

Wahpeton City Council
September 19, 2022
5:00 p.m.

Present: Schillinger, Perdue, Woods II, Goltz, Lambrecht, McNary, Fobb, and Unruh

Absent: Bohn

Also Present: Huwe, Hatting, Miranowski, Broadland, Bakken, Thorsteinson, Anderson, Amos 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.

A Joint Public Hearing will be held with the Planning Commission on Ord. 1038 to Rezone Reserve Lot B, Rosewood 2nd Addition from R-3 to B-3 Highway – DeVillers said the Planning Commission was reconvened and referred to Miranowski who explained that the property owner had originally planned to build townhomes and it was platted but the plat was never recorded and now the property has been sold and the new owner would like to rezone the property back to its originally use, B-3 Highway. It was asked if there was anyone present to speak about the proposed ordinance change of which there was none. When asked, Huwe said there were two inquiries from nearby/adjacent properties regarding the intended next use of the property but seemed to be accepting of the zoning reverting back to the previous zoning classification of B-3. The Planning Commission was asked for their recommendation. **Motion by Dockter, seconded by Hickel, to recommend to the City Council to approve Ordinance No. 1038 to Rezone Reserve Lot B, Rosewood 2nd Addition from R-3 to B-3 Highway. Motion carried with all voting 'aye'.**

Rosewood 2nd Addition Rezone Ord. 1038

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

ORDINANCE NO. 1038
AN ORDINANCE REZONING FROM RESIDENTIAL R-3 MULTIPLE FAMILY
TO B-3 HIGHWAY
(Reserve Lot B, Rosewood 2nd Addition)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with all roll call vote of 7-0. The Public Hearing was then concluded.

Motion by Dockter, seconded by Wolfgram, to adjourn the Planning Commission meeting at 5:05 p.m. Motion carried with all voting 'aye'.

2023 Budget Presentation and Adoption of Ordinance No. 1039

Huwe reviewed some of the 2023 budget highlights as provided in the budget booklets she prepared. The City intends to levy a tax of \$2,008,588 which is a hold level dollar amount for City services, with estimated mills levied for City services to decrease from 93.02 to 84.82 mills. Discussion held.

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

ORDINANCE NO. 1039
AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF
WAHPETON, NORTH DAKOTA FOR THE YEAR 2023

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Woods. Motion carried with all roll call vote of 7-0.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held September 6, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

NDSCS Foundation Catbackers Club – Site Authorization

Zonta Club of Breckenridge Wahpeton – Raffle Permit

VFW Post 4324 – Raffle Permit

Other Games of Chance and/or Special Permits:

Presentation/Approval of Reports

Financial Statements August 2022

Bill Pay Report August 2022 (\$2,901,188.16 – see below)

NDSCS Homecoming September 26th-October 1st

Fall Clean-up Week October 3rd-7th at the Transfer Station Only

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

Eagles Club Amusement Device Licenses (2) – Huwe said in June the Wahpeton Eagles Club submitted business license applications for liquor, cabaret and amusement devices. The preparations for a tentative opening date of November 1st included a review of license applications. Initially, it appeared Council approval was needed for two additional amusement device licenses, but were all covered in the June approval. The management team at the Eagles has done an excellent job communicating their progress and intended timeline at their new location. No additional action is needed at this time.

GIS Base Map Photo Update Proposal – request referral to Finance Cmt. – Huwe said Public Works Technician Josh Meyer has received a quote from Eagleview to update the City’s geographic information system base map photograph. Referral to Finance Committee was requested. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Professional Services Proposal for Comprehensive Community Recreation – request referral to Finance Cmt. – Huwe said at the September 6th Council meeting the Mayor requested communications with JLG Architects to assist with the next steps in the planning and feasibility process. JLG would like to present a proposal for Council consideration. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

ND League of Cities Annual Conference September 22nd-24th – Huwe said this conference will be held this week in Grand Forks this year. The agenda is full of timely topics she looks forward to sharing with the Council.

ASSESSOR/BUILDING CODES

Special Assessment Commission Update – Broadland gave a reminder that Special Assessment Commission hearings will be held Tuesday, September 20th at 5:30 p.m. for the confirmation of special assessments on Improvement District Project ST19-245 John Randall Field Parking Lot & Parts of Hughes Drive, Improvement District Project ST18-239 Edgewood Park, Improvement District Project ST20-256 Central School Site, Improvement District Project ST20-257 Woodland Drive Mill & Overlay, and Improvement District Project ST21-261 Prairie Flats. Any property owner in that area that has not received a letter should contact the Assessor’s office and/or attend this public meeting. Any interested elected officials were also encouraged to attend.

LIBRARY DIRECTOR

Library Report – Bakken reported September continues as library card sign up month and they are still working to achieve their goal. She talked about the many items/services available to library card holders. Library staff will be participating in the NDSCS Homecoming parade on October 1st so the library will open at about 11:00 a.m. that Saturday. A Library Board meeting will be held Thursday at 4:00 p.m. Outreach for daycares will begin soon and those interested can contact the library.

POLICE CHIEF

K9 Vehicle Purchase – request referral to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Dakota Ave. Street Closure for Car Show September 29th 400 & 500 Blocks 3:30 pm to 7:30 pm – Anderson said the request for the street closure of the 400 and 500 Blocks of Dakota Avenue from 3:30 p.m. to 7:30 p.m. for the Classy & Classic Car Show has been rescheduled for September 29th.

PUBLIC WORKS DIRECTOR

PW Report –

Miranowski requested referral to Public Works Committee **for the East Side Sanitary Sewer Phase B, Part 2 requesting an increase in the loan from the Clean Water State Revolving Fund Program (CWSRF)**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Planning Commission Recommendation – Request 1st Reading of Ord. 1040 to Rezone Lot 1, Block 1 of Prairie Flats Addition and to Schedule a Public Hearing at 5:00 pm Oct. 3rd –

Miranowski said more information is needed from the developer so no action was necessary at this time.

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.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Perdue thanked the Wahpeton Fire Department for the Bull Bash event he and his family attended over the weekend. He said it was a fun family event he plans to attend again next year.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Goltz said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on September 12th.

Wahpeton Baseball Update – discussion

Folder Inserter Machine Replacement – motion to approve purchase up to \$12,000 – Motion by Goltz, seconded by McNary, to approve the Purchase of a new Folder Inserter Machine for up to \$12,000 with Funding Allocated 1/3 each from the General Fund, Water Fund, and Sanitary Sewer Fund through Dakota Business Solutions using the State of North Dakota NASPO Contract, and to include trying to sell the old folder inserter machine. Motion carried with a roll call vote of 7-0.

Funds Management – discussion

Qualified Immunity and First Amendment Issues for Local Government – discussion

[Fobb exit at 6:00 p.m.]

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met at 5:00 p.m. on September 13th.

Qualified Immunity and First Amendment Issues for Local Government – discussion

Comstock Construction CCO #2 Lime Lagoon Cleaning Proj. W21-260 – motion to approve \$11,397.08 – Motion by McNary, seconded by Woods, to approve Change Order #2 for the Lime Lagoon Cleaning Project W21-260 at an additional cost of \$11,397.08 by Comstock Construction. Motion carried with a roll call vote of 6-0.

Comstock Construction CCO #3 Lime Lagoon Cleaning Proj. W21-260 – motion to approve deduct of \$27,991.92 – Motion by McNary, seconded by Unruh, to approve Change Order #3 for the Lime Lagoon Cleaning Project W21-260 at a deduct of \$27,991.92 by Comstock Construction. Motion carried with a roll call vote of 6-0.

Bois de Sioux Golf Clubhouse Damage Repair & Guard Rail Replacement – motion to approve door repair at \$2,509 – Motion by McNary, seconded by Woods, to approve the window repairs at the Bois de Sioux Golf Club House at a cost of \$2,509.00 by Wahpeton Glass and Paint. Motion carried with a roll call vote of 6-0.

Comstock Construction Final Pay Request Lime Lagoon Cleaning Proj. W21-260 – motion to approve final payment of \$14,777.08 – Motion by McNary, seconded by Perdue, to approve the Final Pay Application for the Lime Lagoon Cleaning Project W21-260 at a total of \$14,777.08 to Comstock Construction. Motion carried with a roll call vote of 6-0.

Special Policing at Events – motion to approve proposed rate and attachment to special event liquor license issuance (by Resolution) – Hatting said there is more detail work to be done on this resolution so no action was taken at this time.

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals

August 2022 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$260,440.86	\$32,439.86	\$292,880.72
201 WATER OPERATING FUND	\$230,501.79	\$46,867.83	\$277,369.62
202 SANITARY SEWER OPERATING FUND	\$120,950.08	\$31,909.79	\$152,859.87
203 WASTE REMOVAL OPERATING FUND	\$30,259.05	\$1,299.86	\$31,558.91
204 WASTE REDUCTION FUND	\$972.08		\$972.08
205 VECTOR CONTROL FUND	\$4,664.34	\$2,454.68	\$7,119.02
206 STREET LIGHTING	\$15,164.75		\$15,164.75
207 STORM WATER UTILITY	\$6,835.50		\$6,835.50
209 LIBRARY LEVY FUND	\$10,190.95	\$15,713.19	\$25,904.14
216 AIRPORT 4-MILL LEVY FUND		\$897.06	\$897.06
229 CAPITAL IMPROVEMENTS FUND	\$13,623.08		\$13,623.08
234 SPECIAL STREET MAINT FUND	\$14,727.32		\$14,727.32
236 LEVEE MAINTENANCE	\$4,127.51	\$17,009.45	\$21,136.96
253 METER DEPOSITS TRUST FUND	-\$84.61		-\$84.61
271 ECONOMIC DEVEL DEPT FUND	\$4,049.41	\$12,006.62	\$16,056.03
303 MISCELLANEOUS FUND	\$130.03		\$130.03
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$350.00		\$350.00
319 LODGING TAX FUND	\$286.74		\$286.74
320 SALES TAX OPERATING FUND	\$17,993.67		\$17,993.67
321 SALES TAX RESERVE FUND	\$439.00		\$439.00
323 SALES TAX DEVELOPERS AGMNT RES	\$250.53		\$250.53
325 SALES TAX H.E.L.P. HOUSING FUND	\$805.00		\$805.00
326 REVOLVING LOAN FUND	\$177,416.67		\$177,416.67
330 JULY 4TH FIREWORKS	\$342.90		\$342.90

331 FALL FESTIVAL	\$687.99		\$687.99
365 PD SPEC EQUIP SINKING FUND	\$869.07		\$869.07
393 1% RESTAURANT TAX FUND	\$355.00		\$355.00
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
465 R/I #11918 SERIES 2018A DWSRF	\$19,100.00		\$19,100.00
466 R/I #12018 SERIES 2018B CWSRF	\$44,050.00		\$44,050.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$25,750.00		\$25,750.00
469 R/I# 12319 CWSRF 2018 SERIES D	\$57,900.00		\$57,900.00
470 R/I# 12421 CWSRF SERIES 2021A	\$111,878.51		\$111,878.51
472 R/I# 12622 SERIES 2021 B&C	\$829.55		\$829.55
666 E.SIDE SANITARY PART B PH II	\$1,208,213.41	\$1,208,213.41	\$1,208,213.41
668 JR FIELD PARKING LIT & HUGHES DR	\$1,558.22		\$1,558.22
670 EDGEWOOD PARK ST18-239	\$600.00		\$600.00
672 8TH AVE. N PROJ. ST19-248	\$22,828.09		\$22,828.09
673 LOY AVE & 12TH ST PROJ ST19-249	\$69,872.25		\$69,872.25
675 WELL FIELD RECLO PROJ W19-251	\$33,753.67		\$33,753.67
677 CENTRAL SCHOOL SITE ST20-256	\$1,528.04		\$1,528.04
679 W.WATER FACILITY PLAN	\$4,129.68		\$4,129.68
681 HOMESTEAD DEVELOPMENT ST21-263	\$74,903.54		\$74,903.54
682 PRAIRIE FLATS 1ST ST21-261	\$126,167.63		\$126,167.63
684 WESTDALE 3 ADDITION ST21-264	\$6,463.79		\$6,463.79
686 DOWNTOWN S STREETS2 ST21-259	\$9,179.73		\$9,179.73
TOTAL	\$2,740,589.82	\$160,598.34	\$2,901,188.16

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee September 26th, 5:00 PM
- b. Public Works Committee September 27th, 5:00 PM

ADJOURNMENT

Motion by Gotlz, seconded by Schillinger, to adjourn at 6:07 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant