

Wahpeton City Council

May 16, 2022

5:00 p.m.

Present: Lambrecht, Carlson, Goltz, Wateland, Dale

Absent: Bohn, Fobb, Woods II, and McNary

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Joint Public Hearing with Planning Commission – Rosewood 3rd Addition and Rosewood 4th

Addition Plats – DeVillers said the Planning Commission was reconvened and referred to Miranowski for explanation of the two plats being presented for consideration. The first was the final plat for Rosewood 4th Addition which Miranowski explained was a 4 lot subdivision that borders Woodland Drive, the frontage road of Highway 210, and the AmericInn. When asked, Huwe said there have been no inquiries or comments, either written or in person, regarding the proposed plat. It was asked if there was anyone present to speak about the proposed plat, and there was none. The Planning Commission was asked for their recommendation. **Motion by Hickel, seconded by Cook, to recommend to the City Council to approve the Final Plat for Rosewood 4th Addition. Motion carried with all voting 'aye'.**

Council member Lambrecht offered the following and moved its adoption:

RESOLUTION NO. 3835
RESOLUTION APPROVING
THE PLAT OF ROSEWOOD FOURTH ADDITION
AND REQUESTING THAT IT BE RECORDED
WITHOUT AUDITOR'S CERTIFICATE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Goltz. Motion carried with a roll call vote 4-0.

Miranowski then presented the final plat for Rosewood 3rd Addition which he explained was a cul de sac that comes out of 17th Avenue North, up to an elbow that continues north. There are 23 lots in the subdivision. Discussion held regarding the length of the cul de sac at 770' as the City's ordinance has a maximum cul de sac length of 600'. When asked, Huwe said other than discussion at public meetings there have been no inquiries or comments, either written or in person, regarding the proposed plat. It was asked if there was anyone present to speak about the proposed plat, and there was none. The Planning Commission was asked for their recommendation. **Motion by Dockter, seconded by Cook, to recommend to the City Council to approve the Final Plat for Rosewood 3rd Addition, contingent upon revision/amendment of the existing Ordinance allowing provisions for Cul de sacs longer than 600 feet. Motion carried with all voting 'aye'.**

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3836
RESOLUTION APPROVING
THE PLAT OF ROSEWOOD THIRD ADDITION
AND REQUESTING THAT IT BE RECORDED
WITHOUT AUDITOR'S CERTIFICATE

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 3-1, with Goltz, Lambrecht, and Carlson voting 'aye', and Wateland voting 'nay'.

The Public Hearing was then concluded. **Motion by Hickel, seconded by Dockter, to adjourn the Planning Commission meeting at 5:13 p.m. Motion carried with all voting ‘aye’.**

As a point of order, Frank Stanko of the Daily News asked about a quorum as four of the eight-member Council were present along with the Mayor. Hatting explained that the Mayor counts towards a quorum but does not vote unless there is a tie.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held May 2, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Valley Lake Boys Home, Inc. – Raffle Permit

Prometheus Motorcycle Club – Raffle Permit

Wahpeton Breckenridge Rotary Club – Raffle Permit

NDSCS General Athletics – Raffle Permit

Head of the Red Youth Activities – Site Authorization (update for electronic pulltabs)

Other Games of Chance and/or Special Permits:

Min-Dak Carving, Inc – Raffle Permit

NDSCS Foundation Cat Backers Letter Winner Club – Site Authorization

Presentation/Approval of Reports

April 2022 Financial Statements

April 2022 Bill Pay Report (\$1,882,151.71 – see below)

Minn-Dak Farmers Coop Land Application Notice

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

Airport Authority Request to Re-appoint Tim Barth for an Additional 5-year Term – Huwe said the Wahpeton Airport Authority is comprised of 5 members appointed to 5 year staggered terms. On May 12th the Airport Authority sent a request to re-appoint Tim Barth to a 5 year term ending June 30th, 2027. **Motion by Wateland, seconded by Carlson, to approve the reappointment of Tim Barth to the Wahpeton Airport Authority for an additional 5-Year Term ending June 30, 2027. Motion carried with all voting ‘aye’.**

2023-2027 Capital Improvements Plan – refer to Finance & PW Cmts. & request public hearing on June 20th at 5:00 p.m.

– Huwe said the 5 year Capital Improvement Plan is a key tool in the development of the annual city budget. The proposed 2023-2027 plan is currently in draft form. She requested the Capital Improvements Plan be referred to both committees for discussion with the target date for the public hearing and adoption of the plan at the June 20th Council meeting. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee and also to the Public Works & Public Safety Committee.

Motion by Wateland, seconded by Goltz, to approve scheduling a Public Hearing on June 20th, 2022 at 5:00 p.m. on the 2023-2027 Capital Improvements Plan. Motion carried with all voting ‘aye’.

2023 Budget – request referral to Finance Cmt. – Huwe said budget season is quickly approaching, and submittal deadlines, projected mill levy values, the consumer price index, and cash flow planning are part of the preliminary budget. She requested the 2023 Budget be referred to the Finance Cmt. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

Election 2022 – Huwe noted there are only 29 days until the June 14th election. After the election results have been canvassed and the results declared official the newly elected will be notified by email. The June 20th Council meeting will include all Council members presently seated, and if they are not returning for a new term, it will be their final Council meeting for that elected term. The entire Council will convene on the 4th Tuesday in June for an Organization Meeting. Committee assignments, Council president and vice president will be voted on at the reorganization meeting. A brief orientation will follow for the newly elected officials.

City Hall Closed Monday, May 30th for Memorial Day

ASSESSOR/BUILDING CODES

Richland County Board of Equalization Reminder – Broadland gave a reminder the Richland County Board of Equalization will be held Tuesday, June 7, 2022 at 10:00 a.m. She noted there was only one resident who attended the local equalization and would have the opportunity to attend this meeting but did not foresee any issues.

ATTORNEY

Request Ratification of Appointment of the Mayor to PW Committee in the Absence of a Quorum on May 10, 2022 – Hatting explained the request for ratification. **Motion by Goltz, seconded by Carlson, to approve the Ratification of the Appointment of Mayor Dale to the Public Works & Public Safety Committee in the Absence of a Quorum on May 10, 2022. Motion carried with all voting ‘aye’.**

Project Resolutions – Hatting explained the next resolutions were related to the Westdale 3rd Addition Assessment District ST21-264.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3830
**RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT OF CERTAIN
EXPENDITURES FOR STREET AND UTILITIES IMPROVEMENT DISTRICT
(Westdale 3 Addition Assessment District ST21-264)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3831
**RESOLUTION DIRECTING PREPARATION OF
ENGINEER'S REPORT FOR THE IMPROVEMENT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Westdale 3 Addition Assessment District ST21-264)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3832
**RESOLUTION RECEIVING AND APPROVING ENGINEER'S REPORT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Westdale 3 Addition Assessment District ST21-264)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3833
**RESOLUTION DIRECTING PREPARATION FOR PLANS
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT
IN STREET AND UTILITIES IMPROVEMENT DISTRICT
(Westdale 3 Addition Assessment District ST21-264)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3834
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
FOR IMPROVEMENT IN STREET AND UTILITIES IMPROVEMENT DISTRICT
(Westdale 3 Addition Assessment District ST21-264)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Lambrecht. Motion carried with a roll call vote 4-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – In lieu of a Win Column, DeVries provided the 2021 Annual Report of the Wahpeton Community Development Department for review which summarized the events and activities that took place in 2021.

DeVries said the Planning Commission heard a request for the former Action Realty building at the corner of 2nd Street and 2nd Avenue North which is currently zoned commercial and it is being asked for a special exception to the existing zoning to residential. They are interested in selling the building and the new owner would like to have it as their residence. It was noted directly to the west is a line of residential houses so it would not be out of place. The Planning Commission approved the change.

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

ORDINANCE NO. 1037
**AN ORDINANCE AMENDING SPECIAL EXCEPTIONS
IN BUSINESS B-2 HEAVY ZONING CLASSIFICATIONS**

DeVries said due to the storm last week a silo on the Sun Opta property downtown was blown down and he would like the property directly south of the buildings on the 300 Block referred to the Public Works Committee. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

CVB Request for Budget Amendment – DeVries said the Wahpeton Convention and Visitors Bureau has requested a budget amendment for line item 316-1707-425 Special Event Grant to increase it by \$30,000 as many requests have been received for upcoming event funding. The CVB was confident they could handle this increase financially. **Motion by Lambrecht, seconded by Carlson, to approve the Wahpeton Convention & Visitors Bureau Budget Amendment request to increase line item 316-1707-425 Special Event Grant by \$30,000.** Discussion held. **Motion carried with a roll call vote of 4-0.**

Update on Downtown Alive – DeVries said last year was the first year for Downtown Alive and after discussing it with the events committee he has put together as far as time, activities to have, and branding of it there was some confusion regarding this event and where to go with it, so in light of that it has been cancelled this year and will be considered again next year.

Upcoming Marketing Video Filming – DeVries said there is a marketing company that will be coming to town to shoot videos of various amenities in Wahpeton. It is free to the City, but they do solicit advertising. They may be filming in June. It is good as a recruitment tool and marketing for the City.

DeVries noted another upcoming event is the upcoming July 4th fireworks. Sponsors are being sought.

LIBRARY DIRECTOR

Library Report – Bakken reported happenings at the library include a meeting of Leach Reads Book Club, Kercher will be visiting local schools to promote the Summer Reading Program, the summer lunch program at the library begins June 1st from 11:15 a.m.-12:15 p.m., a meeting of the Library Board will be held which it was noted there is still one position to fill on July 1st, and an instructional class will be held on how to use the digitized newspaper site. She said the Summer Reading Program, ‘Oceans of Possibilities’, begins June 6th and information is available on their website. The Story Stroll will hopefully be available next week in a few parks. The library will be closed Saturdays from May 28th to September 10th. The library will also be closed for Memorial Day on May 30th.

Library Copier Lease Request – Bakken said the library’s current copier is eight years old and they currently own it. Parts are hard to find and it was purchased from Liberty Business who no longer handle the Lanier Copiers. The lease agreement would include the lease and service agreement which is approximately an \$8/month increase over just the service agreement the library currently has with them. It would be a 5-year lease for a Xerox copier with the same capabilities. Bakken noted a very high volume of people use the library’s copier and faxing and scanning services so felt it was important to keep up with the technology. **Motion by Goltz, seconded by Carlson, to approve a 5-year Lease Agreement with Liberty Business Systems, Inc. for a Xerox Copier at Leach Public Library at the cost of \$1,627.08 per year. Motion carried with a roll call vote of 4-0.**

POLICE CHIEF

Street Closure Request for Borderline Chalkfest July 9th 7:00 a.m. to July 10th 9:00 p.m. –

Thorsteinson presented a request from the Wahpeton Breckenridge Chamber of Commerce for street closure of 4th Street North from Dakota Avenue to 2nd Avenue and 2nd Avenue North from 4th Street to 5th Street starting at 7:00 a.m. on July 9th to 9:00 p.m. on July 10th for Chalkfest. **Motion by Carlson, seconded by Goltz, to approve the street closure of 4th Street North from Dakota Avenue to 2nd Avenue and 2nd Avenue North from 4th Street to 5th Street starting at 7:00 a.m. on July 9th to 9:00 p.m. on July 10th for Chalkfest. Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

PW Report – Referrals to PW Cmt.:

Addendum to Interstate Engineering Contract E. Side Sanitary Ph B Part 2 Proj. SS180-243 –

Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Mailbox Reimbursement Policy – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Reprioritization of Storm Water Utility Uses.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

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.

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 May 9th.

Bank of ND Pace Interest Buydown Request Vaderstad Expansion – discussion

Vacant Lot at 719 3rd Ave. N. - discussion

Development Agreement for Rosewood 3rd Addition & Valley 2nd Addition – discussion

Development Plan for Former M & H Lot – motion to create project fund and commit \$170,000 from Restaurant Tax – Motion by Wateland, seconded by Goltz, to approve creating a Project Fund for the Keeble Commons (701 Dakota Avenue Greenspace) development and to dedicate funds of up to \$170,000 from the 1% Restaurant Tax. Motion carried with a roll call vote of 4-0.

Referrals

Public Works & Public Safety Committee Report

Dale said the Public Works & Public Safety Committee met at 5:00 p.m. on May 10th.

Engineering Contract with Interstate Engineering for Well Field Reloc. Proj. W19-251 Design Construction Engineering Proj. – motion to approve \$170,916 – Motion by Lambrecht, seconded by Carlson, to approve the Engineering Contract with Interstate Engineering for the New Well Field Relocation Project W19-251 at a cost of \$170,916.00 for the facility plan portion. Motion carried with a roll call vote of 4-0.

Approve Plans and Specifications for Homestead Development and Authorize Receipt of Bids – motion to offer project resolutions – Motion by Wateland, seconded by Carlson, to approve the Plans and Specifications for Homestead Development and Authorize Receipt of Bids for the four projects as presented contingent upon approval from the landowner, Wahpeton Community Development Corporation, to special assess the properties. Hatting clarified this would be contingent upon WCDC providing written proof they would like to move forward. Motion carried with all voting ‘aye’.

Salt Storage Shed Replacement – discussion

Ord. No. 1036 Regarding Violations for the Tree and Yard Waste Disposal Site – motion to offer 1st reading –

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

ORDINANCE NO. 1036
AN ORDINANCE AMENDING DEFINITIONS IN
DIVISION 2, THEFT & RELATED OFFENSES

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

Review Engineering Design Standards – discussion

Review Development Standards – discussion

Review Shared Use Path Master Plan – discussion

Official Tree List – discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates

Referrals – See PW Director’s Report

NEW BUSINESS

Mayor's Minute Update – Dale stated after last week's storm event there was some tree damage and also a lot of damage to ash trees in town that have been identified as dangerous trees which resulted in calls inquiring about the tree grant program for the removal of dangerous and diseased trees. Not all of the grant funds that were available have been utilized so Dale said the program would be opened up again for the removal of dangerous trees on a first come, first served basis. Those interested can contact DeVries or Mayor Dale.

April 2022 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$274,023.68	\$38,434.29	\$312,457.97
201 WATER OPERATING FUND	\$73,946.63	\$45,873.53	\$119,820.16
202 SANITARY SEWER OPERATING FUND	\$43,791.08	\$27,827.75	\$71,618.83
203 WASTE REMOVAL OPERATING FUND	\$29,061.24	\$1,300.42	\$30,361.66
204 WASTE REDUCTION FUND	\$2,975.22		\$2,975.22
205 VECTOR CONTROL FUND	\$3,144.59	\$1,398.64	\$4,543.23
206 STREET LIGHTING	\$15,819.09		\$15,819.09
209 LIBRARY LEVY FUND	\$5,363.86	\$15,646.77	\$21,010.63
216 AIRPORT 4-MILL LEVY FUND		\$897.06	\$897.06
229 CAPITAL IMPROVEMENTS FUND	\$8,526.33		\$8,526.33
233 REAL ESTATE LEVY FUND	\$37,200.00		\$37,200.00
234 SPECIAL STREET MAINT FUND	\$756.05		\$756.05
235 SNOW/FLOOD EMERG LEVY FUND	\$8,377.00		\$8,377.00
236 LEVEE MAINTENANCE	\$3,275.21	\$9,492.35	\$12,767.56
261 UNEMPLOYMENT COMP RESERVE FUND	\$183.11		\$183.11
271 ECONOMIC DEVEL DEPT FUND	\$929.62	\$12,006.62	\$12,936.24
303 MISCELLANEOUS FUND	\$62.00		\$62.00
315 TAX INCREMENT FUND	\$1,570.00		\$1,570.00
319 LODGING TAX FUND	\$1,596.65		\$1,596.65
320 SALES TAX OPERATING FUND	\$19,113.67		\$19,113.67
323 SALES TAX DEVELOPERS AGMNT RES	\$160.00		\$160.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
365 PD SPEC EQUIP SINKING FUND	\$1,677.72		\$1,677.72
389 GOLF COURSE DONATIONS	\$2,530.00		\$2,530.00
393 1% RESTAURANT TAX FUND	\$1,909.04		\$1,909.04
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
457 R/I #111111 SERIES 2011B	\$296,021.25		\$296,021.25
459 R/I #11314 SERIES 2014	\$100,955.00		\$100,955.00
460 R/I #11415 SERIES 2015	\$47,967.50		\$47,967.50
461 R/I #11516 SERIES 2016	\$367,832.50		\$367,832.50
462 R/I #11617 SERIES 2017	\$240,435.00		\$240,435.00
467 R/I# 12118 SERIES 2018E	\$9,848.00		\$9,848.00
471 R/I# 12521 BND INFRAST. LOAN		-\$18,000.00	-\$18,000.00
666 E.SIDE SANITARY PART B PH II	\$117,146.32		\$117,146.32
668 JR FIELD PARKING LIT & HUGHES DR	\$265.93		\$265.93
672 8TH AVE. N PROJ. ST19-248	\$5,200.00		\$5,200.00
673 LOY AVE & 12TH ST PROJ ST19-249	\$265.94		\$265.94
676 DOWNTOWN S. STREETS ST20-255	\$278.43		\$278.43
678 WOODLAND DR MILL & OLAY ST20-257		\$18,000.00	\$18,000.00
679 W.WATER FACILITY PLAN	\$265.94		\$265.94
681 HOMESTEAD DEVELOPMENT ST21-263	\$1,145.94		\$1,145.94
684 WESTDALE 3 ADDITION ST21-264	\$265.94		\$265.94
685 SS LS GENERATORS SS21-265	\$421.20		\$421.20
686 DOWNTOWN S STREETS2 ST21-259	\$265.93		\$265.93
TOTAL	\$1,729,274.28	\$152,877.43	\$1,882,151.71

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- Finance Committee May 23rd, 5:00 PM
- Public Works Committee May 24th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:58 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant