

Wahpeton City Council
March 15, 2021
5:00 p.m.

Present: Lambrecht, Carlson, Goltz, Wateland, Dale, Bohn, Fobb, and Woods II

Absent: McNary

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

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

American Association of University Women 2021 Equal Pay Day Proclamation – Norma Nosek – Bohn read a proclamation declaring March 24th as Equal Pay Day in the City of Wahpeton. Bohn then congratulated Norma Nosek who received the 2020-2021 AAUW North Dakota Woman of Distinction Award. Appreciation was shown through a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held March 1, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Red River Valley North American Versatile Hunting Dog Association – Raffle Permit

Head of the Red Youth Activities Assoc. – Site Authorization

Other Games of Chance and/or Special Permits:

NDSCS Auction Committee – Raffle Permit

Presentation/Approval of Reports

Q4 2020 Convention & Visitors Bureau Report

Invitation to Richland County Housing Summit March 18th

February 2021 Financial Statements

February 2021 Bill Pay Report – see below

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

2020 Transportation Funding Report – Huwe said NDCC 54-27-26 requires each political subdivision receiving funding from the ND Department of Transportation to file an annual report of funding and expenditures related to transportation. The reporting may vary widely dependent upon timing of capital improvement projects, grants funds, and debt refinancing. Receipts from Local Sources decreased \$2.3 million as 2020 was more focused on project planning and future construction projects. Receipts from the Federal/State Government were also down \$126,234 with slowing economic activity impacting the Highway Tax and State Aid Distributions to cities. Transportation Expenditures also decreased \$446,705 in line with the focus on project planning for future construction projects. She requested approval of the 2020 ND Transportation Funding Report as submitted. **Motion by Bohn, seconded by Fobb, to approve the 2020 North Dakota Transportation Funding Report as submitted. Motion carried with all voting ‘aye’.**

2021 Class C-6(a) Liquor License Bois de Sioux Golf Club – Huwe explained the Bois de Sioux Golf Club has submitted an application for a City Liquor License, contingent upon all requirements for a license being satisfied. She requested a motion to issue a 2021 C-6(a) Liquor License to the Bois de Sioux Golf Club. **Motion by Wateland, seconded by Carlson, to approve issuing a 2021 C-6(a) Liquor License to the Bois de Sioux Golf Club contingent upon all requirements of the license being satisfied. Motion carried with all voting ‘aye’.**

Red River Telephone Request for Franchise Agreement – request referral to both committees – Huwe announced Red River Communications is planning to expand the services they currently offer in the City of Wahpeton in August of this year. One of the services being considered is cable television. The City currently requests franchise agreements of small utilities located in the public right-of-way. Franchise agreements set the expectations for installing infrastructure, providing service to customers, and may include a local tax described as a franchise fee. She requested the Red River Communications Cable Television Franchise Agreement Proposal by referred to both the Finance and Public Works Committees for discussion. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee and also to the Public Works & Public Safety Committee.

67th Legislative Session Update – Huwe reported today is Legislative Day 44. This week shows the importance of the appropriations committees in the allocations of resources by review of state department operating budgets including higher education, information technology, and the Department of Commerce. Moody’s Investor Services will provide an updated economic forecast to both the House and Senate Appropriations Committees tomorrow morning at 9:00 am, and the presentation will be available for live viewing. Those interested were asked to let Huwe know if they would like an email to the link. The Wahpeton Breckenridge Chamber hosted a Coffee with the Legislators on Saturday, March 13th via Zoom and in person at NDSCS. Topics covered included truck-trains, recreational marijuana, and education funding. Upcoming legislative events will be emailed to the Council.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – A copy of the 2020 Annual Report of the Wahpeton Community Development Department was provided for review and any questions can be directed to DeVries.

Request appointment to CVB – DeVries explained Jim Maas was recently appointed to the CVB but has taken a new job where he will no longer be able to attend meetings so the CVB has considered transitioning ex-officio members to become voting members and recommend Allison Karlgaard, the Red Door Art Gallery Director, be appointed to the CVB to replace Maas. **Motion by Bohn, seconded by Lambrecht, to approve appointing Allison Karlgaard to the Wahpeton Convention and Visitors Bureau with term ending 2024. Motion carried with all voting ‘aye’.**

John Randall Field Renovation Project Update – request referral to Finance Cmt. – DeVries said the Baseball Committee would like to provide an update on the John Randall Field Renovation Project to the Finance Committee. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

DeVries then said he was contacted by a company that rents motorized scooters who would like to do something in Wahpeton and requested this item be referred to the Public Works Committee. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

LIBRARY DIRECTOR

Library Report – Bakken reported that beginning tomorrow St. Patrick’s Day Take & Make craft bags for children will be available at the library. Following news from the American Library Association, the library will be looking forward to applying for grants it may be eligible for through the State Library and the funding they may make available from the American Rescue Plan Act of 2021. \$200 million of that stimulus package is allocated for the Institute of Museum and Library Services. \$178 million is allocated for State Library Administrative Agencies on a population-based formula with a \$2 million state minimum. In the coming weeks, IMLS will work with State Library agencies to confirm the state allotments and specified allowable uses for the funding. The next Library Board meeting will be held Tuesday, March 23rd at 4:00 pm. The library will be closed on Friday, April 2nd in observation of Good Friday.

PUBLIC WORKS DIRECTOR

Lime Pond Cleaning at Water Treatment Plant – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

ND DOT Grant for Dakota Ave. Side Streets Ph. B – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski said the Public Works Committee had discussed how to proceed with ‘Out of the Ordinary’ and it was decided updates would be provided at Council meetings on what is planned to be worked on in the next 2 weeks and the Friday report will still be provided. He then listed some items that are currently being worked on, which included sweeping Dakota Avenue in evenings, begin repairs to sod damaged during recent snow removal, sweeping streets, working on spring preventative maintenance on the storm pumps on the levy, exercise gates on levy, Sweeney Controls will be out with staff performing annual preventative maintenance on the SCADA System, working on alleys, East Side Sanitary Sewer Project Phase B Part 1 preconstruction is on Thursday, Safe Routes to Schools grant for high school crosswalks will be bid April 29th, Woodland Drive Mill and Overlay Project will be bid March 30th, a joint public hearing on the Former Central School Site will be held April 5th, working on DO Sensor Pond #1, Waste Water sampling study will be completed, sanitary manholes will be identified for rehab, and will be using Versa Vac to get sanitary sewers cleaned. 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 March 8th.

Tax Increment Financing Plan 2006-1 – motion to approve amendments Res. 3775 –

Council member Wateland offered the following and moved its adoption:

RESOLUTION NO. 3775
RESOLUTION AMENDING
TAX INCREMENT FINANCING DISTRICT 2006-1

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

Home Repair & Improvement Program – motion to approve – **Motion by Wateland, seconded by Goltz, to approve implementing the Home Repair & Improvement Program with funding from the Sales Tax HELP Fund. Motion carried with a roll call vote of 7-0.**

400 Block Default Next Steps – motion to approve request for proposals publication – Motion by Wateland, seconded by Fobb, to approve the Request For Proposals for Dakota Avenue 400 Block Properties and to proceed with its publication following the redemption period on approximately March 25th. Motion carried with all voting ‘aye’.

Ord. 1021 Business Licensing – discussion

[Carlson exit at 5:37 pm]

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on March 9th.

2021 Seal Coat Proj. ST21-258 – motion to approve bid from Pearson Bros. \$61,172.25 – Motion by Bohn, seconded by Woods II, to approve awarding the bid for the 2021 Seal Coat Project ST21-258 to Pearson Bros. in the amount of \$61,172.25 from the Special Street Maintenance Fund. Motion carried with a roll call vote of 6-0.

Public Works Out of the Ordinary Report – discussion

Grease Traps in Food Establishments – discussion

New EPA Lead & Copper Rule Information – discussion

Yard Junk/Clutter Updates

Building Official Updates – discussion

Referrals – see PW Director Report

February 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$253,530.94	\$40,520.88	\$294,051.82
201 WATER OPERATING FUND	\$71,769.77	\$46,869.80	\$118,639.57
202 SANITARY SEWER OPERATING FUND	\$54,807.41	\$28,371.91	\$83,179.32
203 WASTE REMOVAL OPERATING FUND	\$31,054.87	\$1,094.88	\$32,149.75
204 WASTE REDUCTION FUND	\$14,941.07		\$14,941.07
205 VECTOR CONTROL FUND	\$94.43	\$1,324.56	\$1,418.99
206 STREET LIGHTING	\$17,014.63		\$17,014.63
209 LIBRARY LEVY FUND	\$5,022.57	\$14,111.63	\$19,134.20
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
226 EMPLOYEE SAFETY COMMITTEE	\$526.24		\$526.24
227 ANNUAL RESERVE WH FUND		-\$4,417.58	-\$4,417.58
229 CAPITAL IMPROVEMENTS FUND	\$12,120.44		\$12,120.44
231 FD BLDG & EQUIP LEVY FUND	\$13,947.40		\$13,947.40
234 SPECIAL STREET MAINT FUND	\$28,476.51		\$28,476.51
235 SNOW/FLOOD EMERG LEVY FUND	\$1,165.50		\$1,165.50
236 LEVEE MAINTENANCE	\$11,445.36	\$9,189.06	\$20,634.42
237 CITY SHARE OF SPECIALS FUND	\$40,062.66		\$40,062.66
253 METER DEPOSITS TRUST FUND	\$86.95		\$86.95
271 ECONOMIC DEVEL DEPT FUND	\$1,798.06	\$11,500.18	\$13,298.24
303 MISCELLANEOUS FUND	\$379.80		\$379.80
315 TAX INCREMENT FUND	\$10,556.83		\$10,556.83
318 WEED MAINT LEVY FUND	\$103.50		\$103.50
319 LODGING TAX FUND	\$684.99		\$684.99
320 SALES TAX OPERATING FUND	\$27,238.21		\$27,238.21
321 SALES TAX RESERVE FUND	\$1,880.00		\$1,880.00
323 SALES TAX DEVELOPERS AGMNT RES	\$73.08		\$73.08
324 SALES TAX MINI MATCH RSRV FUND	\$183.75		\$183.75
325 SALES TAX H.E.L.P. HOUSING FUND	\$600.00		\$600.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
365 PD SPEC EQUIP SINKING FUND	\$250.00		\$250.00
390 CLUBHOUSE MAINTENANCE	\$1,682.00		\$1,682.00
393 1% RESTAURANT TAX FUND	\$8,243.40		\$8,243.40
401 BDSGC CART SUBLEASE	\$48.00		\$48.00
465 R/I #11918 SERIES 2018A DWSRF	\$4,250.00		\$4,250.00
466 R/I #12018 SERIES 2018B CWSRF	\$9,400.00		\$9,400.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$5,950.00		\$5,950.00

469 R/I# 12319 CWSRF 2018 SERIES D	\$13,350.00		\$13,350.00
574 5-2-97 (FLOOD PHASE II)	\$4,864.65		\$4,864.65
665 E. SAN. SEWER PH B SS18-243	\$466.84		\$466.84
668 JR FIELD PARKING LIT & HUGHES DR	\$1,444.00		\$1,444.00
673 LOY AVE & 12TH ST PROJ ST19-249	\$2,058.97		\$2,058.97
674 SRTS 11TH ST N PROJ ST19-252	\$5,649.88		\$5,649.88
675 WELL FIELD RECLO PROJ W19-251	\$10,286.83		\$10,286.83
676 DOWNTOWN S. STREETS ST20-255	\$30,601.20		\$30,601.20
677 CENTRAL SCHOOL SITE ST20-256	\$9,727.18		\$9,727.18
678 WOODLAND DR MILL & OLAY ST20-257	\$15,391.62		\$15,391.62
679 W.WATER FACILITY PLAN	\$11,546.73		\$11,546.73
680 COMPREHENSIVE PLAN	\$5,275.50		\$5,275.50
TOTAL	\$740,468.44	\$149,282.98	\$889,751.42

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee March 22nd, 5:00 PM
- b. Public Works Committee March 23rd, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:41 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant