

Wahpeton City Council

October 4, 2021

5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Joint Public Hearing with Planning Commission – Westdale 3rd Addition Plat – Due to the lack of a quorum of the Planning Commission this item will be continued to the October 18, 2021 City Council meeting.

Joint Public Hearing with Planning Commission – Planned Unit Development for Westdale 3 Ord. No. 1031 – Due to the lack of a quorum of the Planning Commission this item will be continued to the October 18, 2021 City Council meeting.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held September 20, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

VFW Post 4324 Raffle Permit

NDSCS Diesel Club Raffle Permit

Other Games of Chance and/or Special Permits:

BCTGM Local 167G Unit 405 Raffle Permit

Presentation/Approval of Reports

Fall Clean Up Week October 4th – October 8th

Tax Forfeited Properties List

County Redistricting Board

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

Motion by Goltz, seconded by Carlson, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.

REPORTS FROM CITY OFFICERS AND STAFF

ATTORNEY

Funding for Loy Ave. & 12th St. N. Proj. ST 19-249 – request motion to approve Resolution to issue bond Series 2021B \$1,964,000 and Series 2021C \$1,103,000 – City Attorney Hatting explained the resolution which was drafted by Jim Stewart who is the City's bond counsel.

Council member Wateland offered the following and moved its adoption:

RESOLUTION NO. 3805

**RESOLUTION CREATING THE FUND OF
IMPROVEMENT DISTRICT ST19-249
(LOY AVENUE AND 12TH STREET NORTH),
PROVIDING FOR AND APPROPRIATING SPECIAL
ASSESSMENTS FOR THE SUPPORT AND MAINTENANCE
OF SAID FUND, AND AUTHORIZING THE ISSUANCE
OF IMPROVEMENT BONDS THEREON**

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

Special Election Oct. 26th – request motion to appoint 1 inspector, 2 judges and 2 clerks – Hatting explained the City is set to have a special election on the sales tax referendum of a ¾% increase related to the construction of a proposed community recreation center and workers are needed for that election. She requested a motion to appoint one inspector, two judges, and two clerks as to be determined by the City’s Finance Director who is the City’s election coordinator. **Motion by Bohn, seconded by Woods, to approve the appointment of 1 (one) Inspector, 2 (two) Judges, and 2 (two) Clerks for the Special Election on October 26th, 2021 as determined by City Finance Director Huwe. Motion carried with all voting ‘aye’.**

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – This issue featured recognition of City of Wahpeton Finance Director/Auditor Darcie Huwe receiving the 2021 Leadership Excellence Award at the NDLC Annual Conference held recently.

DeVries provided an update on the M & H lot explaining the Council had approved its purchase and the City attorney drafted a Purchase Agreement which is now being reviewed by the M & H attorney. He then provided an update on the Mini-Match+ program which is a matching grant for improvements to the exterior of buildings. Anyone with eligible projects can contact DeVries. He reported ND Tourism was in Wahpeton last week for a photo shoot to take advantage of some of the City’s great assets. In preparing for the holidays, Holiday Lane will be done once again and volunteers were requested to help put up lights on the trees in the park. The Holiday Lights Parade is also going to be done again this year on December 11th and anyone interested in participating is encouraged to contact DeVries.

LIBRARY DIRECTOR

Library Report – Bakken reported the library is once again open Saturdays from 9:00 a.m. to 1:00 p.m. The Friends of the Library Chocolate Chocolate Day and Used Book Sales will be held October 14th from noon to 5:00 p.m. and donations are still being taken. It was noted take-out is available by calling ahead. Programming this week includes story time, a teen craft session, and outreach to daycares.

PUBLIC WORKS DIRECTOR

Public Works Report –

Miranowski requested referral to Public Works Committee **of the Annual Maintenance Agreement with ND DOT**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Engineering Agreement with Interstate Engineering for Plans and Specs for the Generator at Lift Station #8**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Loy Avenue and 12th Street North Reconstruction Project approval of the Plans and Specs and authorize the Receipt of Bids**. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Daytime Snowplowing Operations – request referral to Public Works Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Parking Ordinances – request referral to Public Works Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski then reported on the Public Works/Street Department tasks/activities in the past few weeks that have been completed or that are being worked on.

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 September 27th.

Home Renovation Program Application – motion to approve the project loan at 917 4th St. S. – Motion by Wateland, seconded by Goltz, to approve up to a \$30,000 loan for 917 4th Street South through the Home Renovation Program. Motion carried with a roll call vote of 8-0.

Westdale 3 Development Agreement – motion to approve – Motion by Wateland, seconded by Fobb, to approve the Development Agreement for Westdale 3 Community Partnership Housing Project between the City of Wahpeton and HS Investments, LLC. Motion carried with a roll call vote of 8-0.

Position Description Reviews – motion to approve the position descriptions, the proposed PW org chart and to fill the vacant Utility Worker position – Motion by Wateland, seconded by Lambrecht, to approve the position descriptions, the proposed Public Works Department Organizational Chart to include a One Year Probationary Period on all positions, and to fill the vacant Utility Worker position. Motion by Bohn, seconded by Woods, to offer an amendment to the motion to realign the Public Works Organizational Chart to include the change for the Working Street Foreman to have oversight of the street workers as outlined in its job description and recommended by the Public Works Committee. Motions carried with all voting ‘aye’.

Referrals – See PW Director Report

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on September 28th.

Westdale 3 Proj. ST21-264 Special Assessment District – motion to offer Resolution Creating the District – Motion by Bohn, seconded by McNary, to approve the Assessment District ST21- 264 Westdale 3rd Addition as presented. Motion carried with a roll call vote of 8-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3806
RESOLUTION CREATING
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 McNary. Motion carried with a roll call vote 8-0.

Homestead Addition Proj. ST21-263 Engineering Agmnt. with Interstate Engineering (Res. Directing Preparation of Detailed Plans) – motion to approve – Motion by Bohn, seconded by Woods, to approve the Homestead Addition Project ST21-263 Engineering Agreement with Interstate Engineering in its entirety, as presented, and release funds for Sub-project Four in the amount of \$31,397.18. Motion carried with a roll call vote of 8-0.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3807
RESOLUTION RECEIVING AND APPROVING ENGINEER’S REPORT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Homestead Addition Assessment District ST20-253)
PHASE A

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

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3808
RESOLUTION DIRECTING PREPARATION FOR PLANS
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT
(Homestead Addition Assessment District ST20-253)
PHASE A

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

Position Description Reviews – motion to approve the job descriptions and PW org chart with amendments – This item was covered earlier in the Finance Committee report.

Consulting Engineer Pool Selection Guidelines – discussion – This item will be removed from the agenda.

Agreement with Richland County Water Resource District for SW Drain #2 - discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals – none

NEW BUSINESS

Mayor's Minute Update – Dale provided information from his recent attendance of the NDLC Annual Conference. He said he spoke to the Director of the NDDOT Bill Panos who informed him that extra federal dollars are expected to be received by North Dakota and encouraged cities to have projects ready to go. He also spoke with Bob Walton, NDDOT Fargo District, about different options the City could potentially be looking at on the bypass, including the possibility of a grade separation. Walton gave the impression that he felt it would be justifiable. This is time sensitive, so Dale referred DOT Potential Projects to Public Works.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee October 11th, 5:00 PM
- b. Public Works Committee October 12th, 5:00 PM

Adjournment

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:34 p.m. Motion carried.

Mayor Steve Dale

Lynelle Amos, Finance Assistant