

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

Present: Dale and McNary

Present Remotely: Carlson, Goltz, Bohn, Woods II, and Fobb

Absent: Lambrecht and Wateland

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

Meeting called to order by Mayor Dale. A moment of silence was held in honor of former Mayor Meryl Hansey.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held December 7, 2020

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

November 2020 Bill Pay Report \$906,006.67 – see below

November 2020 Financial Statements

November 2020 Benchmarking Statistics

City Employee Years of Service Awards

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by McNary, 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

2021 License Applications – Huwe said several existing business license holders are resolving details in their 2021 license renewals. Those issues are expected to be resolved by December 31st and their licenses will subsequently be issued.

2020 Grants & Donations Received Report – Huwe reported the City has received \$3,632,734.86 in grants and donations in 2020. This amount is \$2,259,464.61 greater than 2019 but largely impacted by formulary one-time funding from the ND State Treasurer in \$2.5 million of Operation Prairie Dog Municipal Infrastructure Funds and \$1,046,15 in CARES Act Coronavirus Relief funds. Dollars received outside these two programs total \$86,720, with \$16,776 for Police Department Specialty Enforcement grants from the Department of Transportation, \$10,000 for Fire Department bunker gear replacement in matching grants, \$15,097 for library programming and materials, \$4,865 from the Ladies Auxiliary to the Golf Course for Club House Improvements, and \$39,982 in forestry and homeland security grants. City departments continue to seek out grant opportunities to leverage local monies to benefit City services. Huwe requested a motion acknowledging the receipt of the 2020 Grants and Donations Report. **Motion by Goltz, seconded by Fobb, to approve acknowledging receipt of the 2020 Grants and Donations Report. Motion carried with all voting ‘aye’.**

2020 Municipal Indebtedness Report – Huwe said the Statement of Municipal Indebtedness reflects the repayment of \$2,002,022 or 15% of the \$13,335,309 of debt outstanding in 2020. No new debt has been issued in 2020. Moody’s Investor Services provides an annual credit overview and describes Wahpeton’s credit position as solid assigning it the rating of A1. Credit strengths include a robust financial position with cash balances representing 83.5% of operating revenues. The total taxable value and full value per capita continue to improve. Rapid repayment of debt is a strong attribute in the overall credit rating of the City. Huwe requested a motion acknowledging the receipt of the 2020 Statement of Municipal Indebtedness. **Motion by McNary, seconded by Woods II, to approve acknowledging the receipt of the 2020 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

Operation Prairie Dog Proceeds – Huwe explained the ND State Treasurer disbursed \$29,875,000 of Municipal Infrastructure Funds as identified in the 2019 Operation Prairie Dog legislation. On December 14th 41 cities received a payment ranging from \$125,000 to \$2,500,000 based on their population. The City of Wahpeton received \$2,500,000, and currently intends to dedicate the funds to the next phase of the East Side Sanitary Sewer Project. Huwe requested a motion to acknowledge receipt and deposit of the Prairie Dog Funds into the Sales Tax for Infrastructure Fund. **Motion by Fobb, seconded by Bohn, to approve acknowledging receipt and deposit of the Prairie Dog Funds into the Sales Tax for Infrastructure Fund. Motion carried with a roll call vote of 6-0.**

Fire Insurance Premium Distribution – Huwe said the City receives a formulary tax payment from the ND Insurance Department each year based on the gross insurance premium reported in the Wahpeton Volunteer Fire Department district (the city). The 2020 allocation is \$77,843.11. The ND Century Code identifies the only eligible uses of the funds are not less than half the proceeds are to be deposited into the Firefighters Relief Association and the remaining funds are to be used to maintain the Fire Department. The Fire Chief requests a motion directing a disbursement to the FD Relief Fund of \$1,200 per name on the Fire Department roster (45) for a total of \$54,000. The remaining \$23,843.11 will remain in the Fire Department mill levy for the purchase of firefighting equipment. **Motion by McNary, seconded by Bohn, to approve Directing a Disbursement to the Wahpeton Fire Department Relief Fund of \$1,200 per name on the Fire Department Roster (45) for a total of \$54,000, with the remaining \$23,843.11 to remain in the Fire Department mill levy for the purchase of firefighting equipment. Motion carried with a roll call vote of 6-0.**

2020 Proposed Capital Asset Additions/Disposals – request referral to Finance Cmt. – In preparation for the close out of the 2020 fiscal year, additions and disposals to the City’s fixed assets will be reviewed. Huwe requested 2020 proposed fixed assets additions/disposals be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2020 Proposed Year End Transfers – request referral to Finance Cmt. – Huwe said in preparation for the close out of the 2020 fiscal year, there will be a list of budgeted and discretionary transfers for Council review. Huwe requested 2020 proposed year end transfers be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

City Hall Closed at Noon December 24th, All Day December 25th and January 1st – Huwe said City Hall will be closed at Noon Christmas Eve, December 25th, and January 1st in observation of the Christmas and New Year’s Holidays.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – The Win Column – This issue provided hopes for the new year in 2021.

Convention & Visitors Bureau Vacancy Appointment – Jim Maas term ending 2024 – DeVries explained that CVB member Tarah Yaggie, representing the Wahpeton Event Center, is no longer with the Event Center and Jim Maas has taken her place. The CVB has recommended Maas be appointed to the CVB in Yaggie’s place. **Motion by Goltz, seconded by Bohn, to appoint Jim Maas to the Wahpeton Convention & Visitors Bureau with term ending 2024. Motion carried with all voting ‘aye’.**

LIBRARY DIRECTOR

Library Report – Bakken thanked patrons for their patience while the library was closed due to the infrastructure grant installation last week. She said curbside service continues. The library will be closing at noon on December 24th and will be closed all day December 25th and January 1st in observation of the Christmas and New Year’s Holidays. Take and make Christmas craft bags are available through 5:30 p.m. on Wednesday. A Christmas Eve virtual story time will be held Thursday at 7:00 p.m. on the library’s Facebook page.

PUBLIC WORKS DIRECTOR

Airborne Custom Spraying Vector Control Agmnt. – req. referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Mid-States Equip. & Supply Crack Seal Melter Rental Agmnt. – req. referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Review of Woodland Drive Mill & Overlay Projects**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Award of Contract for the East Side Sanitary Sewer Phase B Part I**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Central School Site Redev. Proj. ST20-256 NTI Geotechnical Consulting Services Agmnt. – Miranowski explained Interstate Engineering had solicited quotes for geotechnical exploration and consulting services for the proposed redevelopment of the 200 Block of 3rd Avenue North (the former Central School Site), and Northern Technologies, LLC was the low bid at \$5,400. **Motion by McNary, seconded by Woods II, to approve the Geotechnical Exploration and Consulting Services Agreement with Northern Technologies, LLC for the former Central School Site Redevelopment Project ST20-256.** Discussion held regarding the funding source which it was noted the developer would pay as part of the project. **Motion carried with a roll call vote of 6-0.**

PW Report – Miranowski reported a contractor will be doing soil borings for the Dakota Avenue side street projects tomorrow. A public service announcement has been sent out so residents are made aware of possible lane closures in those work zones.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Dale said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on December 14th.

Bank of ND PACE Loan Participation Request for WCCO Belting – motion to approve \$134,501 Sales Tax for Ec. Dev. Loan – Motion by Fobb, seconded by Goltz, to approve the City’s Share of a PACE Interest Buydown for the present value of up to \$134,501 from Sales Tax for Economic Development for WCCO Belting, Inc. with payback to begin in 5 years. Motion carried with a roll call vote of 6-0.

Bois de Sioux Golf Club Cart Fleet Lease – motion to approve offer Res. No. 3766 –

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3766
RESOLUTION RELATING TO LEASE WITH OPTION
TO PURCHASE ON BEHALF OF THE BOIS DE SIOUX GOLF CLUB
FOR THE CART FLEET LEASE AGREEMENT NO. 40003086 BETWEEN CAPFIRST
EQUIPMENT FINANCE, INC. AND THE CITY OF WAHPETON, NORTH DAKOTA

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Carlson. Motion carried with a roll call vote 6-0.

Westdale Land Acquisition – Affordable Housing Project – motion to approve the purchase agreements with a total cost of \$233,480 from the Housing Development Reserve Fund – Motion by Goltz, seconded by Fobb, to approve entering into Purchase Agreements for the Acquisition of Additional Land in Westdale 2nd Addition (16 buildable lots at \$11,000 each & 14.37 acres at \$4,000 per acre) for a total cost of \$233,480 from the Housing Development Reserve Fund. Motion failed with a roll call vote of 5-1, with Goltz, Bohn, Fobb, McNary, and Carlson voting ‘aye’, and Woods II voting ‘nay’. Hatting explained that in order for the City to purchase land a super majority is need, so 6 out of 9 Council members need to vote ‘aye’. This item will be referred back to the Finance Committee.

Natural Gas Capacity Planning Update

Business Licensing Renewals Ch. 22

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on December 15th. Bohn acknowledge receipt of, and expressed appreciation for, the Vector Control year end information provided to Council members by Josh Meyer.

Building Official Updates

Urban Deer Hunt 2021

Stormwater Utility Fee Education Materials – motion to approve – Motion by Bohn, seconded by McNary, to approve the stormwater utility fee educational materials for distribution. Motion carried with all voting ‘aye’.

Urban Grant Submittal – motion to approve – Motion by Bohn, seconded by McNary, to approve the Urban Grant Program Application for the proposed Downtown Side Streets Project Phase 2. Motion carried with all voting ‘aye’.

East Side Sanitary Sewer Ph. B Bid Review

Yard Junk/Clutter Updates - discussion

Referrals – see PW Director’s Report

November 2020 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$265,569.22	\$38,090.02	\$303,659.24
201 WATER OPERATING FUND	\$34,683.80	\$45,321.57	\$80,005.37
202 SANITARY SEWER OPERATING FUND	\$35,911.96	\$27,829.67	\$63,741.63
203 WASTE REMOVAL OPERATING FUND	\$28,100.13	\$1,073.56	\$29,173.69
204 WASTE REDUCTION FUND	\$2,933.42		\$2,933.42
205 VECTOR CONTROL FUND	\$486.26	\$1,300.84	\$1,787.10
206 STREET LIGHTING	\$14,733.12		\$14,733.12
209 LIBRARY LEVY FUND	\$2,592.23	\$13,740.98	\$16,333.21
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$99.49		\$99.49
227 ANNUAL RESERVE WH FUND	\$38,820.92	-\$3,759.22	\$35,061.70
229 CAPITAL IMPROVEMENTS FUND	\$10,934.98		\$10,934.98
231 FD BLDG & EQUIP LEVY FUND	\$4,850.75		\$4,850.75
234 SPECIAL STREET MAINT FUND	\$690.20		\$690.20
236 LEVEE MAINTENANCE	\$2,130.74	\$8,945.53	\$11,076.27
253 METER DEPOSITS TRUST FUND	\$90.33		\$90.33
271 ECONOMIC DEVEL DEPT FUND	\$3,747.21	\$11,194.06	\$14,941.27
303 MISCELLANEOUS FUND	\$719.98		\$719.98
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
319 LODGING TAX FUND	\$2,784.99		\$2,784.99
320 SALES TAX OPERATING FUND	\$33,920.25		\$33,920.25
326 REVOLVING LOAN FUND	\$37,666.67		\$37,666.67
328 SUMMER MUSIC FESTIVAL	-\$20,000.00		-\$20,000.00
393 1% RESTAURANT TAX FUND	\$20,238.83		\$20,238.83
457 R/I #11111 SERIES B 2011	\$166.67		\$166.67
458 R/I #11212 SERIES A 2012	\$166.67		\$166.67
459 R/I #11314 SERIES 2014	\$166.67		\$166.67
460 R/I #11415 SERIES 2015	\$3,719.17		\$3,719.17
461 R/I #11516 SERIES 2016	\$166.67		\$166.67
462 R/I #11617 SERIES 2017	\$166.65		\$166.65
467 R/I# 12118 SERIES 2018E	\$2,027.55		\$2,027.55
574 5-2-97 (FLOOD PHASE II)	\$28,636.82		\$28,636.82
661 ROSEWOOD TRAIL SW18-241	\$163,763.06		\$163,763.06
665 E. SAN. SEWER PH B SS18-243	\$15,222.00		\$15,222.00
673 LOY AVE & 12TH ST PROJ ST19-249	\$10,294.86		\$10,294.86
674 SRTS 11TH ST N PROJ ST19-252	\$5,615.00		\$5,615.00
675 WELL FIELD RECLO PROJ W19-251	\$1,482.49		\$1,482.49
676 DOWNTOWN S. STREETS ST20-255	\$4,167.24		\$4,167.24
680 COMPREHENSIVE PLAN	\$2,835.00		\$2,835.00
TOTAL	\$761,552.00	\$144,454.67	\$906,006.67

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee December 28th, 5:00 PM
- b. Public Works Committee December 29th, 5:00 PM – This meeting has been postponed.

ADJOURNMENT

Motion by McNary, seconded by Bohn, to adjourn at 5:33 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant