

**Wahpeton City Council**

**July 18, 2022**

**5:00 p.m.**

**Present:** Perdue, Woods II(telephone), Goltz, Lambrecht, Bohn, McNary, and Fobb

**Absent:** Unruh

**Also Present:** Huwe, Budke, Miranowski, Broadland, DeVries, Bakken, Thorsteinson, Anderson and O’Meara

**CALL TO ORDER**

Meeting called to order by Mayor Lambrecht.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Proclamations recognizing local athletes Kilee Bladow and Ethan Manock** – Bohn read a proclamation congratulating Kilee Bladow on her athletic excellence. Goltz read a proclamation congratulating Ethan Manock on his athletic excellence.

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

**Approval of minutes of regular meeting held July 5, 2022**

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

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

Pencils Plus: Richland Wilkin Supply Drive – Raffle Permit

Friends of Ken Koolmo – Raffle Permit

**Presentation/Approval of Reports**

Financial Statements June 2022

Bill Pay Report June 2022 (\$1,292,370.85 – see below)

Q1 2022 Lodging Tax Report

Garrison Diversion Conservancy District Matching Recreation Grant Program

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Fobb, seconded by Bohn, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Designation of Depositories and Approval of Pledge of Assets** – Huwe explained that North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds. **Motion by Goltz, seconded by McNary, to approve the Designation of Depositories and Pledges of Assets as presented. Motion carried with all voting ‘aye’.**

The Total Pledges and Requested Designated Depositories as of June 30, 2022 are:

Designated Depository	General Ledger		Federal Government			Collateralized Total
	Funds on Deposits	FDIC/NCUA	Letter of Credit	Securities or Qualified Sweep	Additional Pledged Collateral	
American Federal Bank	none	n/a	n/a	n/a	n/a	n/a
Banc West Investment Services	-	n/a	n/a	-	n/a	-
Bell State Bank & Trust	none	n/a	n/a	n/a	n/a	n/a
Bremer Bank	7,508,667	n/a	n/a	9,808,010	n/a	9,808,010
Bremer Bank CDs	2,000,518	n/a	n/a	2,200,570	n/a	2,200,570
Bremer Investment Trust	3,380,053	n/a	n/a	3,380,053	n/a	3,380,053
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	6,130,298	1,250,000	n/a	5,243,451	n/a	6,493,451
	19,019,535	1,250,000	-	20,632,084	-	21,882,084

### **Referrals to Finance Cmt.:**

**Preliminary Budget & Proposed Tax Levy** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Prairie Flats Townhomes Development Proposal** - Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

### **ATTORNEY**

**Alternate Indigent Defense Contract** – Assistant City Attorney Budke presented the Alternate Indigent Defense Contract with Scheeley Law of Fargo for one year. **Motion by Bohn, seconded by Fobb, to approve the Alternate Indigent Defense Contract with Scheeley Law for one year. Motion carried with a roll call vote of 6-0.**

**Request Ratification of Mayor Lambrecht and Council Members Perdue and Woods as sitting committee members on the Finance Committee for the July 11, 2022 meeting to attain a quorum**  
**Motion by McNary, seconded by Perdue, to ratify the appointment of Mayor Lambrecht and Council Members Perdue and Woods as sitting members of the Finance Committee on July 11, 2022 to attain a quorum. Motion carried with all voting ‘aye’.**

### **COMMUNITY DEVELOPMENT DIRECTOR**

#### **Community Development Report**

**Renaissance Zone Application for 902 16<sup>th</sup> Avenue North** – DeVries said this RZ application was approved at the Planning Commission meeting at 4 p.m. today. Innovative Community Development LLC will be rehabbing the former Stop-n-Go building. This project would be eligible for a 5-year property tax exemption on the improvements only at an estimated amount of \$2,324.13 per year with a 5-year total of \$11,620.65. This project is also eligible for a 5-year state income tax exemption. **Motion by Bohn, seconded by Fobb, to approve the Renaissance Zone application for a rehabilitation project at 902 16<sup>th</sup> Avenue North for a 5-year property tax exemption on the improvements. Motion carried with a roll call vote of 6-0.**

DeVries mentioned there will be many visitors in the Twin Towns with the Headwaters Music Festival and Baseball Tournament this week.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported happenings at the library include: the Library Annual Report is complete; the Summer reading program is winding down and back to school programs will be starting soon.

### **PUBLIC WORKS DIRECTOR**

**PW Report** – 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.

### **COMMUNICATIONS FROM MAYOR AND COUNCIL**

Mayor Lambrecht invited everyone to attend the Annual Wahpeton Fire Department Picnic on Monday, July 25<sup>th</sup>. McNary informed everyone that citizen Art Grochow will be inducted into the North Dakota American Legion Hall of Fame during the tournament in town this weekend.

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

#### **Finance, Personnel & Economic Development Committee Report**

Bohn said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on July 11<sup>th</sup>.

**Sales Tax Grant Request – Wahpeton Eagles Club- discussion** – After the meeting the City Attorney’s Office determined that the Eagles Club would not be eligible for a grant as stated in the North Dakota Century Code. There are other interest free loans available to non-profits.

**Police Department Position Descriptions – motion** to approve with changes suggested – **Motion by Bohn, seconded by Perdue, to approve the Police Department Position Descriptions as presented with changes as suggested. Motion carried with all voting ‘aye’.**

**Police Department Internal Promotion Process to Fill Chief Position – motion** to proceed – **Motion by Bohn, seconded by McNary, to initiate the Wahpeton Police Department Internal Promotion Process to fill the Police Chief Position vacancy with the option to go to an external process if needed.** Discussion held regarding the process, and the options for taking the hiring process external. Goltz recommends a Committee of the Whole meeting to discuss topics like this. The hiring process flowcharts were referenced. The external process can be initiated at any time before an offer of employment is offered. **Motion carried with five voting ‘aye’(Bohn, McNary, Fobb, Perdue, Woods) and one voting ‘nay’(Goltz).**

**Housing Rehab Grant & Loan Program Applications – motion** to approve loan up to \$22,000 – **Motion by Bohn, seconded by Fobb, to approve a low interest loan of up to \$22,000 from the HELP Fund for 712 6<sup>th</sup> Street North through the Housing Rehabilitation and Neighborhood Revitalization Program. Motion carried with a roll call vote of 6-0.**

**Keeble Commons – discussion**

**Preliminary Budget Update – discussion**

**Indigent Defense Contract – motion** to approve contract with Mark Meyer – **Motion by Bohn, seconded by Fobb, to approve the Contract for Indigent Defense with Attorney Mark A. Meyer. Motion carried with a roll call vote of 6-0.**

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

McNary said the Public Works & Public Safety Committee met at 4:30 p.m. on June 12<sup>th</sup>.

**Bois de Sioux Golf Clubhouse AC Repair – motion** to approve reimbursement of \$3,750.00 from the Clubhouse Mtc. Fund – **Motion by McNary, seconded by Goltz, to approve reimbursement to the Bois de Sioux Golf Course for the air conditioner replacement at the Clubhouse at a cost of \$3,750.00 from the Clubhouse Maintenance Fund. Motion carried with a roll call vote of 6-0.**

**Loy Ave. & 12<sup>th</sup> St. N. Reconstruction Proj. ST19-249 CCO#1 – motion** to approve KPH request \$4,737.45 – **Motion by McNary, second by Goltz, to approve Project ST19-249 Change Order #1 by KPH, Inc. for the Loy Avenue project at an additional cost of \$4,737.45. Motion carried with a roll call vote of 6-0.**

**Water Treatment Plant Lime Lagoon Dredging Proj. W22-270 Plans, Specs & Authorization to Solicit Bids – motion** to approve and proceed – **Motion by McNary, second by Bohn, to approve the plans and specs and Authorize Receipt of Bids for the Lime Lagoon Dredging Project. Motion carried with all voting ‘aye’.**

**WCCO Cooling Water Agreement – discussion**

**ND DOT Cost Participation Agreement ND Hwy 210 Mtc. Proj. – motion to approve – Motion by McNary, second by Perdue, to approve the NDDOT Cost Participation and Maintenance Agreement for the Hwy 210 Bypass Repairs. Motion carried with a roll call vote of 6-0.**

**Ottertail Power Request for Easement Lift Station No. 12 – motion to approve – Motion by McNary, second by Fobb, to grant this easement to Ottertail Power for the Electrical Work on Lift Station #12. Motion carried with a roll call vote of 6-0.**

**8<sup>th</sup> Ave. N. Reconstruction Proj. ST19-248 Request Right-of-Way License for NDSCS – discussion**

**Richland County Communications Agreement 1/1/23 to 12/31/24 – motion to approve – Motion by McNary, second by Goltz, to approve this Agreement with Corrections for Richland County Communications year 2023 and 2024 at a cost of \$175,000 per year. Motion carried with a roll call vote of 6-0.**

**6<sup>th</sup> St. S. Parking Area – discussion**

**F-150 Police Patrol Vehicle – motion to approve alternative purchase contingency – Motion by McNary, second by Perdue, to approve waiting until September and having the option to switch and purchase a police cruiser from Nelson in Fergus Falls. Motion carried with all voting ‘aye’.**

**Ordinance Regarding Parking of Trucks, Buses, Trailers, Etc. on Streets – discussion**

**Review Engineering Design Standards – discussion**

**Review Development Standards – discussion**

**Well Field Relocation Proj. W19-251 CCO#2 – motion to approve Manikowski Well Drilling Request \$16,250 – Motion by McNary, second by Bohn, to approve the Well Field Relocation Proj. W19-251 Change Order for Manikowski Well Drilling to drill two additional test wells at a cost of \$16,250.00. Motion carried with a roll call vote of 6-0.**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

**Referrals – Grease Trap Inspection Program – Mayor Lambrecht will refer this item to the Public Works & Safety Committee**

June 2022 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$314,538.97	\$64,595.58	\$379,134.55
201 WATER OPERATING FUND	\$76,958.87	\$46,393.74	\$123,352.61
202 SANITARY SEWER OPERATING FUND	\$49,989.94	\$29,076.57	\$79,066.51
203 WASTE REMOVAL OPERATING FUND	\$29,352.54	\$1,300.42	\$30,652.96
204 WASTE REDUCTION FUND	\$614.58		\$614.58
205 VECTOR CONTROL FUND	\$6,045.13	\$3,384.78	\$9,429.91
206 STREET LIGHTING	\$14,154.67		\$14,154.67
207 STORM WATER UTILITY	\$1,100.00		\$1,100.00
209 LIBRARY LEVY FUND	\$6,548.72	\$15,448.69	\$21,997.41
216 AIRPORT 4-MILL LEVY FUND		\$897.06	\$897.06
226 EMPLOYEE SAFETY COMMITTEE	\$71.99		\$71.99
229 CAPITAL IMPROVEMENTS FUND	\$112,211.23		\$112,211.23
234 SPECIAL STREET MAINT FUND	\$78,388.74		\$78,388.74
236 LEVEE MAINTENANCE	\$3,446.98	\$14,902.12	\$18,349.10
240 SPECIAL TRANSPORTATION FUNDING	\$2,686.50		\$2,686.50
253 METER DEPOSITS TRUST FUND	\$502.92		\$502.92
271 ECONOMIC DEVEL DEPT FUND	\$398.84	\$12,006.62	\$12,405.46

303 MISCELLANEOUS FUND	-\$1.00	-\$1.00
315 TAX INCREMENT FUND	\$1,250.00	\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$ 3,071.50	\$3,071.50
317 JOB DEVELOPMENT LEVY FUND	\$7,645.32	\$7,645.32
318 WEED MAINT LEVY FUND	\$500.00	\$500.00
319 LODGING TAX FUND	\$2,286.74	\$2,286.74
320 SALES TAX OPERATING FUND	\$93,033.67	\$93,033.67
321 SALES TAX RESERVE FUND	\$10,000.00	\$10,000.00
323 SALES TAX DEVELOPERS AGMNT RES	\$120.00	\$120.00
324 SALES TAX MINI MATCH RSRV FUND	\$15,400.00	\$15,400.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$370.00	\$370.00
326 REVOLVING LOAN FUND	\$416.67	\$416.67
328 SUMMER MUSIC FESTIVAL	\$3,124.92	\$3,124.92
329 BULL RIDING EVENT	\$7,819.95	\$7,819.95
330 JULY 4TH FIREWORKS	\$7,000.00	\$7,000.00
390 CLUBHOUSE MAINTENANCE	\$5,528.74	\$5,528.74
393 1% RESTAURANT TAX FUND	\$5,593.03	\$5,593.03
401 BDSGC CART SUBLEASE	\$4,285.00	\$4,285.00
572 SALES TAX FOR FLOOD FUND	\$43,151.93	\$43,151.93
665 E. SAN. SEWER PH B SS18-243	\$38,911.40	\$38,911.40
668 JR FIELD PARKING LIT & HUGHES DR	\$3,315.59	\$3,315.59
672 8TH AVE. N PROJ. ST19-248	\$55,742.86	\$55,742.86
673 LOY AVE & 12TH ST PROJ ST19-249	\$10,037.04	\$10,037.04
676 DOWNTOWN S. STREETS ST20-255	\$471.25	\$471.25
679 W.WATER FACILITY PLAN	\$7,363.65	\$7,363.65
680 COMPREHENSIVE PLAN	\$2,747.00	\$2,747.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$33,630.93	\$33,630.93
684 WESTDALE 3 ADDITION ST21-264	\$8,571.00	\$8,571.00
685 SS LS GENERATORS SS21-265	\$ 310.00	\$310.00
686 DOWNTOWN S STREETS2 ST21-259	\$23,573.87	\$23,573.87
687 NON FEDAID DOWNTOWN S ST ST22-266	\$12,083.59	\$12,083.59
<b>TOTAL</b>	<b>\$1,104,365.27</b>	<b>\$188,005.58 \$1,292,370.85</b>

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee July 25<sup>th</sup>, 5:00 PM
- b. Public Works Committee July 26<sup>th</sup>, 5:00 PM

### **ADJOURNMENT**

**Motion by Goltz, seconded by Perdue, to adjourn at 6:01 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Cheryl O'Meara, Auditor's Assistant