

# Wahpeton City Council

July 6, 2020

5:00 p.m.

**Present:** Lambrecht, Wateland, Dale, McNary, Heitkamp, Woods II, Fobb, and Goltz

**Absent:** Bohn

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

**Others Present:** Damon DeVillers, Lisa Kunkel, and Frank Stanko of the Daily News (via teleconference)

## CALL TO ORDER

Meeting called to order by Mayor Dale.

## PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Jerry Prante addressed the City Council expressing gratitude and appreciation for the opportunity offered to the hospitality businesses to make improvements to their businesses during the pandemic through the Hospitality Industry COVID-19 Response Grants. His was among some of the businesses that were able to take advantage of the grant funds.

## CONSENT AGENDA ITEMS (presented by the Mayor) ó

**Approval of minutes of regular meeting held June 15, 2020**

**Approval of minutes of organizational meeting held June 23, 2020**

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

Relay for Life ó Raffle Permit

Wahpeton Breckenridge Rotary Club ó Raffle Permit

Wahpeton All Sports Booster Club ó Raffle Permit

Tri-State Safety Association ó Raffle Permit

Colfax Park Board ó Raffle Permit

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

BW Blades ó Raffle Permit

Head of the Red Youth Activities Association ó Gaming Site Authorization at Bois de Sioux Grille  
Room Amended

## **Presentation/Approval of Reports**

Borderline Chalkfest July 18-19

Wahpeton Airport Grant Award Notification

FEMA Acknowledgement RE: Flood Insurance Rate Map & Flood Ins. Study

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

**Motion by Wateland, 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

**2021 Budget Update** ó Huwe reported City departments have submitted their preliminary budgets. The current total revenue projection is \$13.1 million with expenses of \$11.6 million. Additional information is pending on several contractual agreements and additional information is needed to further refine the revenue projections. The budget will be referred to the committees at the next council meeting. This topic is informational only so no action was requested.

**2019 Audit Report** ó Huwe said the North Dakota State Auditor's Office released their independent auditor's report and financial statements on the City of Wahpeton for the fiscal year ended December 31, 2020. The Summary of Auditors Results is positive with the auditors issuing an unmodified opinion on the Financial Statements. Two recommendations were noted as material weaknesses, the first in the preparation of the financial statements for auditing purposes, as addressed in the letter of engagement, and the second was an error in the classification of a mill and overlay project in the 2018 financial statements. The report is available on the ND State Auditors website, the city's website and through the Municipal Securities Rulemaking Board EMMA website. Overall, it is an excellent report showing a gain in the net position for both the government funds and the enterprise funds of \$4.5 million or 7%. Huwe said she was grateful to the City employees for the integral roles they play in the financial management of the City operations. She requested a motion acknowledging receipt of the 2019 Audit report. **Motion by McNary, seconded by Goltz, to approve acknowledging receipt of the 2019 Audit Report. Motion carried with all voting 'aye'.**

**Midco Service Contract Renewals – request referral to Finance Cmt.** ó Huwe said the City of Wahpeton has service contracts with Midcontinent Communications for telephone and internet services at 6 service locations. The current five-year agreements expire in August and Huwe requested referral to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**City Hall Office Workspace Update – request referral to Finance Cmt.** ó Huwe said the 2019 budget currently includes updated workspace for the Public Utilities Assistant and for the Deputy Auditor, however the updates were deferred in response to the COVID-19 pandemic. As we look at reopening City buildings in the next few weeks we would like Council input on potential changes in the public access to City Hall. Huwe requested referral to the Finance Committee for review. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

**Fire Dept. Vehicle Replacement – request referral to PW Cmt.** ó Huwe said the Fire Chief's vehicle is a 2012 Chevrolet which is used for immediate response to fire calls. The Fire Department Officers have discussed alternatives to making repairs to the vehicle or replacing it. Huwe requested consideration for replacement of the Fire Chief's vehicle be referred to the Public Works Committee for review. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

## **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Director Report – The Win Column** ó DeVries provided a brief summary of his role as the Community Development Director for the new members of the Council. A copy of his new report -The Win Column- was provided which he explained was to tout good things going on in Wahpeton. He also reported he has done some new video with recently purchased software, with the most recent being on the ice cream truck that travels around town.

**Lot Sale – 19<sup>th</sup> St. N.** ó DeVries said interest in this lot has changed and it is no longer an item for discussion.

## **LIBRARY DIRECTOR**

**Library Report** ó Bakken reported the library is still open by appointment only and curbside service continues. They are actively monitoring the number of Coronavirus cases in the area before fully opening to the public. Appointments are 30 minutes in length and they are averaging about 20 people per day. The library is into the 5<sup>th</sup> week of the virtual summer reading program, Imagine Your Story, with about 1,700 online participants. The program ends July 24<sup>th</sup>. On Thursday, July 16<sup>th</sup>, at 3:00 pm in the gazebo on the library lawn they will be hosting an event from the storytellers of Wonder Weavers. It is free to the public but ask that you bring your own seating and practice social distancing.

## **POLICE CHIEF**

**Disposition of Out-of-Service Patrol Vehicles Update on Auction Results** ó Thorsteinson said two out-of-service police vehicles were sold at auto auction. A 1998 Ford Expedition was sold for \$1,317.16 and a 2016 Ford Explorer was sold for \$4,488.66. He requested the total funds of \$5,805.82 be transferred into the Special Police Equipment Fund. **Motion by Wateland, seconded by McNary, to approve transferring the money made from the sale of two out-of-service Police Patrol Vehicles at auction into the Special Police Equipment Fund in the amount of \$5,805.82. Motion carried with all voting ‘aye’.**

**Request for Street Closure Chalkfest July 18<sup>th</sup>-19<sup>th</sup> 4<sup>th</sup> St. N. Dakota Ave. to 2<sup>nd</sup> Ave.** ó Thorsteinson requested street closure of 4<sup>th</sup> Street from Dakota Avenue to 2<sup>nd</sup> Avenue starting at 7:00 am on July 18<sup>th</sup> to 10:00 pm on July 19<sup>th</sup> for Chalkfest. **Motion by Fobb, seconded by Heitkamp, to approve the Street Closure of 4<sup>th</sup> Street from Dakota Avenue to 2<sup>nd</sup> Avenue North from 7:00 am on July 18<sup>th</sup> to 10:00 pm on July 19<sup>th</sup>, 2020 for Chalkfest. Motion carried with all voting ‘aye’.**

**Request for Street Closure NDSCS Homecoming Sept. 26 Dakota Ave. to 9<sup>th</sup> St.** ó Thorsteinson said the NDSCS Alumni Association has requested street closure of the westbound lane of Dakota Avenue to 9<sup>th</sup> Street on September 26<sup>th</sup> for the NDSCS Homecoming parade. **Motion by Woods II, seconded by Heitkamp, to approve the Street Closure of the westbound lane of Dakota Avenue to 9<sup>th</sup> Street on September 26<sup>th</sup>, 2020 starting at 10:00 am for the NDSCS Homecoming Parade. Motion carried with all voting ‘aye’.**

Thorsteinson then reported on fireworks this year, saying calls/complaints are down compared to other years.

## **PUBLIC WORKS DIRECTOR**

**Public Works Director Report** ó Miranowski requested referral to the Public Works Committee of **Final Pay Application and Balancing Change Order for 2020 Sealcoat Project**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to the Public Works Committee of **Response to FEMA Letter of Acknowledgement regarding Flood Insurance Rate Map & Flood Insurance Study for consideration of \$2,500**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski reported crack filling has been completed and striping started today.

## **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 June 22<sup>nd</sup>. **Review of Operations at the Bois de Sioux Golf Course**

### **Public Works & Public Safety Committee Report (No meeting held)**

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee July 13<sup>th</sup>, 5:00 PM
- b. Public Works Committee July 14<sup>th</sup>, 5:00 PM

## **Adjournment**

**Motion by McNary, seconded by Wateland, to adjourn at 5:32 p.m. Motion carried.**

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Mayor Steve Dale

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Lynelle Amos, Finance Assistant