

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

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

Absent: Lambrecht and Woods II

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

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Oath of Office – Police Officer Thomas Doboyou Jr. – Police Chief Thorsteinson conducted an introduction and City Attorney Hatting administered Oath of Office to recently hired Wahpeton Police Officer Thomas Doboyou Jr. who was congratulated and welcomed by a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held July 6, 2021

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

Financial Statements June 2021

Bill Pay Report June 2021 \$1,971,980.17 – see below

Garrison Diversion Conservancy District Matching Recreation Grant Program

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

Motion by McNary, seconded by Fobb, 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 Pledging of Public Deposits – 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 June 30, 2021 are:

<u>Designated Depository</u>	General Ledger		Federal Government			Collateralized Total
	Funds on Deposit	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	535,489	n/a	n/a	535,489	n/a	535,489
Bell State Bank & Trust	none	n/a	n/a	n/a	n/a	n/a
Bremer Bank	5,489,602	n/a	n/a	n/a	6,792,422	6,792,422
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	12,034,642	1,250,000	n/a	6,557,450	4,681,417	12,488,867
	18,380,733	1,250,000	-	7,413,939	11,473,839	20,137,778

The total funds on deposit as of 6/30/21 were \$18,380,733 reflecting a 34% increase in cash on hand of \$4,635,119 over the same time last year. The increase in cash is attributed in part to \$2,500,000 in Operation Prairie Dog Funds received in December 2020 reserved for the East Side Sanitary Sewer Project and an increase in sales tax funds on hand dedicated to infrastructure project buydowns. The pledges of assets report has been modified to reflect the deposits in federal government securities that are exempted from pledging requirements. The Wells Fargo deposits appear to be slightly under collateralized on June 30th, however, Wells Fargo has been contacted and the collateralization corrected. The situation is created by the collateralization calculation being based on the previous day's closing balance. Huwe requested a motion approving the designation of depositories and pledges of assets. **Motion by Wateland, seconded by Carlson, to approve the designation of depositories and pledges of assets as presented (see above). Motion carried with all voting 'aye'.**

Rental Property Inspection Program – request referral to PW Cmt. – Huwe said Council member Carlson has been contacted by individuals with questions and concerns about adherence to the property maintenance and building codes in reference to rental properties. She requested rental property inspection program be referred to the PW Committee for discussion. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

2022 Preliminary Budget/Certification of Mill Levy – request to schedule Special City Council meeting 5:00 July 26th – Huwe said the 2022 Preliminary Budget will be ready for review by the Council by July 26th. The plan is to have a preliminary budget and certification of tax levy ready for Council review by next Monday, July 26th, and instead of the regularly scheduled Finance Committee meeting a Special City Council meeting is proposed. Once the intent of levy is sent to the County, the tax rate may go down but cannot be increased. Huwe requested a motion to schedule a special City Council meeting for July 26th at 5:00 p.m. for the purpose of preliminary review of the 2022 budget and approval of the proposed certification of tax levy. **Motion by Bohn, seconded by McNary, to approve scheduling a Special City Council Meeting for 5:00 p.m. on July 26th to discuss the 2022 Preliminary Budget and approval of the Proposed Certification of Tax Levy. Motion carried with all voting 'aye'.**

City Hall Closed Tuesday, July 20th for the HVAC Replacement Project

Attorney

City Attorney Hatting requested suspension of the rules to discuss an item not on the agenda. **Motion by Wateland, seconded by Carlson, to approve suspension of the rules to discuss an item not on the agenda. Motion carried with all voting 'aye'.** Hatting presented a request for up to \$5,000 for the City to enter into an agreement with River Oaks Communications. The City recently also entered into an agreement with River Oaks Communications for 5G and small cell wireless ordinances which are specialized ordinances that involve a lot of federal government regulation. The City's cable tv ordinance was last reviewed in 2004. Now with the timing of Red River Communications franchise agreement and Midcontinent Communications coming up for renewal in the next couple of years it was felt it was time to update the ordinance. The contract would be for work to be provided for the new cable tv franchise ordinance, so to update the existing ordinance, as well as to draft the subsequent agreement with Red River Communications so it all would work together. **Motion by Wateland, seconded by Fobb, to approve entering into an agreement with River Oaks Communication Corporation for up to \$5,000 to update the City's existing Cable Television Ordinance and draft the Red River Communications Franchise Agreement. Motion carried with a roll call vote of 5-0.**

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – The Win Column – This issue featured the recent Chalkfest event.

Central Properties PUD Ord. 1026 – request first reading – DeVries explained the Planning Commission has reviewed and will continue to review this ordinance and this would just be the first reading so there will be time for more discussion and to receive more information on it but due to time sensitivity the first reading of the ordinance is being requested.

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

ORDINANCE NO. 1026
AN ORDINANCE 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 then provided some updates on events in Wahpeton, saying Chalkfest was well attended and well received this past weekend. The State Babe Ruth 15U Tournament will be held this Thursday through Saturday. The Headwaters Music Festival will be held July 29th and 30th. He noted the Community Development Department has been slow but steady as far as contacts coming in and people inquiring about starting a business or building their business in Wahpeton. The State has sent out RFP's that both Justin Nepl and DeVries have received regarding companies interested in locating in the area. He reported the public access channel 12 is back up and running.

LIBRARY DIRECTOR

Library Report – Bakken reported there are two weeks left of the Summer Reading Program. Reading logs should be turned in by July 30th to be eligible for prizes/prize drawings. Upcoming events this week include story time, online Lunch Time Tales, a movie for preschoolers, and a family movie. A book sale is planned for July 29th in conjunction with the Music Festival. A Library Board meeting will be held July 22nd.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski requested referral to Public Works Committee of **Catex Document Submittals for ND DOT for the Downtown Side Streets Project Phase I**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Right-of-Way License Requests 11th St. N. & 603 1st St. S. – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Storm Water Pond in Chahinkapa Park – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee of **Consulting Engineering Pool Procedures**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported at the last PW Committee meeting discussion was held regarding grinding up the existing asphalt by the Bois de Sioux clubhouse north of the walking bridge. A bid was received from Northern Improvement for \$9,755.20 which was approved by PW. Staff wanted to get a quote to add in Base 1, which is a stabilization product that will cut down motor grading time. The cost is \$2,400. This will be addressed under the PW Committee report.

Miranowski then provided an update on some operational items that the public works department is currently working on or have completed in the past two weeks. Discussion held.

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 July 12th. (Goltz entered meeting)

Former M & H Property – motion to purchase \$37,200 – Motion by Wateland, seconded by Fobb, to approve purchasing the two lots from M & H at 701 Dakota Avenue at the cost of \$37,200 from the Real Estate Levy Fund. Motion carried with a roll call vote of 6-0. (Goltz exited meeting)

2022 Budget Contracts & Misc. Items – discussion

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on July 13th.

Agreement with Richland County Water Resource District for SW Drain #2

Variable Frequency Drives (VFD) Storm Pump Stations 2, 3, 4, 5, and 6 – motion to approve Engineering Agmt. with Interstate Engineering \$54,655.64 – Motion by Bohn, seconded by McNary, to approve proceeding with the Variable Frequency Drives (VFD) Storm Pump Stations 2, 3, 4, 5, and 6 Project at an engineering cost of \$54,655.64 with Interstate Engineering. Motion carried with a roll call vote of 5-0.

E. Side Sanitary Sewer Proj. Ph. II Part I SS18-243 Sellin Bros. Contract Change Order No. 2 – motion to approve \$67,643.21 – Motion by Bohn, seconded by Carlson, to approve Change Order No. 2 for the East Side Sanitary Sewer Project Phase II Part I SS18-243 with Sellin Brothers at a cost of \$67,643.21. Motion carried with a roll call vote of 5-0.

2022 Budget Contracts & Misc. Items – discussion

Hughes Dr. Grinding of Asphalt Proposal from Northern Improvement Co. – motion to approve \$9,755.20 – Motion by Bohn, seconded by McNary, to approve the Hughes Drive Asphalt Grinding Project, near the golf club house, at a cost of \$12,155.20, which includes the Base 1 stabilization of \$2,400 and the original quote of \$9,755.20, from Northern Improvement Company. Motion carried with a roll call vote of 5-0.

Pond Operations & Maintenance Manual Updates

5G & Small Wireless Facilities Ordinance

Request for 5th Ave. N. Ditch Alternative – discussion

Request for Drive-thru Lane at 530 11th St. N. – discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates – discussion

Referrals – see PW Director Report

NEW BUSINESS

Mayor's Minute Update – Dale provided a review of recent happenings he participated in Wahpeton which included the watering of several trees in the City. He noted the State awarded a couple of grants to City of Wahpeton Wayne Beyer had submitted for trees. A program has been proposed that will focus on older and diseased trees, such as elm and ash, just have to work out the fundamentals of applying and eligibility. There is also a grant for planting new trees.

June 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$219,072.18	\$64,141.41	\$283,213.59
201 WATER OPERATING FUND	\$54,546.16	\$46,598.21	\$101,144.37
202 SANITARY SEWER OPERATING FUND	\$62,089.26	\$29,583.81	\$91,673.07
203 WASTE REMOVAL OPERATING FUND	\$31,181.89	\$1,094.88	\$32,276.77
204 WASTE REDUCTION FUND	\$1,232.21		\$1,232.21
205 VECTOR CONTROL FUND	\$6,219.44	\$2,529.88	\$8,749.32
206 STREET LIGHTING	\$14,140.27		\$14,140.27
207 STORM WATER UTILITY	\$95.50		\$95.50
209 LIBRARY LEVY FUND	\$3,579.82	\$14,255.34	\$17,835.16
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
227 ANNUAL RESERVE WH FUND		-\$4,017.58	-\$4,017.58
229 CAPITAL IMPROVEMENTS FUND	\$30,800.00		\$30,800.00
234 SPECIAL STREET MAINT FUND	\$46,412.43		\$46,412.43
236 LEVEE MAINTENANCE	\$15,050.17	\$12,828.20	\$27,878.37
253 METER DEPOSITS TRUST FUND	\$192.81		\$192.81
271 ECONOMIC DEVEL DEPT FUND	\$661.98	\$11,500.18	\$12,162.16
303 MISCELLANEOUS FUND	\$99.00		\$99.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,260.00		\$1,260.00
317 JOB DEVELOPMENT LEVY FUND	\$7,880.23		\$7,880.23
318 WEED MAINT LEVY FUND	\$774.75		\$774.75
319 LODGING TAX FUND	\$1,284.99		\$1,284.99
320 SALES TAX OPERATING FUND	\$19,955.67		\$19,955.67
321 SALES TAX RESERVE FUND	\$800.00		\$800.00
323 SALES TAX DEVELOPERS AGMNT RES	\$417.82		\$417.82
325 SALES TAX H.E.L.P. HOUSING FUND	\$370.00		\$370.00
326 REVOLVING LOAN FUND	\$416.65		\$416.65
328 SUMMER MUSIC FESTIVAL	\$485.00		\$485.00
329 BULL RIDING EVENT	\$163.95		\$163.95
333 DOWNTOWN ALIVE	\$221.00		\$221.00
365 PD SPEC EQUIP SINKING FUND	\$520.91		\$520.91
390 CLUBHOUSE MAINTENANCE	\$5,766.00		\$5,766.00
393 1% RESTAURANT TAX FUND	\$8,101.96		\$8,101.96
396 WESTGATE COMMONS SPLS	\$9,348.74		\$9,348.74
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
572 SALES TAX FOR FLOOD FUND	\$541,244.05		\$541,244.05
660 WESTGATE COMMONS	\$5,486.26		\$5,486.26
665 E. SAN. SEWER PH B SS18-243	\$508,323.24		\$508,323.24
668 JR FIELD PARKING LIT & HUGHES DR	\$19,411.90		\$19,411.90
672 8TH AVE. N PROJ. ST19-248	\$3,713.33		\$3,713.33
673 LOY AVE & 12TH ST PROJ ST19-249	\$2,933.05		\$2,933.05
674 SRTS 11TH ST N PROJ ST19-252	\$411.26		\$411.26
676 DOWNTOWN S. STREETS ST20-255	\$29,681.20		\$29,681.20
677 CENTRAL SCHOOL SITE ST20-256	\$107,405.55		\$107,405.55
678 WOODLAND DR MILL & OLAY ST20-257	\$2,124.49		\$2,124.49
679 W.WATER FACILITY PLAN	\$9,168.60		\$9,168.60
680 COMPREHENSIVE PLAN	\$8,958.46		\$8,958.46
681 HOMESTEAD DEVELOPMENT ST21-263	\$1,855.00		\$1,855.00
682 PRAIRIE FLATS 1ST ST21-261	\$2,640.00		\$2,640.00
683 2ND AVE N DIAGONAL PARKING	\$716.00		\$716.00
TOTAL	\$1,792,748.18	\$179,231.99	\$1,971,980.17

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee July 26th, 5:00 PM *CANCELLED FOR SPECIAL COUNCIL MEETING*
- b. Public Works Committee July 27th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by McNary, to adjourn at 5:45 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant