

Wahpeton City Council
January 18, 2022
5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Public Hearing – Development Plan Tax Increment Financing District 2006-1 Proposed Amendment

Res. 3818 – Huwe reviewed the two proposed amendments to the Development Plan for Tax Increment District 2006-1 being presented for consideration, which were on page 3, subsection '3. Improvements Eligible for Public Funding' under 'Land improvements/grading on commercial (*including multifamily projects of 4 units or more*) or industrial property'. This is a clarification of the interpretation of what would be a Tax Increment Financing (TIF) eligible project. On page 4, subsection '4. Development and Negotiations of Project Developer Agreements' under 'B. The project consists of regional public infrastructure improvements at an estimated cost of less than \$3,000,000'. This would increase the authority the City would have on pay as you go financing to \$3 million. Huwe said there have been no inquiries or questions to date. When asked if there was anyone present to speak about the proposed amendments a question was heard from a resident present at the meeting regarding the \$3 million threshold and the question was answered.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3818
RESOLUTION AMENDING
TAX INCREMENT FINANCING DISTRICT 2006-1

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 6-0. (Those attending remotely were not present yet.)

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of hearing held December 13, 2021

Approval of minutes of regular meeting held January 3, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Bobcat Employee Engagement Cmt. – Raffle Permit

Head of the Red Youth Activities Assoc. – Site Authorization

Other Games of Chance and/or Special Permits:

Ladies Ag Night – Raffle Permit

Wahpeton Baseball Association – Raffle Permit

Presentation/Approval of Reports

Bill Pay Report December 2021 – \$3,237,403.79 (see below)

Financial Statements December 2021

Garrison Diversion Matching Recreation Grant Program

Dakota Avenue Side Streets Project Phase II ST21-259 Request for Comments

8th Avenue North Project ST19-248 Request for Comments

ND Small Business Development Center

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

Pledge of Assets/Designation of Depositories – Huwe said North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds.

The Total Pledges and Requested Designated Depositories as of December 31, 2021 are:

<u>Designated Depository</u>	General Ledger		Federal Government			
	Funds on Deposits	FDIC/NCUA	Letter of Credit	Securities or Qualified Sweep	Additional Pledged Collateral	Collateralized Total
American Federal Bank	none	n/a	n/a	n/a	n/a	n/a
Banc West Investment Services	535,543	n/a	n/a	535,543	n/a	535,543
Bell State Bank & Trust	none	n/a	n/a	n/a	n/a	n/a
Bremer Bank	4,992,166	n/a	n/a	n/a	6,184,650	6,184,650
Bremer Investment Trust	321,000	n/a	n/a	321,000	n/a	321,000
First Community Credit Union	none	n/a	n/a	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a	n/a	n/a
U.S. Bank	none	n/a	n/a	n/a	n/a	n/a
Wells Fargo Bank	11,111,318	1,250,000	n/a	5,607,480	4,676,190	11,533,670
	16,960,027	1,250,000	-	6,464,023	10,860,840	18,574,864

The total funds on deposit as of 12/31/21 were \$16,960,027 reflecting a decrease in cash on hand of \$465,835 over the same time last year primarily attributed to the \$4.6 million increase in capital project expenditures in 2021 over 2020. The pledges of assets from each of the depositories adequately covers the cash deposits on hand. She requested a motion approving the designation of depositories and pledges of assets. **Motion by Goltz, seconded by Bohn, to approve the Designation of Depositories and Pledges of Assets as presented. Motion carried with all voting ‘aye’.**

2021 Budget Amendments Updates – Huwe explained part of the fiscal year end processing includes making accounting adjustments (accruals) to ensure expenses are reflected when incurred and revenue recorded when earned not just when received. There were \$56,944 in expenses accrued back to 2021 since the Finance Committee met to review the proposed year end amendments. Additionally, entries were made to balance or zero single appropriation funds such as Economic Development Operating Fund and Levy Maintenance Fund, and a transfer of General Fund Surplus in the amount of \$167,352 is proposed to be transferred from the General Fund to the Capital Improvements Fund. The result of the accruals and balance zeroing was an increase in total expenses of \$227,002 and an increase in the requested budget amendments of \$132,025. Huwe requested a motion to approve the proposed transfer of surplus funds from the General Fund to the Capital Improvements Fund of \$167,352, and also a motion to approve the 2021 Expense Budget Amendments as presented. **Motion by Bohn, seconded by McNary, to approve the proposed transfer of Surplus Funds from the General Fund to the Capital Improvements Fund of \$167,352. Motion carried with all voting ‘aye’.**

Motion by Fobb, seconded by Goltz, to approve the 2021 Expense Budget Amendments as presented. Motion carried with all voting ‘aye’.

2021 Fixed Asset Additions & Disposals Updates – Huwe said the Fixed Assets Report reviewed by the Finance Committee was considered to be preliminary pending year-end financial information. There is one additional asset added to the Sanitary Sewer system for a pond gauge in the amount of \$8,400. This item was previously omitted and identified by the mayor in the review of the Bill Pay Report. The total amount of assets proposed to be capitalized for 2021 is \$2,756,350.36 with no proposed asset dispositions. She requested a motion to approve the fixed assets additions and disposals as presented. **Motion by Goltz, seconded by McNary, to approve the Fixed Assets Additions and Disposals as presented. Motion carried with all voting ‘aye’.**

Fire Dept. Sale of 1991 Pierce Ladder Truck – Huwe explained the Fire Department requested permission to accept a lower price for the out of service 1991 ladder truck, and after lowering the price they were contacted by the Larimore, ND Fire Department and sold the truck for \$15,000 on January 10th. She requested a motion ratifying the sale of the truck. She also expressed appreciation on behalf of the City and the Fire Department to Jason Ehlert/Ehlert Excavating for storing the out of service truck for the past 22 months. **Motion by Goltz, seconded by Lambrecht, to approve ratifying the sale of Wahpeton Fire Department’s 1991 Pierce Ladder Truck to the Larimore, ND Fire Department in the amount of \$15,000 on January 10, 2022. Motion carried with a roll call vote of 8-0.**

Fire Dept. Request for Proceeds – Bull Bash – Huwe said in past years the Wahpeton Volunteer Fire Department would conduct multiple fund-raising activities throughout the year such as fish fries, corn feeds, and raffles to raise funds for recruitment, retention, and social activities such as the summer picnic, meals at the fire hall, Christmas party, dress uniforms, etc. In 2019 department secretary Brett Lambrecht suggested trying to conduct one major fund-raising activity rather than multiple small activities. Bull Bash has been conducted twice and proven to be a successful community event/fund raiser. The fund balance reserve of \$40,000 is estimated to cover event expenses, and the Fire Department has requested disbursement to the Wahpeton Fire Department Relief Association of excess funds totaling \$14,925.15. Huwe requested a motion to approve this disbursement. **Motion by Goltz, seconded by Fobb, to approve disbursement to the Wahpeton Fire Department Relief Association of Bull Bash excess funds totaling \$14,925.15. Motion carried with a roll call vote of 8-0.**

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 14th, 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 at City Hall. Candidate paperwork is due to City Hall by 4:00 PM on April 11th.

ATTORNEY

Misc. Project Resolutions – Assistant City Attorney Lies presented the resolutions pertaining to the Dakota Avenue Non-Federal Aid Side Streets Assessment District ST22-266.

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3819
RESOLUTION CREATING
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Dakota Avenue Non-Federal Aid Side Streets
Assessment District ST22-266)

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

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3820
RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT OF CERTAIN
EXPENDITURES FOR STREET AND UTILITIES IMPROVEMENT DISTRICT
(Dakota Avenue Non-Federal Aid Side Streets Assessment District ST22-266)

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

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3821
**RESOLUTION DIRECTING PREPARATION OF
ENGINEER'S REPORT FOR THE IMPROVEMENT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Dakota Avenue Non-Federal Aid Side Streets
Assessment District ST22-266)**

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

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3822
**RESOLUTION RECEIVING AND APPROVING ENGINEER'S REPORT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Dakota Avenue Non-Federal Aid Side Streets
Assessment District ST22-266)**

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

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3823
**RESOLUTION DIRECTING PREPARATION OF PLANS
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT
IN STREET AND UTILITIES IMPROVEMENT DISTRICT
(Dakota Avenue Non-Federal Aid Side Streets
Assessment District ST22-266)**

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

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – New Jobs Training Grant Agreement WCCO Belting – request approval – DeVries explained this is for businesses looking to establish new jobs to expand their business and offer paid training for new employees. They can start an agreement first through Job Service, the State then withholds income tax and grants that money to the City, and the City disburses it to the business less an administrative fee. He noted this is something that has been done with a couple of other businesses. **Motion by Goltz, seconded by Woods, to approve the North Dakota New Jobs Training Community Agreement between the City of Wahpeton and WCCO Belting, Inc. Motion carried with a roll call vote of 8-0.**

DeVries reported he has been working with the BW Blades organization and announced they are planning on holding a pond hockey tournament scheduled to be held Saturday, February 19th. They are looking at bringing in teams at the Mite level. It is hoped this will be the start to a winter festival which could be held annually. More information will be provided as it is acquired.

PUBLIC WORKS DIRECTOR

PW Report –

Engineering Design Standards – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2022 Sealcoat Project – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2022 Tractor Rental Agreement – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2022 CIP Equipment Replacement of Hoist & Street Sweeper – request referral to PW Cmt. – Mayor Dale held off on referring this item until after the CIP has been updated this year.

Miranowski requested referral to Public Works Committee **of a Joint Powers Agreement with the Park Department for the Operation and Maintenance of the Park and Pond at the Homestead Development.** 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.

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 January 10th.

Homestead Addition Development Agreement – discussion

Tax Increment Financing Development Plan Amendment – discussion

Westdale 3 Development Agreement Amendments – motion to approve as amended – Motion by Wateland, seconded by Goltz, to approve the amended Development Agreement for the Westdale 3 Community Partnership Housing Project. Motion carried with all voting ‘aye.’

Northside Industrial Park Inquiry – motion to approve proposed counteroffer – Motion by Wateland, seconded by Fobb, to approve the proposed counter-offer response on the Northside Industrial Park land inquiry. Motion carried with all voting ‘aye.’

Lot Donation 719 3rd Ave. N. – discussion

Community Recreation Center – discussion

2021 Budget Amendments Preliminary – addressed earlier in meeting

2021 Fixed Asset Additions & Disposals – addressed earlier in meeting

Central School Development Agreement – motion to approve dissolution – Motion by Wateland, seconded by Goltz, to approve dissolution of the Development Agreement with Central Properties, LLC. Motion carried with all voting ‘aye.’

Referrals – Development Design Standards - See PW Director Report

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on January 11th.

Dakota Avenue Side Streets Project ST22-266 Engineering Agreement (non-Federal Aid portions of project) – motion to approve \$127,495.02 – Motion by Bohn, seconded by McNary, to approve the Engineering Services Agreement with Interstate Engineering for \$127,495.02. Motion carried with a roll call vote of 8-0.

Water Transmission Line Project RFQ Advertisement for Preliminary Design Engineering Services – motion to proceed to advertise – Motion by Bohn, seconded by Woods, to approve to proceed to advertise Requests for Qualifications for Facility Plan, Design Engineering, and Construction Engineering for the Wells, Booster Station, and Transmission Line Project. Motion carried with all voting ‘aye’.

Water Treatment Plant Emergency Operations Plan – discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Grease Trap/Interceptor Sewer Inspections – discussion

Referrals – See PW Director’s Report

Parking Ordinance for Non-Motor Vehicles – update

Agreement with Richland County Water Resources District for SW Drain #2 – update

SRTS 11th Street North Project ST19-252 Final Change Order - update

Alley Lighting – update

Town Centre Square & Parking Lot Snow Removal – update

NEW BUSINESS

Mayor’s Minute Update – Dale announced on Friday a small group will be going to Watertown to view their community recreation center. Any interested Council members were encouraged to contact DeVries.

December 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$573,310.97	\$72,863.10	\$646,174.07
201 WATER OPERATING FUND	\$78,016.72	\$40,776.83	\$118,793.55
202 SANITARY SEWER OPERATING FUND	\$217,958.52	\$22,592.60	\$240,551.12
203 WASTE REMOVAL OPERATING FUND	\$32,084.37	\$1,094.88	\$33,179.25
204 WASTE REDUCTION FUND	\$4,367.12		\$4,367.12
205 VECTOR CONTROL FUND	\$4,149.86	\$1,324.56	\$5,474.42
206 STREET LIGHTING	\$15,378.47		\$15,378.47
207 STORM WATER UTILITY	\$1,353.85		\$1,353.85
209 LIBRARY LEVY FUND	\$21,990.64	\$14,197.04	\$36,187.68
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
231 FD BLDG & EQUIP LEVY FUND	\$92,402.00		\$92,402.00
236 LEVEE MAINTENANCE	\$9,458.84	\$7,976.76	\$17,435.60
240 SPECIAL TRANSPORTATION FUNDING	\$132,265.00		\$132,265.00
253 METER DEPOSITS TRUST FUND	\$186.79		\$186.79
271 ECONOMIC DEVEL DEPT FUND	\$2,523.47	\$10,627.47	\$13,150.94
303 MISCELLANEOUS FUND	\$27.00		\$27.00
315 TAX INCREMENT FUND	\$154,176.77		\$154,176.77
317 JOB DEVELOPMENT LEVY FUND	\$6,293.81		\$6,293.81
319 LODGING TAX FUND	\$534.99		\$534.99
320 SALES TAX OPERATING FUND	\$172,056.48		\$172,056.48
323 SALES TAX DEVELOPERS AGMNT RES	\$1,301.60		\$1,301.60
326 REVOLVING LOAN FUND	\$24,356.65		\$24,356.65
340 HANDICAPPED PARKING FINES	\$110.00		\$110.00
365 PD SPEC EQUIP SINKING FUND	\$486.20		\$486.20
393 1% RESTAURANT TAX FUND	\$4,591.38		\$4,591.38
458 R/I #11212 SERIES A 2012	\$147,746.07		\$147,746.07
572 SALES TAX FOR FLOOD FUND	\$814,394.28		\$814,394.28
652 DANGEROUS BLDG 120 6TH ST N	\$110,288.57		\$110,288.57
659 RIVER POINTE ACRES	\$330.00		\$330.00
661 ROSEWOOD TRAIL SW18-241	\$10,334.65		\$10,334.65
665 E. SAN. SEWER PH B SS18-243	-\$14,048.68		-\$14,048.68
666 E.SIDE SANITARY PART B PH II	\$40,467.28		\$40,467.28

668 JR FIELD PARKING LIT & HUGHES DR	\$131,915.51		\$131,915.51
672 8TH AVE. N PROJ. ST19-248	\$3,248.33		\$3,248.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$13,688.02		\$13,688.02
674 SRTS 11TH ST N PROJ ST19-252	\$24,571.26		\$24,571.26
678 WOODLAND DR MILL & OLAY ST20-257	\$161,521.13		\$161,521.13
680 COMPREHENSIVE PLAN	\$10,631.98		\$10,631.98
681 HOMESTEAD DEVELOPMENT ST21-263	\$640.00		\$640.00
682 PRAIRIE FLATS 1ST ST21-261	\$39,354.29		\$39,354.29
685 SS LS GENERATORS SS21-265	\$4,835.85		\$4,835.85
686 DOWNTOWN S STREETS2 ST21-259	\$15,932.85		\$15,932.85
TOTAL	\$3,065,232.89	\$172,170.90	\$3,237,403.79

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee January 24th, 5:00 PM
- b. Public Works Committee January 25th, 5:00 PM

ADJOURNMENT

Motion by Woods, seconded by Bohn, to adjourn at 5:46 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant