

Wahpeton City Council

September 20, 2021

5:00 p.m.

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

Absent: None

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

2022 Budget Hearing – Huwe stated the 2022 Preliminary Budget was approved by the Council on July 26, 2021 and there have been no suggested changes. She then reviewed some of the budget highlights. Quick facts included: Hold level or decrease in the number of mills levied for services for the 11th consecutive year at 93.21 mills; Increase in General Fund Expenses of \$225,039; and Property taxes represent 17%, Sales tax 21%, and Special assessments 7% of all city revenues before transfers. Revenues, expenses, and fund equity were then reviewed. It was further noted: Property taxes on a \$200,000 home for City services 2021 was estimated at \$66 per month - if your home value increased 6% the new amount is estimated at \$70 per month for 2022; Sewer and vector control rates remain unchanged - adjustments were made in the water, garbage, waste reduction and streetlight fees; Capital Improvements Projects (9) with 8 in planning stages / Operating Budgets with 8 of 20 included in the preliminary budget, 12 are pending funding; Payroll expenses are expected to increase \$197,872 (5%), health insurance for employees decreased \$8,785 due to new NDPERS hold level renewal in May, Council added 1 FTE 7/1/21 bringing the FTE count to 43.80. Huwe stated she did not receive any inquiries either written or otherwise regarding the budget. Dale asked if there was anyone present to speak about the budget and there was none. The Public Hearing was then concluded.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held September 7, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Friends of Liz – Raffle Permit

Presentation/Approval of Reports

August 2021 Bill Pay Report \$1,596,561.36 – see below

August 2021 Financial Statements

Fall Clean Up Week October 4th-October 8th

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

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

Motion carried with all voting ‘aye’.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2022 Budget Ordinance No. 1029 request second reading and adoption of the 2022 certificate of mill levy – Huwe said the 2022 Budget process began last April. There are 17 operating departments, and 88 individual funds included in the 2022 budget. The annual budget is a collective product of service delivery priorities and fiscal allocation of City resources. She then asked for any additional follow up questions, and hearing none requested a motion to offer second reading and adoption of Ordinance number 1029.

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

ORDINANCE NO. 1029
**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF
WAHPETON, NORTH DAKOTA FOR THE YEAR 2022**

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

Series 2021B Bonds Loy Ave. & 12th St. N. Reconstruction Project No. ST19-249 – Huwe said this project has qualified for financing and debt forgiveness through the State Clean Water and Drinking Water Revolving Loan Funds. The City’s Bond Counsel Arntson, Stewart and Wegner are currently coordinating the series 2021B and 2021C debt issues with the ND Public Finance Agency. Bond documents are pending additional information. She requested this item be carried over to the October 4th Council meeting.

Westdale 3 Development Agreement – request referral to Finance Cmt. – Huwe said Bryan Smith of H&S Investments attended the Finance Committee meeting on August 23rd to express interest in purchasing the 14.37 acres north of Walmart in Westdale 3 Addition from the City. Mr. Smith is currently constructing 10 homes in the Westdale 2 Addition and is working with the Planning Commission in the plat review and zoning revision processes, of which both are scheduled for review at a public hearing October 4th. The sale of land, proposed housing options, funding of infrastructure improvements, and performance timelines will be stipulated in a development agreement. Previously there was a unanimous motion from the Finance Committee to proceed with the sale of the land for \$57,480, however due to the lack of a supermajority at a subsequent Council meeting the sale of land could not be voted upon. She asked that the Council consider a motion to make that land sale to H & S Investments. **Motion by Wateland, seconded by Goltz, to approve selling the 14.37 Acres in Westdale 3 to H&S Investments LLC for \$57,480. Motion carried with a roll call vote of 8-0.** She then requested the development agreement for Westdale 3 be referred to the Finance Committee. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

2021 Special Election Information – Huwe reported information about the special sales tax election on October 26th is available on the City’s website homepage under public notices. There will be a single polling location at the Wahpeton Community Center, and absentee ballots are available at City Hall.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries reported the Planning Commission met earlier today and reviewed the preliminary plat from Lowry Engineering, working with the Community Development Corporation, for Homestead Addition, west of the 210 Bypass and south of Walmart, and recommend to Council to approve the preliminary plat and set a joint public hearing. **Motion by Bohn, seconded by McNary, to approve the Preliminary Plat for Homestead Addition and to set a Joint Public Hearing with the Planning Commission for October 18th, 2021 at 5:00 p.m.**

DeVries said more applications have been received for the Housing Rehabilitation and Neighborhood Revitalization Program and asked that they be referred to the Finance Committee for consideration. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries reported the Fall Festival and Bull Bash events that took place this past weekend went very well and he considered all the events a success. He considered it a big ‘Win’ for Wahpeton.

LIBRARY DIRECTOR

Library Report – Bakken reported programming taking place at the library this week includes story time and craft day for school-agers on Tuesday, preschool movie on Wednesday, a Library Board meeting on Thursday, and the library staff intend to participate in the NDSCS homecoming parade on

Saturday. She also noted Chocolate Chocolate Day & Used Book Sale will be held Thursday, October 14th from noon to 5:00 p.m. Donations of books for the sale are now being accepted.

PUBLIC WORKS DIRECTOR

PW Report – Miranowski requested referral to Public Works Committee **to set up the Special Assessment District for Westdale 3**. 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 September 13th.

Dakota Ave. Christmas Lighting Proposals – motion to approve Dakota Design \$11,900 – **Motion by Wateland, seconded by Lambrecht, to approve the Proposal from Dakota Designs for the Dakota Avenue Holiday Lighting Option 1, from 1st Street to 11th Street, at the cost of \$11,900 from the 1% Restaurant Sales Tax. Motion carried with a roll call vote of 8-0.**

Position Description Reviews – discussion

2022 Budget

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on September 14th.

Southside Fire Station Alley – motion to approve concrete replacement in 2 phases at \$25,000 each – **Motion by Bohn, seconded by Woods II, to approve up to \$25,000 for Phase I from the Fire Department Mill Levy Fund and \$25,000 for Phase II from the Real Estate Levy Fund for the Concrete Alley Project at the Southside Fire Station. Motion carried with a roll call vote of 8-0.**

Preliminary Engineering Agmt. with ND DOT for Proj. ND Hwy 210 from Jct. 13 to Red River – motion to approve – **Motion by Bohn, seconded by McNary, to approve the Preliminary Engineering Agreement with ND DOT for Project ND Hwy 210 from JCT. 13 to the Red River.** Discussion held regarding the scope of the project. **Motion carried with all voting ‘aye’.**

Traffic Control Box Art – discussion

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

Position Description Reviews – discussion

Consulting Engineer Pool Selection Guidelines – discussion

5G & Small Wireless Facilities Ordinance No. 1027

Grade Separated Pedestrian Crossing at Hwy 210 and 14th Ave. N. – discussion

2022 Budget Review – discussion

Yard Junk/Clutter Updates - discussion

Building Official Updates – discussion

Referrals – None

NEW BUSINESS

Mayor's Minute Update – Dale said he had a busy week which included attending the North Dakota League of Cities 2021 Annual Conference. He announced City Finance Director/Auditor Darcie Huwe won the Leadership Excellence Award for Appointed Official this year. He said being recognized at the State level reminds us how lucky we are to have her and he thanked her for all she does for the City of Wahpeton. Appreciation was shown through a round of applause.

August 2021 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$285,824.51	\$35,759.43	\$321,583.94
201 WATER OPERATING FUND	\$186,754.94	\$44,729.62	\$231,484.56
202 SANITARY SEWER OPERATING FUND	\$63,941.13	\$29,113.21	\$93,054.34
203 WASTE REMOVAL OPERATING FUND	\$31,976.20	\$1,094.88	\$33,071.08
204 WASTE REDUCTION FUND	\$631.81		\$631.81
205 VECTOR CONTROL FUND	\$3,437.86	\$2,836.39	\$6,274.25
206 STREET LIGHTING	\$13,875.74		\$13,875.74
207 STORM WATER UTILITY	\$6,266.70		\$6,266.70
209 LIBRARY LEVY FUND	\$9,010.19	\$14,267.01	\$23,277.20
216 AIRPORT 4-MILL LEVY FUND		\$717.66	\$717.66
227 ANNUAL RESERVE WH FUND		-\$2,217.58	-\$2,217.58
229 CAPITAL IMPROVEMENTS FUND	\$9,523.13		\$9,523.13
233 REAL ESTATE LEVY FUND	\$150.00		\$150.00
234 SPECIAL STREET MAINT FUND	\$6,234.28		\$6,234.28
236 LEVEE MAINTENANCE	\$5,201.62	\$13,416.92	\$18,618.54
240 SPECIAL TRANSPORTATION FUNDING	\$12,155.00		\$12,155.00
253 METER DEPOSITS TRUST FUND	\$327.62		\$327.62
271 ECONOMIC DEVEL DEPT FUND	\$6,391.08	\$11,502.76	\$17,893.84
303 MISCELLANEOUS FUND	\$1,038.50		\$1,038.50
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$10,500.00		\$10,500.00
319 LODGING TAX FUND	\$434.99		\$434.99
320 SALES TAX OPERATING FUND	\$24,705.67		\$24,705.67
321 SALES TAX RESERVE FUND	\$20,290.04		\$20,290.04
323 SALES TAX DEVELOPERS AGMNT RES	\$20.00		\$20.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$205.00		\$205.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
328 SUMMER MUSIC FESTIVAL	\$1,608.80		\$1,608.80
329 BULL RIDING EVENT	\$5,006.00		\$5,006.00
330 JULY 4TH FIREWORKS	\$7,871.68		\$7,871.68
365 PD SPEC EQUIP SINKING FUND	\$379.00		\$379.00
393 1% RESTAURANT TAX FUND	\$8,243.86		\$8,243.86
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
463 R/I #11716 BND LOAN 2016	\$46,686.65		\$46,686.65
465 R/I #11918 SERIES 2018A DWSRF	\$19,250.00		\$19,250.00
466 R/I #12018 SERIES 2018B CWSRF	\$44,400.00		\$44,400.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$25,950.00		\$25,950.00
469 R/I# 12319 CWSRF 2018 SERIES D	\$58,350.00		\$58,350.00
574 5-2-97 (FLOOD PHASE II)	\$785.00		\$785.00
665 E. SAN. SEWER PH B SS18-243	\$68,614.83		\$68,614.83
668 JR FIELD PARKING LIT & HUGHES DR	\$323,976.74		\$323,976.74
675 WELL FIELD RECLO PROJ W19-251	\$95,050.00		\$95,050.00
676 DOWNTOWN S. STREETS ST20-255	\$5,040.00		\$5,040.00
677 CENTRAL SCHOOL SITE ST20-256	\$15,550.82		\$15,550.82
678 WOODLAND DR MILL & OLAY ST20-257	\$40.00		\$40.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$12,850.00		\$12,850.00
682 PRAIRIE FLATS 1ST ST21-261	\$840.00		\$840.00
TOTAL	\$1,445,341.06	\$151,220.30	\$1,596,561.36

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee September 27th, 5:00 PM
- b. Public Works Committee September 28th, 5:00 PM

ADJOURNMENT

Motion by Wateland, seconded by Lambrecht, to adjourn at 5:40 p.m. Motion carried.

Mayor Dale

Lynelle Amos, Finance Assistant