

Wahpeton City Council
October 17, 2022
5:00 p.m.

Present: Schillinger, Perdue (remotely), Goltz, Lambrecht, Bohn, and Fobb

Absent: Woods II, McNary, and Unruh

Also Present: Huwe, Hatting, Miranowski, Broadland, Bakken, Thorsteinson, Anderson, Rogahn, and O'Meara

CALL TO ORDER

Meeting called to order by Mayor Lambrecht. The pledge of allegiance was then recited.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Public Hearing – Certification of Special Assessments Resolution No. 3841 – Hatting explained the resolution as described below. She said there were no objections filed with the Special Assessment Commission and no appeals were taken therefrom. She asked if there was anyone present to speak about the proposed special assessments of which there was none. When asked, Huwe said there were no inquiries, written or otherwise.

Council member Goltz offered the following and moved its adoption:

RESOLUTION NO. 3841
RESOLUTION CONFIRMING SPECIAL ASSESSMENTS AND DIRECTING
CERTIFICATION AND LEVY FOR
PARKING LOT & PARTS OF HUGHES DR.
IMPROVEMENT DISTRICT ST19-245
and
EDGEWOOD PARK
IMPROVEMENT DISTRICT ST18-239
and
CENTRAL SCHOOL SITE
IMPROVEMENT DISTRICT ST20-256
and
PRAIRIE FLATS
IMPROVEMENT DISTRICT ST21-261
and
WOODLAND DRIVE MILL & OVERLAY
IMPROVEMENT DISTRICT ST20-257

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Fobb. Motion carried with a roll call vote 5-0. The Public Hearing was then concluded.

Proclamation – Domestic Violence Awareness – DeVries read a Proclamation recognizing Domestic Violence Awareness & Prevention Month October 2022.

Proclamation – Extra Mile Day Nov. 1, 2022 – Schillinger read a Proclamation recognizing Extra Mile Day November 1, 2022.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held October 3, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Kraz Dance Parent Organization – Raffle Permit

Circle of Nations School – Raffle Permit

Presentation/Approval of Reports

Financial Statements September 2022

Bill Pay Report September 2022 (\$2,444,216.31 – see below)

Meet the Candidates Forum October 18, 2022

ND League of Cities Resolutions

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Schillinger, 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

Request Approval of Sick Leave Donation – Huwe said on May 2nd of this year the Council approved sick leave donations for a new employee facing a catastrophic illness. This employee has experienced a setback in their original treatment plan that will require a longer recovery than originally anticipated. Two employees have donated an additional 8 weeks of paid sick leave to allow this employee additional time to recover. **Motion by Bohn, seconded by Goltz, to approve up to an additional 8 weeks of paid sick leave (donated by other City employees) to allow a City employee additional time to recover from a catastrophic illness. Motion carried with all voting ‘aye’.**

Wahpeton Park Board Request – Huwe explained the Wahpeton Park Board previously submitted a request for consideration in reference to the permanent financing for the street and utilities project improvements at the John Randall Field Parking Lot, and parts of RJ Hughes Drive and Laura Hughes Drive. The Park Board is considering alternatives and has withdrawn their request at this time. She said she would like to review the special assessment process and balances outstanding. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

FEMA Grant Announcement – request referral to both committees – Huwe said the ND Department of Emergency Services has been notified by the Federal Emergency Management Agency that \$3 billion in funding is available through two hazard mitigation grant programs to assist local governments. There are several items in the current Capital Improvements Plan that may be eligible for funding. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

COMMUNITY DEVELOPMENT DIRECTOR

Planning Commission Recommendations – DeVries presented a Renaissance Zone lease application that was approved at the Planning Commission meeting earlier today. Studio 22 Designs LLC/Lisa Kunkel will be leasing space at 904 16th Avenue North, in the former Stop-n-Go building. This project would be eligible for a 5-year potential annual state income tax exemption of \$500.00. A certificate of good standing has not been received as of yet. **Motion by Bohn, seconded by Schillinger, to approve the Renaissance Zone application from Studio 22 Designs LLC/Lisa Kunkel for a Lease Project at 904 16th Avenue North for a 5-year State Income Tax exemption, contingent upon a Certificate of Good Standing being obtained. Motion carried with a roll call vote of 5-0.**

Downtown Holiday Lighting Contract – DeVries explained the City had a contract with Dakota Designs for lighting the Dakota Avenue corridor, as well as the Rosewood entrance. It was a one year contract with an extension of up to 3 years. Notification was received that they need to increase the price of the contract due to their costs increasing. The last contract was approximately \$16,000, and this contract will be for \$20,350. DeVries noted it is a significant increase but the lights are very well received and would be missed if not done. **Motion by Bohn, seconded by Fobb, to approve the contract with Dakota Designs for the Dakota Avenue corridor holiday lighting at the cost of \$20,350.00. Discussion held regarding the increase. Motion carried with a roll call vote of 5-0.**

DeVries said he had been given authorization to solicit bids for the boulevard tree replacement for those dead or diseased trees that were removed as part of that grant program. He received 3 bids, 2 locally and one from the Fargo area. The lower bid was from Landmark Landscaping of Breckenridge in the amount of \$15,050. **Motion by Goltz, seconded by Schillinger, to approve Landmark Landscaping to replace the boulevard trees that were removed through the boulevard tree replacement grant program in the amount of \$15,050. Motion carried with a roll call vote of 5-0.**

DeVries then provided an update on the Comprehensive Plan 2040, saying a draft was received and is being reviewed.

DeVries also provided an update on the Wahpeton Business Pitch Challenge. He said 13 applications were received which was going to be narrowed down to 9 but 2 withdrew from the competition so it is now down to 7 very strong candidates. They will work with SVEDA and the Chamber to get a business plan ready focusing on their vision and it will then be narrowed down to 3 who will make their presentations, after which a winner will be decided who will receive the package of services. It is hoped that even those that don't win will feel they have the information they need to start a new business.

LIBRARY DIRECTOR

Library Report – Bakken reported the Chocolate Chocolate Day and Book Sale event held last week was a great success. Programs the next two weeks include storytime, story club, Leach Reads book club, crafty adults, outreach to daycares, a Library Board meeting, a Haunted Library on the 29th, and on the 31st will be library trick-or-treat day. This week is National Friends of Library week and they were thanked for their support. Their membership fee is \$5.00 for 1 year and members are asked to help with their annual fundraiser.

PUBLIC WORKS DIRECTOR

PW Report –

Miranowski requested referral to Public Works Committee **for Change Order #1 for the Sanitary Lift Station No. 8 Improvements**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for Change Order #1 for Flood Lift Station Improvements**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for Capital Improvements Fund request for replacement of 2006 John Deere 1600 wide area mower**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for Capital Improvements Fund request for replacement of 2003 John Deere 1445 mower**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for Capital Improvements Fund request for replacement of 2008 Elgin sweeper**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Huwe requested referral to Public Works Committee **of Capital Improvements Fund Service Delivery Equipment request from Police Department**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Bohn requested referral to Public Works Committee of review of the City's Snow Removal Operations Policy. Mayor Lambrecht 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 – (no meeting held Oct. 10, 2022)

Public Works & Public Safety Committee Report

Fobb said the Public Works & Public Safety Committee met at 5:00 p.m. on October 11th.

BND Loan Application Westdale 3rd Addition – motion to approve \$1,460,000 – Motion by Fobb, seconded by Schillinger, to approve submitting a loan application to the Bank of North Dakota for the Westdale 3rd Addition in the amount of \$1,460,000 at 2% interest for 25 years. Motion carried with a roll call vote of 5-0.

BND Loan Application Rosewood 3rd Addition – motion to approve \$1,604,000 – Motion by Fobb, seconded by Schillinger, to approve submitting a loan application to the Bank of North Dakota for the Rosewood 3rd Addition in the amount of \$1,604,000 at 2% interest for 25 years. Motion carried with a roll call vote of 5-0.

Adoption of Updated ND Building Codes

Yard Junk/Clutter Updates – discussion

Building Official Updates

Referrals: 8th Avenue North Project ST19-248 Review CAT EX Document

September 2022 Bill Pay Report

| DISBURSEMENTS FUND | ACCOUNTS PAYABLE | PAYROLL & GL | TOTAL |
|-------------------------------------|-------------------------|-------------------------|--------------|
| 101 GENERAL FUND | \$269,804.95 | \$63,075.90 | \$332,880.85 |
| 201 WATER OPERATING FUND | \$82,826.77 | \$45,939.46 | \$128,766.23 |
| 202 SANITARY SEWER OPERATING FUND | \$55,740.38 | \$28,570.61 | \$84,310.99 |
| 203 WASTE REMOVAL OPERATING FUND | \$30,281.73 | \$1,299.86 | \$31,581.59 |
| 204 WASTE REDUCTION FUND | \$736.04 | | \$736.04 |
| 205 VECTOR CONTROL FUND | \$349.17 | \$2,202.78 | \$2,551.95 |
| 206 STREET LIGHTING | \$15,895.13 | | \$15,895.13 |
| 207 STORM WATER UTILITY | \$6,141.10 | | 6,141.10 |
| 209 LIBRARY LEVY FUND | \$7,610.94 | \$15,089.92 | \$22,700.86 |
| 216 AIRPORT 4-MILL LEVY FUND | | \$897.06 | \$897.06 |
| 229 CAPITAL IMPROVEMENTS FUND | \$8,393.33 | | \$8,393.33 |
| 231 FD BLDG & EQUIP LEVY FUND | \$3,800.00 | | \$3,800.00 |
| 234 SPECIAL STREET MAINT FUND | \$9,091.31 | | \$9,091.31 |
| 236 LEVEE MAINTENANCE | \$1,037.66 | \$11,749.83 | \$12,787.49 |
| 271 ECONOMIC DEVEL DEPT FUND | \$5,021.17 | \$12,006.62 | \$17,027.79 |
| 303 MISCELLANEOUS FUND | \$25.00 | | \$25.00 |
| 315 TAX INCREMENT FUND | \$1,250.00 | | \$1,250.00 |
| 316 1% LODGING TAX (ADDTL 1/1/08) | \$5,467.00 | | \$5,467.00 |
| 317 JOB DEVELOPMENT LEVY FUND | \$7,612.28 | | \$7,612.28 |
| 318 WEED MAINT LEVY FUND | \$300.00 | | \$300.00 |
| 319 LODGING TAX FUND | \$261.00 | | \$261.00 |
| 320 SALES TAX OPERATING FUND | \$108,746.67 | | \$108,746.67 |
| 321 SALES TAX RESERVE FUND | \$2,509.00 | | \$2,509.00 |
| 323 SALES TAX DEVELOPERS AGMNT RES | \$60.53 | | \$60.53 |
| 325 SALES TAX H.E.L.P. HOUSING FUND | \$685.00 | | \$685.00 |
| 326 REVOLVING LOAN FUND | \$133,166.67 | | \$133,166.67 |
| 329 BULL RIDING EVENT | \$33,205.11 | | \$33,205.11 |
| 331 FALL FESTIVAL | \$1,195.00 | | \$1,195.00 |
| 365 PD SPEC EQUIP SINKING FUND | \$3,317.31 | | \$3,317.31 |
| 393 1% RESTAURANT TAX FUND | \$6,751.35 | | \$6,751.35 |
| 401 BDSGC CART SUBLEASE | \$4,285.00 | | \$4,285.00 |
| 457 R/I #11111 SERIES 2011B | \$388.81 | | \$388.81 |

| | | |
|---------------------------------------|-----------------------|------------------------------------|
| 459 R/I #11314 SERIES 2014 | \$282.98 | \$282.98 |
| 460 R/I #11415 SERIES 2015 | \$140.51 | \$140.51 |
| 461 R/I #11516 SERIES 2016 | \$952.03 | \$952.03 |
| 462 R/I #11617 SERIES 2017 | \$695.65 | \$695.65 |
| 463 R/I #11716 BND LOAN 2016 | \$46,808.27 | \$46,808.27 |
| 465 R/I #11918 SERIES 2018A DWSRF | \$59.66 | \$59.66 |
| 466 R/I #12018 SERIES 2018B CWSRF | \$136.51 | \$136.51 |
| 467 R/I# 12118 SERIES 2018E | \$29.16 | \$29.16 |
| 468 R/I# 12219 DWSRF 2018 SERIES C | \$81.02 | \$81.02 |
| 469 R/I# 12319 CWSRF 2018 SERIES D | \$182.09 | \$182.09 |
| 470 R/I# 12421 CWSRF SERIES 2021A | \$398.84 | \$398.84 |
| 471 R/I# 12521 BND INFRAST. LOAN | \$31.12 | \$31.12 |
| 572 SALES TAX FOR FLOOD FUND | \$95,971.70 | \$95,971.70 |
| 666 E.SIDE SANITARY PART B PH II | \$663,025.05 | \$663,025.05 |
| 672 8TH AVE. N PROJ. ST19-248 | \$9,869.65 | \$9,869.65 |
| 673 LOY AVE & 12TH ST PROJ ST19-249 | \$503,019.28 | \$503,019.28 |
| 675 WELL FIELD RECLO PROJ W19-251 | \$19,398.52 | \$19,398.52 |
| 677 CENTRAL SCHOOL SITE ST20-256 | \$3,609.73 | \$3,609.73 |
| 679 W.WATER FACILITY PLAN | \$5,058.86 | \$5,058.86 |
| 684 WESTDALE 3 ADDITION ST21-264 | \$1,288.67 | \$1,288.67 |
| 685 SS LS GENERATORS SS21-265 | \$5,614.77 | \$5,614.77 |
| 686 DOWNTOWN S STREETS2 ST21-259 | \$21,256.13 | \$21,256.13 |
| 687 NON FEDAID DOWNTOWN S ST ST22-266 | \$9,518.66 | \$9,518.66 |
| 689 PRAIRIE FLATS TWINHOMES | \$70,000.00 | \$70,000.00 |
| TOTAL | \$2,263,384.27 | \$180,832.04 \$2,444,216.31 |

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 24th, 5:00 PM
- b. Public Works Committee October 25th, 5:00 PM

ADJOURNMENT

Motion by Gotlz, seconded by Schillinger, to adjourn at 5:41 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant