

**Wahpeton City Council**  
**September 3, 2019**  
**5:00 p.m.**

**Present:** Miller, Bohn, Bajumpaa, McCann, Dale, Bertsch, Wateland, and McNary

**Absent:** Lambrecht

**Also Present:** Huwe, Lies, Miranowski, Thorsteinson, DeVries, Bakken, Amos, and O'Meara

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

**Approval of minutes of regular meeting held August 19, 2019**

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

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

Raffle Permit ó Bethel Lutheran BLCW

Raffle Permit ó Red Door Art Gallery

**Presentation/Approval of Reports**

Census 2020 Sample Questionnaire

Wahpeton Fire Department Corn Feed September 9<sup>th</sup>

150<sup>th</sup> BBQ-Farming Fun Fest September 13<sup>th</sup> ó 14<sup>th</sup>

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

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

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Request First Reading of 2020 Budget Ordinance 1012 and to set public hearing for September 16<sup>th</sup>** ó Huwe said the 2020 Budget will be reviewed in summary at the September 16<sup>th</sup> Council meeting. The current year budget was adopted on September 7<sup>th</sup>, 2018 with projected revenues of just over \$17 million and expenses estimated at \$16.8 million. Both revenues and expenses are benchmarking productively year to date with the potential for expenses to be slightly less than projected. The total revenue projected for 2020 is \$13.5 million with an estimated \$12.35 million of expenses. The 20+% decrease in revenue and expense is mostly attributed to fewer transfers between funds associated with large scale capital improvement projects. Huwe requested a motion to offer first reading of Ordinance number 1012 and to schedule a public hearing for September 16<sup>th</sup>, 2019 at 5:00 p.m.

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

**ORDINANCE NO. 1012**

**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF  
WAHPETON, NORTH DAKOTA FOR THE YEAR 2020**

**Motion by Bohn, seconded by McCann, to approve scheduling a Public Hearing for September 16<sup>th</sup>, 2019 at 5:00 p.m. for the 2020 Budget review. Motion carried with all voting 'aye'.**

**Special Assessment Assistance Policy – request referral to Finance Cmt.** ó Huwe said on April 17, 2017 the Council approved the allocation of \$100,000 to create a special assessment assistance fund for

low to moderate income home owners. On June 5<sup>th</sup>, 2017 Council adopted Resolution 3643 approving the proposed special assessment assistance program policy. Among the policy stipulations the special assessment obligation must be greater than \$500 annually and attributed to a Council approved project. To clarify assistance eligibility requirements, Huwe requested the Special Assessment Assistance Policy be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Fiscal Policy Review – request referral to Finance Cmt.** ó Huwe explained the current fiscal policy document was adopted by the Council June 2, 2008. Fiscal policies are intended to provide guidance and consistency on best management practices for the city's financial resources. The Governmental Accounting Standards Board establishes standards and guidance for government accounting practices by issuing topic specific statements. The first GASB statement was issued in December 1984. In June 2008 when our fiscal policy document was adopted GASB had issued 53 Statements, and as of today there are 91 statements. The capital asset policy, fund balance reserve policy and credit card policy are examples of topics covered and included in the fiscal policy document. Huwe requested Fiscal Policy Review be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Fraud Risk Assessment** ó Huwe said financial controls, segregation of duties, and business risk management are key elements of fraud detection and prevention. The North Dakota State Auditor's Office noted the need for the City to adopt a formal fraud risk assessment plan. Huwe requested Fraud Risk Assessment be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**2020 Preliminary Budget – request referral to both committees** ó Huwe said the 2020 Budget Hearing is set for Monday, September 16<sup>th</sup> at 5:00 p.m. If anyone has any questions, proposed changes or suggestions she asked that they please let her know, and they can be addressed at the upcoming committee meetings. Huwe requested the 2020 Preliminary Budget be referred to both committees. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee and also the Public Works & Public Safety Committee.

### **ASSESSOR/BUILDING CODES**

**Special Assessment Commission Hearings September 3<sup>rd</sup>** ó Mayor Dale gave a reminder that the Special Assessment Commission meeting has three hearings taking place tonight to confirm special assessments on three projects beginning at 5:15 p.m. Those projects include Westgate Commons 1<sup>st</sup> Addition Street & Utilities at 5:15 p.m., East Side Sanitary Sewer Improvement Phase A at 5:30 p.m., and 3<sup>rd</sup> Avenue North Reconstruction at 6:30 p.m.

### **COMMUNITY DEVELOPMENT DIRECTOR**

#### **Community Development Report**

**Residential Lot Marketing – request referral to Finance Cmt.** ó Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then provided a plan for holiday lighting for the Leach Library lawn which included a holiday train, two snow people and tree, along with four flood lights on the building, and lights around the gazebo, the electrical work, and two rhinos for Holiday Lane for a total estimated cost of about \$25,000. This expenditure had already been approved so this was informational only.

DeVries reported the Youth Commission is currently taking applications from any youth interested in participating in the group. It is hoped to have the commission formed by October. He also talked about another group in which he is involved through the high school called Project YES (Youth Empowered for Success) who have an event being held in October which he would like some Youth Commission

members to attend. Those interested in applying can contact DeVries, Wahpeton High School or visit the website.

Regarding the information provided earlier about the BBQ ó Farming Fun Fest 150<sup>th</sup> event, DeVries reviewed some of the fun activities that will be taking place September 13<sup>th</sup> and 14<sup>th</sup>.

DeVries also announced the Wahpeton Booster Club will be holding their Breakfast of Champions on Sunday, September 8<sup>th</sup> from 8 a.m. to 1:00 p.m. at the Wahpeton High School Commons Area.

### **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported September is designated as Library Card Sign Up Month. Any Wahpeton or Richland County resident can apply for a library card as long as they can provide proof of residency with a current address. Children under the age of 16 can apply with a parent/legal guardian. Breckenridge residents can become part of the Leach Library System using their current Lake Agassiz Regional Library card and show proof of residence. She announced Leach Library was the recent recipient of \$1,000 grant from the National Networks of Libraries of Medicine, allowing the library to choose up to \$1,000 of healthcare related books. Friends of the Library are being asking for help and donations for the annual Chocolate Chocolate Day and book sale October 10<sup>th</sup>. Fall programming starts this week. All scheduled events can be found on the Library's website [www.leachlibrarywahpeton.org](http://www.leachlibrarywahpeton.org). Beginning this Saturday, the library will be open Saturdays from 9 a.m. to 1 p.m. Bakken and Kercher will be attending the ND Library Association Conference in West Fargo September 26<sup>th</sup> and 27<sup>th</sup>. Due to staffing issues the library will be open 9 a.m. to 5:00 p.m. on September 26<sup>th</sup>. Due to NDLA being held Thursday, the Leach Library Board meeting will be held Wednesday, September 25<sup>th</sup> at 4:00 p.m. Bakken said the Library Board has had a resignation of board member Bill Bair. With that opening Bakken requested the Mayor and Council appoint Barb Mohs to fill the vacancy. **Motion by Bajumpaa, seconded by Miller, to approve the appointment of Barb Mohs to fill the vacancy on the Library Board created by the resignation of Bill Blair. Motion carried with all voting 'aye'.**

### **POLICE CHIEF**

Police Chief Thorsteinson requested suspension of the rules to discuss an item not on the agenda.

**Motion by Bohn, seconded by Bajumpaa, to approve suspending the rules to discuss an item not on the Council agenda. Motion carried with all voting 'aye'.** Thorsteinson explained there is an officer resigning the end of September, a probationary officer has separated employment, and in addition another officer intends to resign by the end of September with the intentions of taking a job with another Police Department. This puts the department down three officers or 20% of the staff. He requested permission from the Council to advertise for the vacancies and create an applicant pool. **Motion by Bohn, seconded by Miller, to approve authorizing the Wahpeton Police Department to advertise for their current vacancies. Motion carried with all voting 'aye'.** Thorsteinson was then congratulated on his 40 years of service.

### **PUBLIC WORKS DIRECTOR**

#### **PW Report**

**Water Treatment Plant Roof Repairs Rebid – request motion to approve** ó Miranowski provided bids from three different contractors. Due to questions regarding the bid proposals received this item will be referred back to the Public Works Committee for further review.

Miranowski requested referral to Public Works Committee **of the Final Pay Application for Lift Station #1 Wet Well Coating Project.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of a **Request from Fairview Cemetery for City Assistance with Snow Removal and Black Dirt Needs**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Review of the Draft Cargill Domestic Waste Water Agreement**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski also requested a Flood Committee Meeting be scheduled with a date to be determined.

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

**Mayor's Ad-hoc Committee on Environmental Conditions – Pond Odors** ó Due to ongoing problems with foul odors in Wahpeton and the need for more work to be done to investigate sources that generate odors and identify workable solutions, the Mayor has worked to create an ad hoc committee to deal with this problem. The Mayor's Ad-hoc Committee on Environmental Conditions will consist of Mayor Dale, Breckenridge Mayor Russ Wilson, Richland County Commissioners Rollie Ehlert and Eric Clint, Township Officers Dale Rubish and Vance Johnson, Public Works Chair Tiana Bohn, Wahpeton Residents Tom Barton and Doug Hockert with another being considered, Breckenridge representative Neil Crocker plus another being considered, Representative Alisa Mitskog, Troy Koltes and Dr. Richard Ames from Minn-Dak Farmers Co-op., and Damon DeVillers from the Planning Commission. There are a couple of members that are waiting on confirmation and some ex-officio spots to fill but it is hoped to meet by the end of the month.

### **REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS**

#### **Finance, Personnel & Economic Development Committee Report**

McCann said the Finance, Personnel & Economic Development Committee met at noon on August 26<sup>th</sup>.

#### **Retail Programming Request – continued discussion**

#### **Work in Progress Cash Flow Updates – discussion**

#### **Flex PACE Loan Default Refund - discussion**

#### **2020 Preliminary Budget**

#### **Public Works & Public Safety Committee Report (no meeting held 8/27/2019)**

#### **Wahpeton Community Center Report**

#### **Water Treatment Plant Roof Repairs**

#### **Police Department Vacancy**

#### **Driveway Ordinance**

#### **Ordinance 1005 & 1006 Parking in Front Yards**

#### **Dumpster Regulations Ordinance 1011**

#### **2020 Preliminary Budget**

#### **Storm Pipe Removal Kidder Rd. and Gate Valve Red River Ct.**

#### **Yard Junk/Clutter Updates**

## **Building Official Updates**

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee September 9<sup>th</sup>, 12:00 Noon
- b. Public Works Committee September 10<sup>th</sup>, 12:00 Noon

### **Adjournment**

**Motion by McCann, seconded by Bohn, to adjourn at 5:30 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant