,041.79
680 COMPREHENSIVE PLAN	\$4,181.36		\$4,181.36
681 HOMESTEAD DEVELOPMENT ST21-263	\$345.00		\$345.00
682 PRAIRIE FLATS 1ST ST21-261	\$407,870.57		\$407,870.57
TOTAL	\$1,630,582.49	\$143,081.88	\$1,773,664.37

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee November 22nd, 5:00 PM
- b. Public Works Committee November 23th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:34 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant