

**Wahpeton City Council**

**February 7, 2022**

**5:00 p.m.**

**Present:** Lambrecht, Carlson, Goltz, Dale, Bohn, and Woods II

**Present Remotely:** Wateland, Fobb, and McNary

**Absent:** None

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

**CALL TO ORDER**

Meeting called to order by Mayor Dale.

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

**Approval of minutes of regular meeting held January 18, 2022**

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

El Zagal Escort Motor Patrol – Raffle Permit

NDSCS Machinists Club – Raffle Permit

Zonta Club – Raffle Permit

Wahpeton Buffalo Club – Raffle Permit

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

Wahpeton FFA – Raffle Permit

**Presentation/Approval of Reports**

WBI Natural Gas Pipeline Regulatory Update

ND Water Resources – Water Development Plan Notice

Restaurant Tax Report Q4 2021

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

**Motion by Goltz, seconded by Lambrecht, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Board of Adjustment – request motion to appoint Mike Erlandson** – Huwe said the Board of Adjustment is responsible for the administrative review of zoning matters including variances and special exceptions. City ordinance stipulates the board consists of 7 members, none of whom shall hold an elective office or other official position with the City. The board currently has two vacancies. The Board met January 13<sup>th</sup> and offered a motion to recommend appointment of Mike Erlandson to the Board of Adjustment with a term ending in June of 2023. She requested a motion to appoint Mike Erlandson to the Board of Adjustment.

**Motion by Bohn, seconded by Carlson, to appoint Mike Erlandson to the Board of Adjustment with a term ending in June of 2023. Motion carried with all voting ‘aye’.**

**Update on Fiscal Year End 2021 – request motion to approve schedule of fund activity** – Huwe

explained the Statement of Fund Activity is a monthly report depicting beginning fund balances, year to date revenues, expenses and current fund balances and it is provided to the Council as required in the ND Century Code. The overall fund balances decreased \$682,979 over the year as several large capital improvement projects are nearly complete and pending permanent debt financing. The Century Code also requires the fiscal year end Statement of Fund Activity be published in the official newspaper prior to March 1<sup>st</sup>. She requested a motion acknowledging receipt of the 2021 fiscal year end Statement of Fund Activity. **Motion by Goltz, seconded by Lambrecht, to approve acknowledging receipt of the 2021 Fiscal Year End Statement of Fund Activity. Motion carried with all voting ‘aye’.**

**Special Assessment Assistance Policy Amendment – request referral to Finance Cmt.** – Huwe said in June of 2017 the Council adopted a Special Assessment Assistance Policy. The policy included a \$100,000 reserve fund for low to moderate income homeowners impacted by the 3<sup>rd</sup> Avenue North and East Side Sanitary Sewer Projects. The City Assessor has identified opportunities to coordinate the policy in a more efficient manner with the approval process for the property tax Homestead Credit process. She requested the Special Assessment Assistance Policy 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. The City of Wahpeton contests on the June 14<sup>th</sup>, 2022, ballot include Ward 1, Ward 3, (2) At-large positions, and Mayor. The ballot will also include 3 At-large Park Board Commissioners. Information and the required filing forms are available on the City’s website and are due to City Hall by 4:00 pm on April 11<sup>th</sup>.

**City Hall Closed for President’s Day February 21<sup>st</sup>** – Huwe noted in observation of President’s Day the next Council meeting will be on Tuesday, February 22<sup>nd</sup>.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Win Column** – This issue featured information on the first Pond Hockey tournament to be held in Wahpeton.

**CVB Appointment Request** – DeVries reported due to conflict with the CVB meeting time Tara Klostreich has requested to be replaced by Diana Hermes, both of the Daily News. **Motion by Bohn, seconded by Woods, to approve the replacement of Tara Klostreich by Diana Hermes on the Wahpeton Convention and Visitors Bureau with a term ending 2025. Motion carried with all voting ‘aye’.**

**Home Renovation Loan Request** – DeVries said an application was received for a Housing Rehabilitation and Neighborhood Revitalization project at 418 5<sup>th</sup> Street South. Both he and Building Codes Official Johnson have reviewed the application and viewed the home and feel it would be a good project. Exterior improvements, including siding and gutters, will help improve the quality and life of the house. Because of the condition of the home it was decided it would be a full loan of up to \$40,000 at 3%. **Motion by Goltz, seconded by Bohn, to approve a \$40,000 loan at 3% interest for 418 5<sup>th</sup> Street South through the Housing Rehabilitation and Neighborhood Revitalization Program. Motion carried with a roll call vote of 8-0.**

**BND PACE Interest Buydown** – DeVries presented a PACE interest buydown application from Trigger Sports/Mitch Lane to open an outdoor sporting goods store located at 403 Dakota Avenue, ground level of the former Opera House. It was noted Lane has a good mix of financial resources. The total interest buydown through the Bank of North Dakota is \$88,061.23. The City’s portion would be \$26,418.43, and would be requested to be paid back starting in 5 years. They anticipate opening in May. **Motion by Bohn, seconded by Woods, to approve the BND Flex PACE Interest Buydown Application for Trigger Sports LLC/Mitchell Lane located at 403 Dakota Avenue for the City’s share of up to \$26,418 with repayment to begin in 5 years. Discussion held. Motion carried with a roll call vote of 8-0.**

**Fireworks Event February 19<sup>th</sup>** – DeVries explained in his desire to hold a winter festival, a Pond Hockey Tournament for teams at the Mite Level is scheduled for February 19<sup>th</sup> starting at 10:00 am in Chahinkapa Park. Concessions and some fire pits will be available, and it is hoped to have a small fireworks display by Little Unny’s to be held at approximately 5:30 pm if permissible. **Motion by Carlson, seconded by Lambrecht, to approve allowing a Fireworks Event on February 19<sup>th</sup> at approximately 5:30 pm in Chahinkapa Park provided by Little Unny’s in conjunction with the Pond Hockey Tournament. Motion carried with all voting ‘aye’.**

**Central School Block PUD** – DeVries noted Joe St. Aubin has recently purchased 13 of the 14 lots on the former Central School site, and requested the first reading of Ordinance No. 1033, to repeal and replace Ordinance no. 1026.

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

**ORDINANCE NO. 1033**  
**AN ORDINANCE REPEALING AND REPLACING ORDINANCE 1026**  
**AMENDING SECTION 46 ZONING**  
**ARTICLE III – ZONING DISTRICTS DIVISION 5 OTHER DISTRICTS**  
**(CREATING PLANNED UNIT DEVELOPMENT ZONING FOR**  
**LOTS 1 - 14 BLOCK 10 OF ORIGINAL TOWNSITE)**

DeVries said 4C & H, LLC/Joe St. Aubin has also submitted a Renaissance Zone application for the redevelopment of the 13 lots in the Central School Block, each of which will be a separate project submitted to the State. The project is a Purchase with Major Improvements (new construction) for each of the 13 lots at the former Central School Site, and would be for a 5 year partial property tax exemption and a 5 year 100% income tax exemption for those lots, with each lot over the 5 years providing about a \$5,400 benefit to St. Aubin. It was noted the Planning Commission has approved the applications at their meeting held earlier today, so it was requested for the Council to approve the application as well as duplicating the application for each of the addresses. **Motion by Bohn, seconded by Lambrecht, to approve the 4C & H, LLC/Joe St. Aubin Purchase with Major Improvements (new construction) Renaissance Zone Project at the former Central School Block for the following lots: 201 4<sup>th</sup> Avenue North; 207 4<sup>th</sup> Avenue North; 211 4<sup>th</sup> Avenue North; 215 4<sup>th</sup> Avenue North; 219 4<sup>th</sup> Avenue North; 223 4<sup>th</sup> Avenue North; 228 3<sup>rd</sup> Avenue North; 224 3<sup>rd</sup> Avenue North; 220 3<sup>rd</sup> Avenue North; 216 3<sup>rd</sup> Avenue North; 212 3<sup>rd</sup> Avenue North; 208 3<sup>rd</sup> Avenue North; and 204 3<sup>rd</sup> Avenue North, for a 5 year partial Property Tax Exemption and a 5 year 100% Income Tax Exemption.** Discussion held. **Motion carried with a roll call vote of 8-0.**

**Motion by Bohn, seconded by Woods, to approve scheduling a Public Hearing for March 7<sup>th</sup>, 2022 at 5:00 p.m. for the Central School Block Planned Unit Development. Motion carried with all voting ‘aye’.**

**Design Standards – request referral to both committees** – Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

**LIBRARY DIRECTOR**

**Library Report** – Bakken reported a Friends of the Library meeting will be held Wednesday. Library programming includes story time, outreach, Make & Take Valentine craft, Leach Reads Book Club, and an adult craft session on painted dish towels. She noted tax forms are available at the library. The library will be closed on Monday, February 21<sup>st</sup> in observation of President’s Day.

**POLICE CHIEF**

**Street Closure Request – Dakota Avenue Saturday June 25<sup>th</sup>, 2022** – Thorsteinson said the Prometheus Motorcycle Club has requested the street closure of the 300 Block of Dakota Avenue from 5:30 pm to midnight on Saturday, June 25<sup>th</sup> to hold a street dance in conjunction with their Zoo motorcycle run as the venue you they used to go to after the run they no longer have access to. Thorsteinson did not see any difficulty with this request. **Motion by Wateland, seconded by Carlson, to approve the Street Closure of the 300 Block of Dakota Avenue from 5:30 pm to midnight Requested by the Prometheus Motorcycle Club to hold a street dance in conjunction with their Zoo motorcycle run on Saturday, June 25<sup>th</sup>, 2022.** Discussion held. **Motion carried with all voting ‘aye’.**

**PUBLIC WORKS DIRECTOR**

**Public Works Report** –

Miranowski requested referral to Public Works Committee **of the Contract with Interstate Engineering for the Dakota Avenue Side Streets Construction Project**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**Safety Policy Review – request referral to PW Committee** – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for the Generators at Lift Station #8 to Approve Plans & Specs and Authorize Receipt of Bid**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Update to Civil Engineering Design Specs**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then reported on the Public Works/Street Department tasks/activities in the past few weeks that have been completed or that are being worked on.

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

**Finance, Personnel & Economic Development Committee Report** – (No meeting held January 24<sup>th</sup>)

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

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on January 25<sup>th</sup>.

**2022 Sealcoat Proj. ST22-267 – motion** to approve proposed project and estimate of \$70,762.22 – **Motion by Bohn, seconded by Carlson, to approve the 2022 Sealcoat Project ST22-267**. Discussion held. **Motion carried with all voting ‘aye’.**

**2022 Tractor Rental – motion** to approve the 2022 agreement with Titan Machinery \$6,000 – **Motion by Bohn, seconded by Goltz, to approve the 2022 Tractor Rental Agreement with Titan Machinery for \$6,000**. **Motion carried with a roll call vote of 8-0.**

**Joint Powers Agreement with Park Board for Operations and Mtc. of Homestead Park – discussion**

**Engineering Design Standards – discussion**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

**Referrals – See PW Director’s Report**

## **NEW BUSINESS**

**Mayor’s Minute Update** – Dale said several high wind events in 2019 and 2020 reminded us of the deteriorating condition of our Urban Forests in certain areas of town with many downed trees and limbs. In an effort to improve the quality and condition of the boulevard tree inventory the Forest Committee decided to apply to the State for potential funding. The City of Wahpeton recently received two \$10,000 grants from the ND Forestry Service. The grant funding will be used to buy down individual applicant’s costs who qualify for boulevard tree removals and boulevard tree planting. Back yard trees or trees on private property would not qualify for this program. The boulevard tree removal grant funding will be used to focus on diseased and dangerous trees. Priority will be given to ash, elm and boxelder trees. Tree removals for cosmetic purposes will not be eligible. The City will coordinate the efforts of a single tree cutting contractor that will be responsible to cut the tree, clean up, grind the stump, place back black dirt, and seed grass. The grant funding would be used to pay for 50% of the cost up to \$500. The boulevard tree replacement grant funding priority would go to residents who have had dangerous or diseased trees removed recently with the

next priority going to other barren boulevards. The grant funding would be used to pay for the first 50% up to \$200. Residents can select the type of tree from an approved list. Final decision on the type of tree and the location will be determined by the City as overhead and underground infrastructure will determine the best location and variety. The City will coordinate with a single company to plant, stake, and water the trees for the first time. The homeowner will then be responsible for ongoing care and maintenance. Application deadlines for removals is April 1<sup>st</sup>, and for the planting is May 1<sup>st</sup>. For more information on this program and benefits of trees in the community visit [www.wahpeton.com](http://www.wahpeton.com) and type forestry on the search bar which will take you to Urban Forestry. Any questions can be directed to Wahpeton Community Development Director DeVries.

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee February 14<sup>th</sup>, 5:00 PM
- b. Public Works Committee February 15<sup>th</sup>, 5:00 PM

### **Adjournment**

**Motion by Wateland, seconded by Bohn, to adjourn at 5:43 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant