

**Wahpeton City Council**  
**October 19, 2020**  
**5:00 p.m.**

**Present:** Lambrecht, Carlson, Goltz, Wateland, Dale, Bohn, Woods II, Fobb (via teleconference), and McNary

**Absent:** None

**Also Present:** Huwe, Hatting (via teleconference), Miranowski, DeVries, Bakken, and O'Meara

Meeting called to order by Mayor Dale.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**Proclamation – Domestic Violence Awareness Month** – DeVries read a Proclamation declaring October 2020 Domestic Violence Awareness Month in the City of Wahpeton and beyond.

**CONSENT AGENDA ITEMS (presented by the Mayor) –**

**Approval of minutes of regular meeting held October 5, 2020**

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

NDSCS Diesel Club – Raffle Permit

Richland Wilkin Kinship – Raffle Permit

Wahpeton Hockey Assoc. – Amusement Device License (3)

Southern Valley Figure Skating – Amusement Device License (2)

**Presentation/Approval of Reports**

September 2020 Bill Pay Report \$1,149,700.06 – see below

September 2020 Financial Statements

ND DOT Transportation Alternatives Program

Convention & Visitors Bureau Q2 Report

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

**Motion by Wateland, seconded by Goltz, to approve the Consent Agenda items as presented.**

**Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Masonite Fire Mitigation Plan – request referral to PW Cmt.** – Huwe said the Wahpeton Masonite Plant experienced a fire in their bale storage area on Friday, August 21<sup>st</sup>, 2020. The fire lasted for several days before it was completely extinguished. Masonite has prepared a site-specific fire mitigation plan in an effort to prevent a similar event. The Wahpeton Fire Department will review the plan and provide a report to the Public Works Committee. She requested the Masonite Fire Mitigation Plan be referred to the Public Works Committee. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

**City License Renewals** – Huwe explained the City licenses for liquor, tobacco, cabaret, taxi cabs, amusement devices, itinerant merchants, secondhand goods dealer, house movers and waste haulers are issued on a calendar year basis. Renewal applications will be sent out in early November and presented to the Council for approval at the first meeting in December. The liquor license renewal will require each of the Class C1 license holders to provide a statement from a certified public accountant certifying gross food sales are greater than 50% of the licensees' total sales.

**City Insurance Policy Summary – request referral to Finance Cmt.** – Huwe said the City of Wahpeton purchases general liability, public asset and auto insurance through the North Dakota Insurance Reserve Fund. Real property and outdoor property coverage is underwritten by the ND State Fire & Tornado Fund. Boiler and machine breakdown coverage is provided by Hartford Steam Boiler and the ND State Bonding Fund provides fidelity bond coverage for political subdivisions. Annually the City pays approximately \$90,000 for risk management insurance coverage excluding Workforce Safety. The City’s primary policy renewal date is October 4<sup>th</sup>. She requested the Finance Committee review the policies in force and coverage limits. Mayor Dale will refer this item to the Finance, Economic Development & Personnel Committee.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – The Win Column** – This issue provided information on how Project YES works to educate youth and the community.

**Twin Town Business Partners 2020-2021 Funding Request** – DeVries explained the Twin Town Business Partners is a subcommittee of the Wahpeton Breckenridge Chamber of Commerce, and they are trying to create some of their own programming downtown, specifically focused around holidays and events. Last year they requested \$10,000 to jumpstart their planning for the holiday season, and are making the same request for this year. The money would be used for advertising, giveaways, drawings, etc. to entice people to shop downtown. **Motion by Lambrecht, seconded by Bohn, to approve \$10,000 funding for the Twin Town Business Partners 2020-2021 from Sales Tax for Economic Development.** Discussion held. **Motion carried with a roll call vote of 8-0.**

**Holiday Lights** – DeVries talked about the planned holiday lights downtown. The big community tree in Heritage Square will be done but not the tree lighting ceremony due to the pandemic, there will be decorations on the library lawn, and Holiday Lane. There will be plenty of decorations in holiday spirit around Wahpeton and music downtown as well. Discussion held.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported the Friends of the Library held outdoor book sales October 7 & 8 with a great turnout. She gave a reminder of the community survey which has about 2 weeks left. She noted STEM kits are available to families to help teach science and math. Kercher is doing a live story time Tuesdays at 10am on the library’s Facebook page. Patrons were asked to check out the library’s catalog as new items are added weekly.

### **PUBLIC WORKS DIRECTOR**

#### **Public Works Director Report** –

Miranowski requested referral to Public Works Committee **to Review Agreement with WCCO for Clean Water.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Facility Study for Pond #1 and Odor Control.** Mayor Dale will refer this item to the Public Works & Public Safety Committee.

### **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 October 12<sup>th</sup>.

**Westdale Single Family Housing Recap – motion** to negotiate the purchase of additional land – **Motion by Wateland, seconded by Lambrecht, to approve up to \$250,000 from the Sales Tax Housing Development Reserve Fund and HELP Fund to initiate negotiations for acquiring additional land in Westdale 2<sup>nd</sup> Addition and a parcel to the north. Motion carried with a roll call vote of 8-0.**

**Westside Development – discussion**

**Former Central School Site Development Proposals – discussion**

**Business Licensing Renewals Ch. 22 - discussion**

**Public Works & Public Safety Committee Report**

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on October 13<sup>th</sup>.

**Woodland Dr. Overlay Proj. ST20-257 – motion to Create Special Assessment District Res. #3757 –**

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3757**  
**RESOLUTION CREATING**  
**STREET IMPROVEMENT DISTRICT PROJ. NO. ST20-257**  
**(Woodland Drive Mill and Overlay)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods II. Motion carried with a roll call vote 8-0.

**Woodland Dr. Overlay Proj. ST20-257 – motion to approve the Professional Services Agmnt. with Interstate Engineering not to exceed \$56,044 Res. #3758 –**

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3758**  
**RESOLUTION DIRECTING PREPARATION OF**  
**ENGINEER'S REPORT AND ESTIMATE OF COSTS FOR IMPROVEMENT**  
**STREET IMPROVEMENT DISTRICT PROJ. NO. ST20-257**  
**(Woodland Drive Mill and Overlay)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Wateland. Motion carried with a roll call vote 8-0.

**Traffic Control Box Artwork – motion to approve \$500 for box and a dedicated reserve of \$4,500 – Motion by Bohn, seconded by McNary, to approve \$500 from the 1% Restaurant Tax, Art for Public Display line item, for one traffic control box. Motion carried with a roll call vote of 8-0.**

**Urban Deer Hunt – discussion**

**Dissolved Oxygen Sensor at Pond #1 – motion to approve to proceed not to exceed \$28,535 – Motion by Bohn, seconded by Carlson, to approve the purchase of a Dissolved Oxygen Sensor to be installed near Pond #1 at a cost not to exceed \$28,535. Motion carried with a roll call vote of 8-0.**

**Storm Water Utility Fee Ord. 1019 – motion to offer second reading and adoption –**

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

**ORDINANCE NO. 1019**  
**AN ORDINANCE ESTABLISHING STORM WATER UTILITY SERVICE**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with a roll call vote 8-0.

**Yard Junk/Clutter Updates - discussion**

## Building Official Updates – discussion

### Referrals

September 2020 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$319,402.37	\$67,745.26	\$387,147.63
201 WATER OPERATING FUND	\$61,956.14	\$43,664.39	\$105,620.53
202 SANITARY SEWER OPERATING FUND	\$52,375.92	\$28,138.14	\$80,514.06
203 WASTE REMOVAL OPERATING FUND	\$27,981.08	\$1,073.56	\$29,054.64
204 WASTE REDUCTION FUND	\$831.95		\$831.95
205 VECTOR CONTROL FUND	\$3,746.21	\$3,212.28	\$6,958.49
206 STREET LIGHTING	\$12,982.81		\$12,982.81
209 LIBRARY LEVY FUND	\$6,069.86	\$13,625.21	\$19,695.07
216 AIRPORT 4-MILL LEVY FUND		\$494.96	\$494.96
226 EMPLOYEE SAFETY COMMITTEE	\$664.96		\$664.96
227 ANNUAL RESERVE WH FUND		\$190.78	\$190.78
229 CAPITAL IMPROVEMENTS FUND	\$260.00		\$260.00
233 REAL ESTATE LEVY FUND	\$1,000.00		\$1,000.00
234 SPECIAL STREET MAINT FUND	\$28,759.16		\$28,759.16
236 LEVEE MAINTENANCE	\$2,449.86	\$11,121.02	\$13,570.88
253 METER DEPOSITS TRUST FUND	\$124.04		\$124.04
271 ECONOMIC DEVEL DEPT FUND	\$1,201.68	\$11,120.72	\$12,322.40
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
317 JOB DEVELOPMENT LEVY FUND	\$5,664.35		\$5,664.35
318 WEED MAINT LEVY FUND	\$1,150.00		\$1,150.00
319 LODGING TAX FUND	\$1,316.17		\$1,316.17
320 SALES TAX OPERATING FUND	\$239,112.91		\$239,112.91
324 SALES TAX MINI MATCH RSRV FUND	\$13,736.72		\$13,736.72
325 SALES TAX H.E.L.P. HOUSING FUND	\$650.00		\$650.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 SUMMER MUSIC FESTIVAL	\$14,810.49		\$14,810.49
365 PD SPEC EQUIP SINKING FUND	\$1,847.99		\$1,847.99
390 CLUBHOUSE MAINTENANCE	\$9.59		\$9.59
393 1% RESTAURANT TAX FUND	\$10,318.61		\$10,318.61
572 SALES TAX FOR FLOOD FUND	\$57,660.42		\$57,660.42
574 5-2-97 (FLOOD PHASE II)	\$37,109.72		\$37,109.72
52 DANGEROUS BLDG 120 6TH ST N	\$2,810.10		\$2,810.10
662 GATEWAY SIGNAGE/IMP.	\$20,150.00		\$20,150.00
668 JR FIELD PARKING LIT & HUGHES DR	\$354.96		\$354.96
675 WELL FIELD RECLO PROJ W19-251	\$41,139.00		\$41,139.00
<b>TOTAL</b>	<b>\$969,313.74</b>	<b>\$180,386.32</b>	<b>\$1,149,700.06</b>

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 26<sup>th</sup>, 5:00 PM
- b. Public Works Committee October 27<sup>th</sup>, 5:00 PM

### ADJOURNMENT

**Motion by Wateland, seconded by Goltz, to adjourn at 5:33 p.m. Motion carried.**

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Mayor Dale

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Lynelle Amos, Finance Assistant