

**Wahpeton City Council**  
**September 21, 2020**  
**5:00 p.m.**

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

**Absent:** None

**Also Present:** Huwe, Miranowski, Broadland, Bakken, and O'Meara

**Also Present Via Teleconference:** Hatting and Frank Stanko of the Daily News

Meeting called to order by Mayor Dale.

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

**Masonite Fire Update – Andy Sunderland** – On behalf of Masonite and their employees, Andy Sunderland expressed appreciation for all the support they received from the Wahpeton Fire Department during their recent straw bale stack fire. Once the fire was out Masonite was at a loss as to what to do next, however Lambrecht came up with an idea and met with Sunderland, his boss, and DES people so they could proceed with the safest approach. Sunderland then presented a donation to the Wahpeton Fire Department which was received by Wahpeton Fire Chief Rubish. He said Masonite is still working on what is the safest plan for moving forward.

**2021 Budget Hearing** – Huwe stated the 2021 Preliminary Budget was approved by the Council on July 27, 2020. She then reviewed some of the budget highlights. The 2021 preliminary budget proposes maintaining the number of mills levied for City services at 95.33 and capturing the growth in property valuations adding \$97,862 to the City's revenue from property taxes. A proposed levy alternative with hold level dollars and decreased mills was presented. It was explained the City may levy up to 105 mills for the General Fund. Mills levied under this authority are allocated to the Fire Department and Library. The City received \$587,005 from the State as part of the COVID-19 CARES Act Relief Program, and a portion of these supplemental funds could be allocated to the Fire Department Reserve Fund ensuring they can continue with their adopted major equipment replacement plan. Allocating the supplemental funds in place of property tax revenues would allow the COVID-19 CARES Act Relief Funds to be shared directly with City taxpayers. It was further explained that City residential properties received a 5% increase in valuation on structures to maintain the State mandated assessed value to market value ratio at not less than 90%. Decreasing the mill rate would provide homeowners a 2% reduction in property taxes paid for City services. This alternative would change the proposed ordinance. Another adjustment from the preliminary budget to the adopted budget was \$6,000 in the Storm Water Levy revenue projection. **Motion by Bohn, seconded by Wateland, to approve the 2021 Levy Alternative with Hold Level Dollars and Decreased Mills as presented.** Discussion held and concerns heard. **Motion failed, with a roll call vote of 3-5; with Bohn, Goltz, and Wateland voting 'aye', and Lambrecht, Carlson, Fobb, Woods II, and McNary voting 'nay'.** The Public Hearing was then concluded.

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

**Approval of minutes of regular meeting held September 8, 2020**

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

NDSOS Dental Club – Raffle Permit

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

Humane Society (HSRWC) – Raffle Permit

**Presentation/Approval of Reports**

August 2020 Bill Pay Report \$1,288,250.34 – see below

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none.  
**Motion by Fobb, seconded by Woods II, to approve the Consent Agenda items as presented.**  
**Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Request Second Reading of the 2021 Budget Ordinance No. 1020** – Huwe requested second reading of the 2021 Budget Ordinance No. 1020 as originally proposed in the Preliminary Budget.

Council member McNary offered the second reading of the following Ordinance:

**ORDINANCE NO. 1020**

**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF  
WAHPETON, NORTH DAKOTA FOR THE YEAR 2021**

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

**Central School Site Development Proposals – Request referral to Finance Cmt.** – Huwe the City received two proposals for the redevelopment of the former Central School Site, each proposing an original concept for Council consideration. She wanted to share the evaluation scores and further discuss next steps in the redevelopment process. She requested Central School Site Development Concepts be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Class C(5) Club or Lodge Liquor License Change – Request referral to Finance Cmt.** – Huwe explained the Wahpeton City Ordinances currently authorize a club or lodge with at least 200 members to be eligible for a Class C(5) liquor license. An inquiry was received from the Wahpeton Eagles Club to see if the Council would consider revising the ordinance to revise the membership number to 100 members. Huwe requested the Class C(5) Liquor License Qualifications be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Business Licensing Renewals Chapter 22 – Request referral to Finance Cmt.** – Huwe said the City business license renewal process typically begins each November. Licenses for retail alcohol sales, tobacco, waste removal, taxi cabs, itinerant merchants and transient merchants will be presented to the Council for consideration at the first meeting in December. She has been contacted by Richland County Public Health asking if we would consider making some updates to tobacco licensing and we have received several requests for clarifications in other business licensing matters that will require amending the ordinances. She requested the Business Licensing Renewals Chapter 22 be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Part Time Maintenance Employee – Request referral to Finance Cmt.** – Huwe explained maintenance services at City Hall and the Library have been allocated to existing staff and/or outside contractors, and would like to review alternatives for building maintenance. She requested a part time maintenance employee be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

## **LIBRARY DIRECTOR**

**Library Report** – With the nice weather predicted this week the Friends of the Library have scheduled two free will offering outdoor book sales Tuesday and Thursday from noon to 3:30 p.m. on the front steps of the library. These sales are being held in lieu of the cancelled Chocolate Chocolate Day and Book Sale and are planned to continue once a week weather permitting. The library continues with appointment scheduling and curbside service. Residents were encouraged to pay attention to the lower section of their utility bills this month as the library is conducting a survey October 1 – 31, 2020 that can be completed online or can stop by the library and complete a paper survey which will help determine the areas of service the patrons and citizens want to see offered at the library in the next 3 to 5 years.

## **PUBLIC WORKS DIRECTOR**

### **Public Works Director Report** –

Miranowski requested referral to Public Works Committee of **Consideration of Mill and Overlay on Woodland Drive from 17<sup>th</sup> Avenue North to the 210 Bypass**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported the Planning Commission recently received an updated proposal from Interstate Engineering for the update to the Comprehensive Plan. The original proposal was received when the COVID-19 pandemic first started and approval of the contract with them was postponed. It was now felt we could move into the actual update starting in October by putting together a committee and setting up a website, with completion expected in the winter of 2021. The proposal received was for \$96,000 which was budgeted in the Community Development Department. The Planning Commission voted unanimously to recommend the Council approve the contract with Interstate Engineering and start the process. **Motion by Woods II, seconded by Lambrecht, to approve the Contract with Interstate Engineering, Inc. for the Comprehensive Plan Update in the amount of \$96,000 and to proceed. Motion carried with a roll call vote of 8-0.**

Miranowski announced Fall Clean Up week is scheduled for October 5-9, 2020 and all items must be brought to the Waste Management Transfer Station.

## **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 September 14<sup>th</sup>.

#### **Former Central School Site Development Proposals**

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

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

**Agreement with Interstate Engineering to Update the Westside Traffic Operations Study – motion to approve \$8,900 (to be funded by WCDC) – Motion by Bohn, seconded by McNary, to approve entering into a Professional Service Agreement with Interstate Engineering, Inc. to Update the Westside Traffic Operations Study in the amount of \$8,900.00 (to be funded by WCDC), pending clarification that two intersections on 16<sup>th</sup> Avenue are included in the study. Motion carried with a roll call vote of 8-0.**

**Traffic Control Box Artwork – discussion**

**Storm Water Utility Fee Ord. 1019 – discussion**

**Geothermal System at City Hall – discussion**

**WCCO Belting Request to Dispose of Cooling Water to Sanitary Sewer – discussion**

## Snow Removal Policy Review – discussion

### 2021 Budget

### Yard Junk/Clutter Updates

### Building Official Updates – discussion

August 2020 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$271,603.94	\$35,848.08	\$307,452.02
201 WATER OPERATING FUND	\$250,424.98	\$43,759.50	\$294,184.48
202 SANITARY SEWER OPERATING FUND	\$88,170.74	\$28,303.59	\$116,474.33
203 WASTE REMOVAL OPERATING FUND	\$28,077.16	\$1,073.56	\$29,150.72
204 WASTE REDUCTION FUND	\$1,332.30		\$1,332.30
205 VECTOR CONTROL FUND	\$4,131.04	\$6,018.90	\$10,149.94
206 STREET LIGHTING	\$13,729.56		\$13,729.56
209 LIBRARY LEVY FUND	\$7,375.22	\$13,643.54	\$21,018.76
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE		-\$12.00	-\$12.00
227 ANNUAL RESERVE WH FUND		-\$3,509.22	-\$3,509.22
229 CAPITAL IMPROVEMENTS FUND	\$29,150.58		\$29,150.58
231 FD BLDG & EQUIP LEVY FUND	\$3,153.00		\$3,153.00
234 SPECIAL STREET MAINT FUND	\$18,020.38		\$18,020.38
236 LEVEE MAINTENANCE	\$11,054.52	\$11,114.87	\$22,169.39
253 METER DEPOSITS TRUST FUND	\$561.61		\$561.61
271 ECONOMIC DEVEL DEPT FUND	\$2,400.67	\$11,120.72	\$13,521.39
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,938.75	\$5,000.00	\$6,938.75
318 WEED MAINT LEVY FUND	\$1,305.00		\$1,305.00
319 LODGING TAX FUND	\$1,324.55		\$1,324.55
320 SALES TAX OPERATING FUND	\$37,517.65		\$37,517.65
321 SALES TAX RESERVE FUND	\$10,087.50		\$10,087.50
325 SALES TAX H.E.L.P. HOUSING FUND	\$410.00		\$410.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 SUMMER MUSIC FESTIVAL	\$10,201.69		\$10,201.69
329 BULL RIDING EVENT		-\$5,000.00	-\$5,000.00
393 1% RESTAURANT TAX FUND	\$25,226.63		\$25,226.63
401 BDSGC CART SUBLEASE	\$3,499.00		\$3,499.00
463 R/I #11716 BND LOAN 2016	\$46,686.65		\$46,686.65
465 R/I #11918 SERIES 2018A DWSRF	\$20,800.87		\$20,800.87
466 R/I #12018 SERIES 2018B CWSRF	\$45,438.83		\$45,438.83
468 R/I# 12219 DWSRF 2018 SERIES C	\$28,531.59		\$28,531.59
469 R/I# 12319 CWSRF 2018 SERIES D	\$59,448.43		\$59,448.43
574 5-2-97 (FLOOD PHASE II)	\$7,595.95		\$7,595.95
652 DANGEROUS BLDG 120 6TH ST N	\$18,080.00		\$18,080.00
661 ROSEWOOD TRAIL SW18-241	\$71,165.66		\$71,165.66
665 E. SAN. SEWER PH B SS18-243	\$293.00		\$293.00
668 JR FIELD PARKING LIT & HUGHES DR	\$293.00		\$293.00
672 8TH AVE. N PROJ. ST19-248	\$3,248.33		\$3,248.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$12,353.84		\$12,353.84
675 WELL FIELD RECLO PROJ W19-251	\$4,094.55		\$4,094.55
TOTAL	\$1,140,393.84	\$147,856.50	\$1,288,250.34

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee September 28<sup>th</sup>, 5:00 PM
- b. Public Works Committee September 29<sup>th</sup>, 5:00 PM

### ADJOURNMENT

**Motion by Wateland, seconded by McNary, to adjourn at 5:48 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant