

Wahpeton City Council
January 19, 2021
5:00 p.m.

Present: Lambrecht, Goltz, Wateland, Dale, Bohn, Woods II, and McNary

Present Remotely: Fobb

Absent: Carlson

Also Present: Huwe, Hatting, Miranowski, Thorsteinson, Broadland, DeVries, Bakken, Amos, and O’Meara

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held January 4, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Wahpeton Buffalo Club – Raffle Permit

RMEF MinnDak Inc. – Site Authorization (Wahpeton Event Center)

Presentation/Approval of Reports

December 2020 Bill Pay Report \$2,967,110.44 includes transfers of \$2,083,883.01 – see below
 December 2020 Financial Statements

Mayor Dale asked if there were any items to be removed from the consent agenda and there were none. **Motion by Wateland, seconded by Goltz, 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 reported 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, 2020 are:

<u>Designated Depository</u>	General Ledger		Federal Government			
	Funds on Deposit	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
Bank of the West	500	500	n/a	n/a	n/a	500
Banc West Investment Services	535,436	n/a	n/a	535,436	n/a	535,436
Bremer Bank	5,488,624	n/a	6,000,000	n/a	n/a	6,000,000 *
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
State Bank & Trust	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	11,080,301	1,250,000	n/a	6,643,563	3,606,545	11,500,109
	17,425,862	1,250,500	6,000,000	7,499,999	3,606,545	18,357,045

* Bremer Bank pledged a Letter of Credit not to exceed \$6,000,000 5/14/2020

The total funds on deposit as of 12/31/20 were \$17,425,862 reflecting an increase in cash on hand of \$2,862,354 over the same time last year primarily attributed to the \$2.5 million of Operation Prairie Dog funds received in early December and some of the CARES Act pass-thru funding from the State of North Dakota. The pledges of assets from each of the depositories adequately covers the cash deposits on hand. Huwe requested a motion approving the designation of depositories and pledges of assets as presented. **Motion by McNary, seconded by Lambrecht, to approve the Designation of Depositories and Pledges of Assets as presented. Motion carried with a roll call vote of 7-0.**

2021 Liquor License – Change of Location Request – Huwe explained Lueken’s Food Stores doing business as Chuck’s Off sale has requested a change of location for their 2021 Class B Liquor License effective March 1st. The new location will be at 2019 9th Street North, Suite C. Additionally, the name will change from Chuck’s Off Sale to 210 Wine & Spirits. Lueken’s has also requested approval of a 2021 Tobacco License. The store management and ownership remain the same. She requested a motion for approval. **Motion by Goltz, seconded by Wateland, to approve the 2021 Class B Liquor License and 2021 Tobacco License for Lueken’s Food Stores doing business as 210 Wine & Spirits contingent upon satisfaction of all license requirements. Discussion held. Motion carried will all voting ‘aye’.**

2020 Assistance to Firefighters Grant Application Fiscal Agent – Huwe said the Assistance to Firefighters Grant program (AFG) is administered by FEMA and focused on enhancing the safety of the public and firefighters. The Wahpeton Fire Department works with a grant writer that has successfully submitted applications funding SCBA gear and radios for the Wahpeton Fire Department. In 2007 the City of Wahpeton served as the fiscal agent for a regional AFG grant to update radio and communications equipment for 17 departments in Richland County. The State Interoperability Radio Network (SIRN 2020) will require all public entities to again upgrade their communications equipment by January 2023. Huwe requested permission to offer fiscal agent services to work with Richland County to prepare a regional AFG grant application. **Motion by Bohn, seconded by McNary, to approve authorizing permission to offer fiscal agent services to work with Richland County to prepare a regional AFG grant application. Motion carried with a roll call vote of 7-0.**

Revised Request for Proposals – Residential Lot Development – Huwe explained the Finance Committee reviewed a proposed request for proposals for the Westdale II Affordable Housing Project. Through additional discussion the conclusion was reached to adjust the maximum sales price to \$240,000 which will provide an adequate adjustment for inflation in the cost of materials and still maintain a final sales price in a range that currently has more demand than supply in the Wahpeton housing market. When this topic is covered during the Finance Committee report Huwe requested the approval be for the revised more succinct request for proposals.

Home Repair & Improvement Program Funding Options – request referral to Finance Cmt. – Huwe said Council member Jason Goltz has requested the Finance Committee discuss program ideas to assist homeowners with the planning and funding of essential home repairs and improvements. She requested this topic be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

2020 Audit the Week of February 15th – Huwe announced the North Dakota State Auditor’s Office will be performing the field audit portion of the 2020 Financial Audit the week of February 15th, which should coincide well with regularly scheduled meetings.

67th Legislative Session Update – Huwe said as of this afternoon 568 bills have been presented by the Legislature. The deadline for House members to present bills was yesterday, and the Senate deadline is next Monday. We will continue to monitor proposed legislation. If anyone is interested in participating in the Friday afternoon legislative phone calls they should contact Huwe for more information.

COMMUNITY DEVELOPMENT DIRECTOR

The Win Column – This issue provided information on the possibility of bringing a recreation center to Wahpeton.

Community Development Report – DeVries said the Mayor’s Ad-Hoc Recreation Center Committee currently has 7 members, plus DeVries as ex-officio secretary, and they would like to increase the number of members to 9. Hatting said the committee members have never been formally installed, and listed the members for formal confirmation by the Council which were Amanda Fisher, Zach Hatting, Stacia Henningsen, Kelly McNary, Brad Pauly, Korey Skovholt, Ryan Smith, Tyler Gripentrog, and Tami Sirek. **Motion by Goltz, seconded by Wateland, to approve confirming the members of the Mayor’s Ad-Hoc Recreation Center Committee as: Amanda Fisher, Zach Hatting, Stacia Henningsen, Kelly McNary, Brad Pauly, Korey Skovholt, Tyler Gripentrog, and Tami Sirek. Motion carried with all voting ‘aye’.** DeVries said he would continue to provide updates. He reported 5 requests for proposals were sent out with 3 responses received. He felt all 3 will be asked for interviews to provide preliminary work for costs and feasibility.

LIBRARY DIRECTOR

Library Report – Bakken reported the library is considering to re-open by appointment only on Monday, January 25th. Patrons can sign up online through the library’s website or by phone. Appointment times are limited to 30 minutes, with a limit of 10 people in the building at a time. Mid-winter Reads Program will run from January 25th to March 5th. It is open to all ages with online tracking of logs available or by paper copy.

POLICE CHIEF

Part-time Police Officer Position – request referral to Finance Cmt. – Thorsteinson asked that a part-time Police Officer Position be referred to Public Works Committee for consideration. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

2021 Sealcoat Project – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Contaminated Soil Disposition – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Urban Deer Hunt – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

PW Report – Miranowski reported snow plowing will take place tonight after the recent snowfall. He also announced after the recent burning of the wood pile at the tree disposal site, it is now re-opened and residents were asked to dispose of trees on the south side of the site.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Lambrecht thanked the City, Mayor and staff for their support and assistance following the Richland County shop fire in Hankinson the previous night.

Dale then provided an update on the mask mandate, explaining how the decision to rescind the mask mandate in the City of Wahpeton was to coincide with the State. This has no impact upon the right of individual businesses or entities to require face coverings or any other COVID-19 prevention protocols that said businesses or entities should choose to implement. The public should remain vigilant to the dangers of COVID-19 and continue to practice social distancing, as well as all other prevention methods as advocated by the State Health Department and the CDC.

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 11th.

2020 Proposed Budget Amendments – motion to approve – Motion by Wateland, seconded by McNary, to approve the 2020 Proposed Expense Budget Amendments as presented. Motion carried with a roll call vote of 7-0.

2020 Proposed Year End Transfers Updates – motion to approve – Motion by Wateland, seconded by Goltz, to approve the two additional Year End Transfers as presented (to zero the balance in the Flood Levee Maintenance Fund and to zero the balance in the Economic Development Operating Fund). Discussion held. Motion carried with a roll call vote of 7-0.

Westdale II Affordable Housing Project – motion to proceed with request for proposals – Motion by Wateland, seconded by Bohn, to approve the revised Request For Proposals for the Residential Lot Development in Westdale 2nd Addition as presented, amending the maximum sales price to \$240,000, and to proceed to disseminate on January 12, 2021, with a submission deadline of February 5, 2021. Motion carried with all voting ‘aye’.

400 Block Update – Hatting provided a brief update regarding the Sheriff’s Sale that took place today. The City of Wahpeton was the successful bidder with a 60 day redemption period. Additional information to follow for discussion at future meetings.

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on January 12th.

Woodland Dr. Mill & Overlay Proj. ST20-257 – discussion – Motion by Wateland, seconded by Woods II, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’. Hatting explained a resolution of necessity is required to continue moving forward with this project.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3769

RESOLUTION DECLARING WORK NECESSARY FOR AN IMPROVEMENT IN STREET IMPROVEMENT DISTRICT PROJ. NO. ST20-257

(Woodland Drive Mill and Overlay)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods II. Motion carried with a roll call vote 7-0.

Airborne Custom Spraying Vector Control Agreement – pending

Mid-States Equipment & Supply Crack Seal Melter Rental Agreement – motion to approve 1 mon. rental \$5,695 –

Motion by Bohn, seconded by Woods II, to approve the Midstates Equipment & Supply Crack Seal Melter Rental Agreement in the amount of \$5,695.00. Motion carried with a roll call vote of 7-0.

East Side Sanitary Sewer Ph. B Project SS18-243 Recommendation on Award of Contract – motion to approve see Resolution No. 3767 & 3768 –

Motion by Bohn, seconded by McNary, to approve awarding the East Side Sanitary Sewer Ph. B Project SS18-243 bid to Sellin Brothers, Inc. in the amount of \$1,053,506 contingent upon approval from the ND Department of Environmental Quality. Motion carried with a roll call vote of 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3767
**RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION
OF AN IMPROVEMENT**
(Eastside Sanitary Sewer Improvement Project, Phase B, Part 1, Proj. No. SS18-243)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods II. Motion carried with a roll call vote 7-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3768
**RESOLUTION OF THE CITY OF WAHPETON RELATING TO
AUTHORIZATION TO FILE AN APPLICATION WITH THE NORTH DAKOTA
DEPARTMENT OF ENVIRONMENTAL QUALITY FOR A LOAN UNDER THE CLEAN
WATER ACT AND/OR SAFE DRINKING WATER ACT**
(Eastside Sanitary Sewer Improvement Project, Phase B, Part 1, Proj. No. SS18-243)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods II. Motion carried with a roll call vote 7-0.

Yard Junk/Clutter Updates – discussion

Building Official Updates – motion to approve City Hall HVAC Replacement bid by Schmitt’s up to \$75,000 – Motion by Bohn, seconded by McNary, to approve up to \$75,000 for HVAC Replacement at City Hall with bid awarded to Schmitt’s Plumbing. Motion carried with a roll call vote of 7-0.

FEMA Request for Additional Information – motion to approve proposal from Interstate Engineering up to \$1,500 – Motion by Bohn, seconded by Wood II, to approve up to \$1,500 for Interstate Engineering, Inc., out of the Flood Fund, for additional information requested by FEMA. Discussion held. Motion carried with a roll call vote of 7-0.

Referrals – see PW Director’s Report

December 2020 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$1,150,752.01	\$70,556.33	\$1,221,308.34
201 WATER OPERATING FUND	\$65,091.34	\$44,333.79	\$109,425.13
202 SANITARY SEWER OPERATING FUND	\$148,781.12	\$28,470.33	\$177,251.45
203 WASTE REMOVAL OPERATING FUND	\$27,018.95	\$1,073.56	\$28,092.51
204 WASTE REDUCTION FUND	\$10,159.46		\$10,159.46
205 VECTOR CONTROL FUND	\$33,968.44	\$1,300.84	\$35,269.28
206 STREET LIGHTING	\$1,622.64		\$1,622.64

209 LIBRARY LEVY FUND	\$5,327.04	\$13,491.22	\$18,818.26
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$3,690.04		\$3,690.04
227 ANNUAL RESERVE WH FUND		-\$3,709.22	-\$3,709.22
229 CAPITAL IMPROVEMENTS FUND	\$445.50		\$445.50
231 FD BLDG & EQUIP LEVY FUND	\$124,000.00		\$124,000.00
233 REAL ESTATE LEVY FUND	\$1,534.00		\$1,534.00
234 SPECIAL STREET MAINT FUND	\$693.50		\$693.50
235 SNOW/FLOOD EMERG LEVY FUND	\$731.07		\$731.07
236 LEVEE MAINTENANCE	\$15,266.27	-\$41,728.09	-\$26,461.82
253 METER DEPOSITS TRUST FUND	\$718.14		\$718.14
261 UNEMPLOYMENT COMP RESERVE FUND			\$0.00
271 ECONOMIC DEVEL DEPT FUND	\$96,757.81	\$45,232.50	\$141,990.31
303 MISCELLANEOUS FUND	\$69.73		\$69.73
315 TAX INCREMENT FUND	\$415,461.25		\$415,461.25
317 JOB DEVELOPMENT LEVY FUND	\$4,826.79		\$4,826.79
319 LODGING TAX FUND	\$534.99		\$534.99
320 SALES TAX OPERATING FUND	\$290,081.07	-\$534,038.44	-\$243,957.37
326 REVOLVING LOAN FUND	\$416.63		\$416.63
329 BULL RIDING EVENT	\$1,000.00		\$1,000.00
389 GOLF COURSE DONATIONS	\$473.33		\$473.33
393 1% RESTAURANT TAX FUND	\$252,004.83		\$252,004.83
453 R/I #10708 WESTSIDE TIF	\$40,587.96		\$40,587.96
570 SALES TAX FOR INFRASTRUCTURE		\$500,000.00	\$500,000.00
572 SALES TAX FOR FLOOD FUND		\$50,673.89	\$50,673.89
574 5-2-97 (FLOOD PHASE II)	\$93,600.00		\$93,600.00
655 WESTSIDE MASTER PLAN 2017	-\$11,392.55		-\$11,392.55
665 E. SAN. SEWER PH B SS18-243	\$11,392.55		\$11,392.55
678 WOODLAND DR MILL & OLAY ST20-257	\$5,122.16		\$5,122.16
TOTAL	\$2,790,736.07	\$176,374.37	\$2,967,110.44

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee January 25th, 5:00 PM
- b. Public Works Committee January 26th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Goltz, to adjourn at 5:34 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant