

Wahpeton City Council
September 7, 2021
5:00 p.m.

Present: Lambrecht, Wateland, Dale, Bohn, Woods II, and McNary

Absent: Carlson, Goltz, and Fobb

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

CALL TO ORDER

Meeting called to order by Mayor Dale.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held August 16, 2021

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Wahpeton Fire Department – Games of Chance

Presentation/Approval of Reports

Bull Bash September 18th

NDSOS Homecoming September 20th-25th

2021 Special Election Voting Information

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

Motion by Wateland, seconded by Lambrecht, 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 first reading and motion to set a public hearing for Sept. 20th –

Huwe said the 2022 Budget is available for review on the City website and will be reviewed in summary at the September 20th Council meeting. The current year budget was adopted on September 21st, 2020 with projected revenues of just over \$13.4 million and expenses estimated at \$11.85 million. Both revenues and expenses are benchmarking at acceptable levels year to date. The total revenue projected for 2022 is just over \$14.26 million with an estimated \$12.9 million of expenses. The 9% increase in expenses is attributed to a combination of operating budget capital projects, sales tax funding commitments, and compensation related expenses. Major capital improvement projects are addressed in the capital improvement planning process and typically not included in the budget ordinance. She requested a motion to offer first reading of Ordinance number 1029 and to schedule a public hearing for September 20th, 2021, at 5:00 pm.

Council member Lambrecht offered the first reading of the following Ordinance:

ORDINANCE NO. 1029

**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF
WAHPETON, NORTH DAKOTA FOR THE YEAR 2022**

Motion by Lambrecht, seconded by Bohn, to approve scheduling a Public Hearing for September 20th, 2021 at 5:00 p.m. for the 2022 Budget review. Motion carried with all voting 'aye'.

Amusement Device License – Head of the Red Youth Activities at City Brew Hall – Huwe said the Head of the Red Youth Activities Association has recently acquired a gaming site authorization at the City Brew Hall, and they are requesting approval of 7 amusement device licenses for 6 electronic pull tab

machines and 1 hard card machine. She requested a motion to approve the (7) 2021 amusement device licenses for the Head of the Red Youth Activities Association. **Motion by McNary, seconded by Woods II, to approve the (7) 2021 Amusement Device Licenses for the Head of the Red Youth Activities Association. Motion carried with all voting ‘aye’.**

Fire Dept. Trailer Trade - \$0 exchange enclosed trailer for open trailer DCT Trailers – Huwe said the Wahpeton Fire Department has a 2004 Dakota Cargo Trailer they would like to trade for an open utility trailer of equal value through DCT Trailers. The Fire Chief explained they have frequently borrowed an open utility trailer to transport fire hoses and would utilize an open trailer much more frequently than the enclosed trailer. She requested a motion to approve the no-cost trade. **Motion by Lambrecht, seconded by Bohn, to approve the No-Cost Trade of a 2004 Dakota Cargo Trailer for an Open Utility Trailer of equal value through Dakota Cargo Trailers. Discussion held. Motion carried with a roll call vote of 5-0.**

Series 2021A Sanitary Sewer Revenue Bonds East Side Sanitary Sewer Proj. Ph. B – Huwe said on March 1st, 2021, the Council approved the issuance of up to \$3,000,000 in clean water revolving loan fund sanitary sewer revenue bonds for the permanent financing of the East Side Sanitary Sewer Project Phase B. The bonds will be amortized at 2% interest over 25 years with the source of repayment being the Sanitary Sewer Enterprise Fund. The annual debt service is budgeted at approximately \$157,000 and represents \$3.33 of the monthly sewer charge of \$17.76. She requested a motion to approve the mayor’s signature on the closing certificate and accompanying documentation. **Motion by Bohn, seconded by Woods II, to approve the City of Wahpeton Mayor’s Signature on the Closing Certificate and Accompanying Documentation for the Series 2021A Sanitary Sewer Revenue Bonds for the Permanent Financing of the East Side Sanitary Sewer Project Phase B. Motion carried with a roll call vote of 5-0.**

American Rescue Plan Funding Update – Huwe reported the City received payment 1 of 2 for \$607,151.46 of the American Rescue Fund distributions to non-entitlement cities. The funds are receipted into the sales tax for infrastructure fund and may be applied to any state revolving fund eligible project.

2021 Special Election Information – Huwe said 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 will be available on September 16th.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – This issue featured headwinds the City of Wahpeton has faced and found solutions to.

Planning Commission Recommendation to offer 1st Reading of Ord. 1031 Westdale 3 PUD and to set a public hearing for Oct. 4th at 5:00 p.m.

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

ORDINANCE NO. 1031
AN ORDINANCE AMENDING SECTION 46 ZONING
ARTICLE III – ZONING DISTRICTS DIVISION 5 OTHER DISTRICTS
(CREATING PLANNED UNIT DEVELOPMENT ZONING FOR
WESTDALE THIRD ADDITION)

Motion by Bohn, seconded by McNary, to approve scheduling a Public Hearing for October 4th, 2021 at 5:00 p.m. for the Westdale 3 Planned Unit Development. Motion carried with all voting ‘aye’.

Planning Commission Recommendation to approve the Preliminary Plat of Westdale 3 and to set a public hearing for Oct. 4th at 5:00 p.m. – Motion by Bohn, seconded by McNary, to approve the Preliminary Plat for Westdale 3 and to scheduling a Public Hearing for October 4th, 2021 at 5:00 p.m. for the Preliminary Plat of Westdale 3. Motion carried with all voting ‘aye’.

Dakota Ave. Christmas Lighting Proposals – DeVries requested referral of Dakota Avenue Christmas Lighting Proposals to the Finance Committee. Mayor Dale will refer this item to the Finance, Personnel & Economic Development Committee.

(Thorsteinson enter at 5:10pm)

DeVries requested referral of Utility Box Art to the Public Works Committee. Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Regarding the Housing Rehabilitation Program, DeVries noted 3 applications had been previously approved but one has since been declined due to the resident being behind on their utility bill, however there may be an eligible project to replace it. He said the HIPP program has been slower this year and noted the deadline for applying is October 31st. He reported framing will be taking place in Westdale II for all 10 homes. The CVB is ordering new brochures and city maps. Welcome baskets/bags are being worked on for those new to or visiting the city. The city calendar has been updated on the City website and it is hope to keep it current on events happening in Wahpeton. The Fall Festival will take place September 16-18 and they are still in need of volunteers. NDCS Homecoming activities will be held the following week from September 20-25.

(DeVries exit at 5:15pm)

LIBRARY DIRECTOR

Library Report – Bakken reported fall programming started today at the library. In-person story time is back and will be held Tuesday mornings at 10:00 a.m. Preschool fun days will be held the 2nd and 4th Wednesdays at 10:00 a.m. Teen programs will be held on the 1st Thursday of each month at 4:00 p.m. The Leach Reads Book Club will meet on the 3rd Wednesdays of the month at 1:30 p.m. with books available at the library. Adult craft sessions will be held on the 3rd Thursday of the month at 5:30 p.m. with pre-registration appreciated but not required. Daycare outreach program will begin September 24th, and daycares interested in a story time should contact the library to schedule the visit. Refer to the library’s website for a full calendar of events for children, teens, and adults. Tomorrow a Friends of the Library meeting will be held to plan the Chocolate Day event. September is Library Card Sign Up Month and applications can be filled out online or in person. An ID must be presented for proof of current address. A 9/11 history display has been posted in the hallway of the lower level of the library for patrons to view and remember that fateful day in history.

PUBLIC WORKS DIRECTOR

Public Works Report –

Professional Services Agmnt. with Interstate Engineering VFD Flood Lift Stations Proj. FL21-262 – Motion by Bohn, seconded by Wateland, to approve the Professional Services Agreement with Interstate Engineering for the Variable Frequency Drive (VFD) Flood Lift Stations Project FL21-262. Motion carried with a roll call vote of 5-0.

Preliminary Engineering Agmnt. with NDDOT, ND 210 from Jct 13 to Red River – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Position Description Reviews – request referral to PW and Finance Cmts. – Mayor Dale will refer this item to the Public Works & Public Safety Committee and also to the Finance, Personnel & Economic Development Committee.

South Side Fire Station Concrete – request referral to PW Cmt. – Mayor Dale will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of Consideration of Grade Separated Pedestrian Crossing at Hwy 210 and 14th Avenue North as part of the Homestead Development.** 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 August 23rd.

Westdale 3 Request for Development Agreement – motion to approve the sale of land for \$57,480 and to Draft a Development Agreement with H & S Investments – Due to the lack of a supermajority of the Council the sale of land could not take place. **Motion by Wateland, seconded by Lambrecht, to approve drafting a Development Agreement with H & S Investments LLC. Motion carried with all voting ‘aye’.**

2022 Budget Contract Renewals – motion to approve each of the following:

School Resource Officer MOA with Wahpeton Public Schools – **Motion by Wateland, seconded by Lambrecht, to approve a Memorandum of Agreement between the City of Wahpeton Police Department and the Wahpeton Public School District for the School Resource Officer Program, with the City funding 25% and the School funding 75% of actual costs, for 36 months to expire September 17th, 2024.** Discussion held. **Motion carried with a roll call vote of 5-0.**

Indigent Defense Service with Smith & Strege – **Motion by Wateland, seconded by Lambrecht, to approve the Contract for Indigent Defense in the City of Wahpeton with Smith & Strege, Ltd. for 28 months to expire December 31, 2023, with a reset increase in September of 2021. Motion carried with a roll call vote of 5-0.**

Alternate Indigent Defense Services with Mark Meyer – **Motion by Wateland, seconded by Woods II, to approve the Contract for Alternate Indigent Defense in the City of Wahpeton with Attorney Mark A. Meyer for three years to expire December 31, 2024. Motion carried with a roll call vote of 5-0.**

Public Works & Public Safety Committee Report

Bohn said the Public Works & Public Safety Committee met at 5:00 p.m. on August 24th.

Special Assessment Overview Loy Ave. & 12th St. N. Proj. ST19-249 – discussion

2021 Seal Coat Proj. Balancing/Final CCO Pearson Bros. Inc. – motion to approve \$79,919.94 – **Motion by Bohn, seconded by Woods II, to approve the Balancing/Final Change Order and Final Payment in the amount of \$71,919.94 to Pearson Brothers, Inc. for the 2021 Sealcoat Project. Motion carried with a roll call vote of 5-0.**

Library Rest Room Remodel – motion to approve up to \$17,218 – Bohn explained the bids have been updated with the contractors and Library Director Bakken recommends approval of the low bidder Gast Construction. **Motion by Bohn, seconded by McNary, to approve the bid from Gast Construction for \$16,740 for the Library Rest Room Remodel Project. Motion carried with a roll call vote of 5-0.**

2022 Budget Review – discussion

Consulting Engineer Pool Selection Procedures – motion to approve – Bohn requested this item return to PW Committee for clarification.

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

Rental Property Inspection Program – discussion

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals – see PW Director Report

NEW BUSINESS

Mayor’s Minute Update – Dale thanked the Mayor’s Ad-hoc Recreation Center Committee members for their service on the committee and for fulfilling their mission. He said the committee will be allowed to sunset but encouraged members to set up subcommittees to continue their efforts.

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee September 13th, 5:00 PM
- b. Public Works Committee September 14th, 5:00 PM

Adjournment

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

Mayor Steve Dale

Lynelle Amos, Finance Assistant