

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

**Present:** Lambrecht, Carlson, Goltz, Wateland, Dale, and Bohn

**Present Remotely:** Woods II, Fobb, and McNary

**Absent:** None

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

Meeting called to order by Mayor Dale.

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

**Moore Engineering Announcement – Rich Slagle** – Rich Slagle along with Steve Iverson (both present remotely) announced that Moore Engineering will now have a presence in Wahpeton in the KBMW building on Dakota Avenue which they plan to move into on January 3<sup>rd</sup>. Slagle explained that Moore Engineering is a civil engineering firm specializing in municipal and water resources who serve 92 North Dakota cities. Moore Engineering was welcomed to the community by those present.

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

**Approval of minutes of regular meeting held November 2, 2020**

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

Wahpeton Breckenridge Chamber of Commerce – Raffle Permit

Circle of Nations – Raffle Permit

**Presentation/Approval of Reports**

October 2020 Bill Pay Report \$938,159.68 – see below

October 2020 Financial Statements

Convention & Visitors Bureau Q3 2020 Report

ND White House Report COVID-19 Issue 20

City of Wahpeton Executive Order 2020-03 Mask Mandate

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

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

**Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

Huwe requested suspension of the rules to address an item not on the agenda. **Motion by Lambrecht, seconded by Wateland, to suspend the rules to discuss on item not on the agenda. Motion carried with all voting ‘aye’.** Huwe said the City Brew Hall had inquired about applying for a Class E Growler License, which is only available to an existing licensed holder and there is a \$25 fee. The fee has been received however the application has not. **Motion by Bohn, seconded by Carlson, to approve a Class E Growler License for the City Brew Hall contingent upon verification of an acceptable application.** Discussion held. **Motion carried with all voting ‘aye’.**

**2021 Legislative Calendar** – Huwe said the 67<sup>th</sup> Legislative Assembly will convene December 1<sup>st</sup> – 3<sup>rd</sup> in an organizational session. Each regular legislative session is limited to 80 days with the first official scheduled day being January 5<sup>th</sup>, 2021. It is estimated 47 senators and 94 representatives, one senator and

two representatives from each district, will be sworn in. North Dakota State Legislators serve 4 year terms. The upcoming session will be modified to allow for social distancing and virtual attendance by the public and elected officials. The North Dakota League of Cities will hold conference calls each Friday recapping the week's activity and upcoming bills for consideration. Additional information will be provided as it becomes available.

**AmeriPride Service Rental Agmnt.** – Huwe explained the City has worked with AmeriPride for over 15 years to provide floor mats and air fresheners for City Hall, Leach Public Library, and the Wahpeton Police Department. Historically our service agreement has been on a month to month basis. AmeriPride has asked the City to consider a 5 year rental agreement that includes a 3% annual increase and a termination option with 60 days notice. Annual payments to AmeriPride vary from \$4,000 to \$6,000 for all three sites - dependent on the frequency of service. The Library and City Hall have greatly diminished the frequency of service since April when public buildings have been closed to the public. Huwe requested a motion to approve the 60 month rental agreement with AmeriPride Services for City Hall, Leach Library and the Police Department. **Motion by Lambrecht, seconded by Goltz, to approve the 60 month Rental Agreement with AmeriPride Services Inc. for Wahpeton City Hall, Leach Public Library, and the Wahpeton Police Department. Motion carried with a roll call vote of 8-0.**

**City Hall Closed Nov. 26<sup>th</sup> & 27<sup>th</sup> for Thanksgiving** – Huwe said City Hall and Leach Public Library will be closed on Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup> in observation of Thanksgiving.

#### **ATTORNEY**

**Emergency Declaration Extension** – Hatting said this resolution extends the City's declaration of local emergency another 90 days.

Council member Wateland offered the following and moved its adoption:

### **RESOLUTION NO. 3762** **RESOLUTION EXTENDING DECLARATION OF LOCAL EMERGENCY**

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

#### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries said Chahinkapa Zoo Association will be hosting a Save the Earth Tree annual event on December 9<sup>th</sup> from 5-7 p.m. while adhering to safety protocols due to COVID-19. Families will be invited to drive down Holiday Lane to the Nature Center to view the Save the Earth Tree and all its homemade treasures, then each family will receive a take home craft kit featuring the 12 days of Christmas, and in conjunction would like to offer a take home cupcake decorating kit for every household. The zoo is requesting a partnership/sponsorship of \$250 to defer costs of the items. Funds would come from Sales Tax for Economic Development. **Motion by Bohn, seconded by Carlson, to approve a \$250 sponsorship to the Chahinkapa Zoo Association to defer costs for Save the Earth Tree Annual Event.** Discussion held. **Motion carried with a roll call vote of 8-0.**

DeVries said the City of Wahpeton is working with Interstate Engineering on updating the City's Comprehensive Plan. It will be looking at what the needs of the City will be in the next 20 years. A website has been created with a link from the City's website. Residents are encouraged to check out the website and complete the public survey to help plan for the future of Wahpeton.

DeVries noted that for the hospitality businesses in Wahpeton, the ND Department of Commerce in partnership with the Greater ND Chamber is hosting a business briefing on Tuesday, November 17<sup>th</sup> at 10:00 a.m. on the upcoming hospitality grant to address questions they have received and announce the date and time they will be accepting applications for the grant.

**The Win Column** – This issue provided holiday cheer for 2020 by mentioning some of the holiday happenings in Wahpeton, done a little differently this year to adhere to social distancing guidelines. DeVries said suggestion has been made that for businesses who cannot hold Christmas parties this year due to the pandemic, to patronize local businesses and purchase gifts cards, etc. to give to employees who are unable to have a holiday party.

DeVries announced Leach Public Library will hold their 4<sup>th</sup> annual Sock Tree at the library to benefit Three Rivers Crisis Center. All sizes of socks are accepted. It was asked that's donations be placed in the book drop box on the west side of the library from November 20<sup>th</sup> to December 31<sup>st</sup>.

## **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 November 9<sup>th</sup>.

**Westdale Single Family Housing Project – motion** to approve additional \$32,000 to negotiate acquisition – **Motion by Wateland, seconded by Lambrecht, to approve an additional \$32,000 from the Sales Tax for Housing Development Reserve Fund and the HELP Fund to negotiate acquiring additional lots in Westdale 2<sup>nd</sup> Addition and a parcel to the north. Motion carried with a roll call vote of 8-0.**

**Former Central School Site Development Proposals – motion** to approve – **Motion by Wateland, seconded by Goltz, to approve the Development Agreement between the City of Wahpeton and Central Properties, LLC for the Former Central School Site. Motion carried with all voting ‘aye’.**

**Business Licensing Renewals Ch. 22 – discussion**

**Dale made referral to the Finance Committee for a Potential Group to come forward with a Recreation Center Concept.**

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

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on November 10<sup>th</sup>.

**Red River Communications Antennae Lease – motion** to negotiate – **Motion by Bohn, seconded by Carlson, to approve proceeding with creating a lease agreement and negotiation of the lease terms with Red River Communications for the Antenna Lease. Discussion held. Motion carried with all voting ‘aye’.**

**E. Side Sanitary Sewer Phase B – motion** to offer resolutions approving plans and specs and to advertise for bids – **Motion by Bohn, seconded by Goltz, to approve the plans and specs and authorize the advertisement of bids for the East Side Sanitary Sewer Project Phase B. Motion carried with all voting ‘aye’.**

Council member Bohn offered the following and moved its adoption:

### **RESOLUTION NO. 3759**

#### **RESOLUTION DIRECTING PREPARATION OF REVISED ENGINEER'S REPORT FOR PHASE B FOR THE IMPROVEMENT IN EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02 (Eastside Sanitary Sewer Improvement Project, Phase B, Proj. No. SS18-243)**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3760**  
**RESOLUTION APPROVING REVISED PLANS AND SPECIFICATIONS  
AND REVISED ESTIMATE OF COST FOR PHASE B OF  
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02  
(Eastside Sanitary Sewer Improvement Project, Phase B, Proj. No. SS18-243)**

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

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3761**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
FOR BIDS FOR CONSTRUCTION PHASE B OF AN IMPROVEMENT IN  
EASTSIDE SANITARY SEWER IMPROVEMENT DISTRICT 13-02-02  
(Eastside Sanitary Sewer Improvement Project, Phase B, Proj. No. SS18-243)**

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

**Cargill Domestic Wastewater Agreement – motion to approve extension requested to July 1, 2021 – Motion by Bohn, seconded Woods II, to approve extending full implementation of the Cargill Domestic Wastewater Agreement to July 1, 2021. Motion carried with a roll call vote of 8-0.**

**Professional Service Agmnt. with Interstate Engineering for the Central School Site Redevelopment Proj. ST20-256 – motion to approve up to \$42,208 – Motion by Bohn, seconded by Woods II, to approve the Professional Service Agreement with Interstate Engineering for the Former Central School Site Redevelopment Project ST20-256 at a cost up to \$42,208.00. Motion carried with a roll call vote of 8-0.**

**Yard Junk/Clutter Updates - discussion**

**Building Official Updates**

**Referrals**

October 2020 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$301,191.15	\$35,802.95	\$336,994.10
201 WATER OPERATING FUND	\$85,842.83	\$43,892.79	\$129,735.62
202 SANITARY SEWER OPERATING FUND	\$45,059.34	\$28,249.96	\$73,309.30
203 WASTE REMOVAL OPERATING FUND	\$28,044.06	\$1,073.56	\$29,117.62
204 WASTE REDUCTION FUND	\$1,432.37		\$1,432.37
205 VECTOR CONTROL FUND	\$7,427.07	\$1,446.17	\$8,873.24
206 STREET LIGHTING	\$14,138.72		\$14,138.72
209 LIBRARY LEVY FUND	\$5,253.00	\$13,485.85	\$18,738.85
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$1,131.24		\$1,131.24
227 ANNUAL RESERVE WH FUND		-\$3,809.22	-\$3,809.22
229 CAPITAL IMPROVEMENTS FUND	\$15,120.67		\$15,120.67
231 FD BLDG & EQUIP LEVY FUND	\$20,461.50		\$20,461.50
234 SPECIAL STREET MAINT FUND	\$15,112.72		\$15,112.72
236 LEVEE MAINTENANCE	\$1,895.09	\$9,291.56	\$11,186.65
253 METER DEPOSITS TRUST FUND	\$224.19		\$224.19
261 UNEMPLOYMENT COMP RESERVE FUND	\$15.41		\$15.41
271 ECONOMIC DEVEL DEPT FUND	\$815.82	\$11,194.06	\$12,009.88
303 MISCELLANEOUS FUND	\$1,447.04	\$65.93	\$1,512.97
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$700.00		\$700.00

319 LODGING TAX FUND	\$1,269.82		\$1,269.82
320 SALES TAX OPERATING FUND	\$29,020.25		\$29,020.25
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$430.00		\$430.00
326 REVOLVING LOAN FUND	\$14,844.80		\$14,844.80
328 SUMMER MUSIC FESTIVAL	\$5,207.55		\$5,207.55
365 PD SPEC EQUIP SINKING FUND	\$59.01		\$59.01
390 CLUBHOUSE MAINTENANCE	\$4,391.99		\$4,391.99
393 1% RESTAURANT TAX FUND	\$5,220.11		\$5,220.11
457 R/I #11111 SERIES B 2011	\$13,556.25		\$13,556.25
458 R/I #11212 SERIES A 2012	\$1,030.00		\$1,030.00
459 R/I #11314 SERIES 2014	\$11,647.50		\$11,647.50
461 R/I #11516 SERIES 2016	\$16,217.50		\$16,217.50
462 R/I #11617 SERIES 2017	\$38,220.00		\$38,220.00
574 5-2-97 (FLOOD PHASE II)	\$20,676.10		\$20,676.10
652 DANGEROUS BLDG 120 6TH ST N	\$228.00		\$228.00
661 ROSEWOOD TRAIL SW18-241	\$40,976.61		\$40,976.61
662 GATEWAY SIGNAGE/IMP.	\$2,100.00		\$2,100.00
673 LOY AVE & 12TH ST PROJ ST19-249	\$18,888.75		\$18,888.75
674 SRTS 11TH ST N PROJ ST19-252	\$11,153.50		\$11,153.50
675 WELL FIELD RECLO PROJ W19-251	\$553.45		\$553.45
676 DOWNTOWN S. STREETS ST20-255	\$4,495.00		\$4,495.00
<b>TOTAL</b>	<b>\$796,748.41</b>	<b>\$141,411.27</b>	<b>\$938,159.68</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee November 23<sup>rd</sup>, 5:00 PM
- b. Public Works Committee November 24<sup>th</sup>, 5:00 PM

### **ADJOURNMENT**

**Motion by Wateland, seconded by Goltz, to adjourn at 5:35 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant