

Wahpeton City Council
February 22, 2022 (postponed to February 23, 2022)
5:00 p.m.

Present: Lambrecht (remotely), Goltz, Wateland (remotely), Dale, Bohn, Fobb, and McNary

Absent: Carlson and Woods II

Also Present: Huwe, Assistant City Attorney Budke, Miranowski, DeVries, Bakken, Amos, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held February 7, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Bethel Youth – Raffle Permit

Mallie Ann Breuer Scholarship Foundation – Raffle Permit

Other Games of Chance and/or Special Permits:

Presentation/Approval of Reports

Bill Pay Report January 2022 (\$1,219,039.97 – see below)

Financial Statements January 2022

2021 NDLC Taxable Valuation & Mill Rates

2021 Safe Drinking Water Certificate of Achievement

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

Motion by Fobb, seconded by McNary, to approve the Consent Agenda items as presented.

Motion carried with all voting ‘aye’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Bois de Sioux Golf Board Confirmation of Appointments – Huwe said the Bois de Sioux Golf Club has a seven-member elected board in addition to four appointed board positions (treasurer, secretary, Pro and Ladies Auxiliary appointment to the Board). The elections are conducted as part of the membership annual meeting, with the board members confirmed by the City Council. Ashley Fliflet was reappointed to a term ending 2023, Tyler Baukol was reappointed to term ending 2024, and Tony Diemert was elected to a term ending 2024 replacing Link Thompson. **Motion by Goltz, seconded by Bohn, to approve confirming appointments to the Bois de Sioux Golf Club as presented, with Ashley Fliflet reappointed to a term ending 2023, Tyler Baukol reappointed to term ending 2024, and Tony Diemert elected to a term ending 2024. Motion carried with all voting ‘aye’.**

Central School Site Development Agreement – request referral to Finance Cmt. – Huwe explained Block 10 of the Original Townsite Addition of the City of Wahpeton was the former site of Central School. The site has been platted into 14 residential lots, a new alleyway constructed, and individual utilities installed to each lot. Local developer Joe St. Aubin recently purchased the 13 remaining lots for the purpose of building 13 single family homes that will be investor owned and available for rent. The project matches several of the recommendations in the 2021 Wahpeton Housing Study Update including neighborhood revitalization, development of new rental housing, and creation of a strategy for residential lot development by creating a neighborhood of market rate rental homes that includes snow removal and lawn care. The project requires a zoning amendment, Renaissance Zone approval, and a proposed development agreement to access Bank of ND Flex PACE Financing. She requested the Central School Site Development Agreement be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Election 2022 – Huwe said City elections are held in the even numbered years opposite of the legislative sessions. City elections are also coordinated with the primary election for candidates seeking congressional, statewide, legislative district, judicial district, and county offices. Candidates for these offices have two options to be included on the primary ballot: If the elected position is a partisan office, they can submit a certificate of endorsement signed by their political party state or district chair person. Or they may circulate a petition among the qualified electors for that office. Statewide or judicial candidates are required to secure signatures totaling 3% of the total votes cast for that office in the last general election but not more than 300 signatures are required. Legislative candidates must secure signatures totaling 1% of the total votes cast for that office in the last general election but not more than 300 signatures are required. County and/or multi-county candidates must secure signatures totaling 2% of the total votes cast for that office in the last general election but not more than 300 signatures are required.

In determining which candidates “win” the primary election it depends on if the office is partisan or not. The congressional, statewide, and legislative candidates nominated by a political party who received the highest number of votes for that office in the political party’s Primary Election are automatically placed on the General Election ballot, typically one candidate from each party for each office.

Candidates for county office and Garrison Diversion Conservancy Director (all non-partisan offices) with the highest number of votes in the June 14, 2022 Primary Election and who total twice the number of available positions for the office will automatically have their names placed on the November 8, 2022 General Election. The Richland County Commission has three open positions on the June ballot, so up to six candidates may be included on the November ballot for this race with the instruction “vote for no more than three.” The Richland County Sheriff’s race may have multiple names on the June ballot but only the top two candidates will be included on the general election ballot in November (twice the number of available positions). All candidate filing forms are due by 4:00 pm on April 11th.

POLICE CHIEF

Street Closure Requests – Dakota Avenue Friday June 3rd & Saturday June 4th, 2022 – In Thorsteinson’s absence and on his behalf, Huwe presented a request from Kathy Diekman with Chahinkapa Zoo for two street closures in conjunction with Blue Goose Days. The first was for Friday, June 3rd for the street closure of the 300 block of Dakota Avenue from 6 pm to midnight for a street dance, and the second was for the closure of Dakota Avenue for a parade on June 4th starting at 10 am. **Motion by Fobb, seconded by Bohn, to approve the Street Closure of the 300 Block of Dakota Avenue from 6:00 pm to Midnight on Friday, June 3rd for a Street Dance, and the Street Closure of Dakota Avenue on Saturday, June 4th starting at 10:00 am for a Parade both in conjunction with Blue Goose Days. Motion carried with all voting ‘aye’.**

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – This issue featured the start of a new tradition with the first annual Fire & Ice Pond Hockey Tournament and the hopes of creating a winter festival.

Street Closure Request – Headwater Music Festival – DeVries said the Headwaters Music Festival will be held Friday and Saturday, July 22nd and 23rd, this year. Friday will be all day in Wahpeton on 4th Street North between Dakota Avenue to 2nd Avenue with street closure requested from 10 am to 1 am, and Saturday will be all day in Breckenridge in the Casey’s Bar lot from noon to 2 am. **Motion by McNary, seconded by Fobb, to approve the closure of 4th Street North from Dakota Avenue to 2nd Avenue from 10:00 am to 1:00 am on Friday July 22, 2022, for the Headwaters Music Festival. Motion carried with all voting ‘aye’.**

DeVries requested referral to the Finance Committee of a Bank of ND Flex PACE Interest Buydown Application from Tuck-It-Away Storage. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

LIBRARY DIRECTOR

Library Report – Bakken reported the monthly Library Board meeting will be held Thursday at 4pm. She noted the board will have 2 seats up for appointment by the end of June. Anyone interested should contact Bakken or City Hall. Other library scheduled events include a Mardi Gras family movie and a teen lounge. A Friends of the Library meeting will be held March 9th at 10am to plan a special event to be held during National Library week in April. Bakken also noted the 1040 tax instructions booklets are now available at the library and the forms have been shipped but not yet received.

PUBLIC WORKS DIRECTOR

PW Report –

Planning Commission Referral – Street Vacation Request – The petition for street vacation was withdrawn.

Miranowski requested referral to Public Works Committee **of Street Shop Hoist Replacement**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Change Order for the Water Treatment Plant Lime Lagoon Cleaning Project**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the East Side Sanitary Sewer Project Phase B Part 2 approval of Plans and Specs and authorize Receipt of Bids**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

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.

Mayor Dale referred **Traffic Signal Control Box Art** to the Public Works & Public Safety Committee.

Mayor Dale referred **Valve Exercising** to the Public Works & Public Safety Committee.

Mayor Dale referred the **former M & H Site Green Space Project** to the Finance, Personnel & Economic Development Committee.

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 February 14th.

Design Standards Funding – motion to approve proposal from Interstate Engineering for \$13,000 from sales tax for economic development – **Motion by Wateland, seconded by Fobb, to approve the Design Standards proposal submitted by Interstate Engineering for \$13,000 with funding from the Sales Tax for Economic Development Fund. Motion carried with a roll call vote of 6-0.**

Special Assessment Assistance Policy – motion to approve amendment to remove the \$500 eligibility requirement – **Motion by Wateland, seconded by Fobb, to approve amending the Special Assessment Assistance Policy by removing the greater than \$500 total assessment eligibility requirement.** Discussion held. **Motion carried with all voting ‘aye.’**

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on February 15th.

Engineering Standards Update – discussion

Architectural Design Standards – discussion

Safety Policies and Forms – discussion

Update on RFQ for Engineering Services for Downtown Side Street Recon. Proj. ST20-255 – discussion

Contract Negotiations with Interstate Engineering for Construction Engineering Services for Downtown Side Street Recon. Proj. ST20-255 – motion to proceed – Motion by Bohn, seconded by McNary, to approve proceeding to negotiate the contract with Interstate Engineering for Construction Engineering Services for the Downtown Side Street Reconstruction Project No. ST20-255 ND DOT Project UGP-8-991(036). Motion carried with all voting ‘aye’.

Generator at Sanitary Sewer Lift Station No. 8 Proj. SS21-265 – motion to approve plans and specs and authorize receipt of bids – Motion by Bohn, seconded by McNary, to approve the Plans and Specifications and Authorize Receipt of Bids for the Generator at Sanitary Sewer Lift Station No. 8 Project No. SS21-265. Motion carried with all voting ‘aye’.

Installation of Variable Frequency Drives at Flood Pump Lift Stations 2, 3, 4, 5 & 6 Proj. FL21-262 – motion to approve the plans and specs and authorize receipt of bids – Motion by Bohn, seconded by McNary, to approve the Plans and Specifications and Authorize Receipt of Bids for the Installation of Variable Frequency Drives at Flood Pump Lift Stations 2, 3, 4, 5 & 6 Proj. No. FL21-262. Motion carried with all voting ‘aye’.

Tractor Rental vs. Purchase - discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals – See PW Director’s Report

NEW BUSINESS

Mayor’s Minute Update – Dale provided an update of recent happenings in February saying he attended the CVB meeting on the 9th with a presentation on the Twin Town Artist Series, the Chamber of Commerce Annual meeting was on the 10th and Justin Neppel provided an update on SVEDA, on the 11th a call with former Governor Schafer was schedule to update him on what is going on in Wahpeton and he eluded there could be an announcement coming that would be a great benefit to the region, on the 14th a gathering for Bob Marks 80th birthday was planned but postponed due to illness, on the 15th an applicant for the Superintendent of Schools for the Wahpeton District called to get information on Wahpeton, also on the 15th Governor Burgum presented the State of State Address speaking about property tax and also the importance of facilities like the proposed Recreation Center, multiple webinars were attended with the National Weather Service regarding weather events and spring flood outlook, Planning Commission met on the 17th with updates provided, the Northside Industrial Park has had some recent interest with some proposed projects, and WDI indicated sites in the Northside Industrial Park will be utilized for a staging area for the natural gas pipeline.

January 2022 Bill Pay Report

| DISBURSEMENTS FUND | ACCOUNTS PAYABLE | PAYROLL & GL | TOTAL |
|-----------------------------------|-------------------------|-------------------------|--------------|
| 101 GENERAL FUND | \$258,564.42 | \$44,673.70 | \$303,238.12 |
| 201 WATER OPERATING FUND | \$56,360.79 | \$43,356.68 | \$99,717.47 |
| 202 SANITARY SEWER OPERATING FUND | \$299,313.55 | \$23,541.38 | \$322,854.93 |
| 203 WASTE REMOVAL OPERATING FUND | \$29,056.65 | \$1,154.44 | \$30,211.09 |
| 204 WASTE REDUCTION FUND | \$7,384.31 | | \$7,384.31 |
| 205 VECTOR CONTROL FUND | \$602.48 | \$1,398.64 | \$2,001.12 |
| 206 STREET LIGHTING | \$16,077.98 | | \$16,077.98 |
| 209 LIBRARY LEVY FUND | \$4,666.45 | \$15,644.61 | \$20,311.06 |
| 216 AIRPORT 4-MILL LEVY FUND | | \$897.06 | \$897.06 |
| 226 EMPLOYEE SAFETY COMMITTEE | \$150.00 | | \$150.00 |
| 229 CAPITAL IMPROVEMENTS FUND | \$49,337.00 | | \$49,337.00 |
| 235 SNOW/FLOOD EMERG LEVY FUND | \$1,358.00 | | \$1,358.00 |

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|------------------------------------|-----------------------|---------------------|-----------------------|
| 236 LEVEE MAINTENANCE | \$2,960.99 | \$8,924.92 | \$11,885.91 |
| 261 UNEMPLOYMENT COMP RESERVE FUND | \$75.93 | | \$75.93 |
| 271 ECONOMIC DEVEL DEPT FUND | \$3,886.72 | \$11,627.68 | \$15,514.40 |
| 303 MISCELLANEOUS FUND | \$47.10 | | \$47.10 |
| 315 TAX INCREMENT FUND | \$1,250.00 | | \$1,250.00 |
| 317 JOB DEVELOPMENT LEVY FUND | \$6,293.81 | | \$6,293.81 |
| 319 LODGING TAX FUND | \$544.20 | | \$544.20 |
| 320 SALES TAX OPERATING FUND | \$39,368.67 | | \$39,368.67 |
| 324 SALES TAX MINI MATCH RSRV FUND | \$44,203.80 | | \$44,203.80 |
| 326 REVOLVING LOAN FUND | \$416.67 | | \$416.67 |
| 328 SUMMER MUSIC FESTIVAL | \$227.99 | | \$227.99 |
| 329 BULL RIDING EVENT | \$14,925.15 | | \$14,925.15 |
| 365 PD SPEC EQUIP SINKING FUND | \$280.71 | | \$280.71 |
| 393 1% RESTAURANT TAX FUND | \$13,467.49 | | \$13,467.49 |
| 570 SALES TAX FOR INFRASTRUCTURE | \$217,000.00 | | \$217,000.00 |
| TOTAL | \$1,067,820.86 | \$151,219.11 | \$1,219,039.97 |

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee February 28th, 5:00 PM
- b. Public Works Committee March 1st, 5:00 PM (Visit at Street Dept. starts at 4:15pm)

ADJOURNMENT

Motion by Fobb, seconded by McNary, to adjourn at 5:43 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant