

# Wahpeton City Council

April 1, 2024

5:00 p.m.

**Present:** Mayor Brett Lambrecht, Council Members Shannon Schillinger, David Woods II, Jason Goltz, Tiana Bohn, Renata Fobb (remotely), and Cory Unruh

**Absent:** Chad Perdue and Kelly McNary

**Also Present:** Finance Director Darcie Huwe, Public Works Director Dennis Miranowski, Community Development Director Chris DeVries, Library Director Melissa Bakken, Police Chief Matthew Anderson, Deputy Police Chief Tim Appell, Finance Assistant Lynelle Amos, Auditor's Assistant Cheryl O'Meara, and Public Utilities Assistant DeVy Johannessen

## CALL TO ORDER – PLEDGE OF ALLEGIANCE

Meeting called to order by Mayor Lambrecht. The pledge of allegiance was then recited.

## PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

**Proclamation – Sexual Assault Awareness Month** – Community Development Director DeVries read a proclamation declaring April 2024 as Sexual Assault Awareness & Prevention Month in the City of Wahpeton. The proclamation was presented to Becky DeVries of the Three Rivers Crisis Center.

Council member Goltz read a proclamation recognizing Syttende Mai Norwegian Constitution Day May 17<sup>th</sup>, 2024 in the City of Wahpeton. Members of the Sons of Norway Chapter, the Henrik Ibsen Lodge, were present to receive the proclamation. (Fobb joined the meeting remotely at 5:06pm)

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

**Approval of minutes of regular meeting held March 18, 2024**

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

NDSCS Auction Committee – Raffle Permit

Wahpeton Dollars for Scholars – Raffle Permit

**Other Games of Chance and/or Special Permits:**

Wahpeton Baseball Association – Raffle Permit

**Presentation/Approval of Reports**

2023 ND Dept. of Transportation Funding Report

2023 Midco Communications Cable Television Franchise Fee Report

Spring Cleanup May 13<sup>th</sup>-17<sup>th</sup>

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Woods, seconded by Bohn, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

## REPORTS FROM CITY OFFICERS AND STAFF

### FINANCE DIRECTOR

**2023 ND DOT Transportation Funding Report** – Huwe explained NDCC 54-27-26 requires each political subdivision receiving funding from the ND Department of Transportation to file an annual report of funding and expenditures related to transportation. The reporting may vary widely dependent upon timing of capital improvement projects, grants funds and debt financing. 2023 Receipts from Local Sources totaled \$7,091,999 compared to \$5.6 million in 2022 attributed to \$5.8 million dollars of sales tax for infrastructure transferred to completed projects in December 2023. Transportation expenditures were up \$1.9 million, primarily attributed to the Downtown Sidestreets and 8<sup>th</sup> Avenue North projects. The timing of projects and sources of funding may create large percentage changes when comparing one year to the next. **Motion by Unruh, seconded by Woods, to approve the 2023 ND Transportation Funding Report as submitted. Motion carried with all voting ‘aye’.**

**Liquor License Name Change** – Huwe said the Council approved the 2024 Class C-1 Liquor License for DPKN LLC doing business as the Boiler Room at 404 Dakota Avenue. DPKN has registered the name Twin Town Tavern and has requested the Council to approve the business name change. **Motion by Goltz, seconded by Schillinger, to approve the 2024 Class C-1 Liquor License for DPKN LLC doing business as the Boiler Room be changed to Twin Town Tavern at 404 Dakota Avenue. Motion carried with all voting ‘aye’.**

**Three Rivers Gymnastics Amusement Device License (5) Application** – Huwe said Three Rivers Gymnastics has a gaming site authorization for 404 Dakota Avenue, they did not apply for 2024 amusement device licenses pending a change in the business operating schedule. With the opening of Twin Town Tavern, Three Rivers Gymnastics has requested approval of 5 amusement devices at that location. **Motion by Unruh, seconded by Schillinger, to approve the five (5) amusement device licenses for 2024 for Three Rivers Gymnastics at Twin Town Tavern 404 Dakota Avenue. Motion carried with all voting ‘aye’.**

**2024 Fireworks Licenses** – Huwe said the City of Wahpeton may grant up to seven retail fireworks licenses each year to allow merchants to sell fireworks from June 27<sup>th</sup> to July 5<sup>th</sup>. The license applicants for 2024 include five returning applicants: Little Unny’s, Jerry’s Fireworks, Sturdevant’s, Wahpeton FFA, and Patriot Place Fireworks. **Motion by Bohn, seconded by Goltz, to approve the 2024 retail fireworks licenses for these five applicants: Little Unny’s, Jerry’s Fireworks, Sturdevant’s, Wahpeton FFA, and Patriot Place Fireworks, contingent upon satisfaction of all license requirements and site inspections. Motion carried with all voting ‘aye’.**

**2024 Election Filing Deadline April 8<sup>th</sup> at 4:00 p.m.** – Huwe said the City of Wahpeton contests on the June 11<sup>th</sup>, 2024, ballot include Ward 2, Ward 4, and (2) At-large positions. The ballot will also include 3 At-large Park Board Commissioners. She has received and approved the candidate filing submittal from Jason Goltz, the Ward 2 incumbent, Dr. David Woods, the Ward 4 incumbent, Steve Dale At-Large, Shannon Schillinger At-Large incumbent, and Renata Fobb At-Large incumbent. Zach Hatting and Jesse Sedler have filed for the At-Large Park Board positions. Candidacy filings are due to City Hall by 4:00 PM on April 8<sup>th</sup>. Information and the required filing forms are available on the City’s website and at City Hall.

### **ASSESSOR/BUILDING CODES**

**Reminder of City Equalization Meeting Tuesday, April 9<sup>th</sup> at 5:00 p.m.** – Mayor Lambrecht gave a reminder of the City Equalization meeting. A quorum of the Council is required so those unable to attend should let the City Assessor know.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries said this issue of the Win Column featured City staff and council members who serve in other capacities in the community coaching, mentoring, and all-around helping our youth.

DeVries announced the City would once again be partnering with Gate City Bank for the Housing Improvement Partnership Program (HIPP) which provides low interest loans for home improvements. The application can be obtained on the City’s website or by contacting City Hall. This program was very successful last year and interest has already been shown for this year.

DeVries reported at the next Council meeting he and Kory Kaste of the Southern Valley Economic Development Authority plan to provide a joint report of activities they have been working on. He said there are a lot of things in the works and they are looking forward to a good spring.

### **LIBRARY DIRECTOR**

**Library Report** – Library Director Bakken reported happenings scheduled at the library in the next few weeks include regularly scheduled events, such as story time, anime club, and outreach. The library will be closed this Thursday for a staff workshop. The library 100<sup>th</sup> celebration is scheduled for April 8<sup>th</sup> from 1:00-4:00 p.m. and the citizens of Wahpeton were invited to attend. ND State Librarian Mary Soucie plans to be in attendance. April 8<sup>th</sup> is also considered the Right to Read Day, it is the beginning of National Library Week, and the total solar eclipse is expected with the library having glasses available for viewing. Youth Librarian Kercher will be attending the Week of the Young Child event April 9<sup>th</sup> at the Community Center.

### **POLICE CHIEF REPORT**

**Police Dept. Report – Q1 2024 Police Dept. Report** – Police Chief Anderson provided an update on activity at the Police Department for the first quarter of the year. They have had 1,684 calls for service, which is about a 2% decrease. They have seen about a 66% increase in overdoses. They have spent a lot of time for mental health services/people in crisis at about a 200% increase. Assaults and domestics of all types are down 42%. Shoplifting and thefts are up. The biggest increase has been frauds & scams at about a 200% increase. Accidents are down. There were 9 DUI's, 4 being drug related. Regarding investigations they have had a total of 24 cases moved from patrol onto investigations, with 14 currently open and largely scams. They have had 5 use of force incidents this year with all handled with appropriate levels of force.

### **PUBLIC WORKS DIRECTOR**

#### **Public Works Report – Referrals to PW Cmt. –**

Miranowski requested referral to Public Works Committee **of an Engineering Agreement with Interstate Engineering for the 4<sup>th</sup> Street South from the Railroad Tracks to 4<sup>th</sup> Avenue South and 4<sup>th</sup> Avenue South from 4<sup>th</sup> Street South to 6<sup>th</sup> Street South Reconstruction Project as part of the Urban Roads Program.** Mayor Lambrecht 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 the 4<sup>th</sup> Street South from 4<sup>th</sup> Avenue South to 7<sup>th</sup> Avenue South and 4<sup>th</sup> Avenue South from 3<sup>rd</sup> Street South to 4<sup>th</sup> Street South Reconstruction Project for the Non-Urban Roads Portion.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Contract Renewal with Airborne Vector Control for Aerial Spraying.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**Repair West Wall of Police Impound Building – refer to PW Cmt.** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**Install Bunker Wall at Salt/Sand Storage Building – refer to PW Cmt.** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

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

### **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

Mayor Lambrecht extended an invitation for all to attend the Library 100<sup>th</sup> Celebration. He also congratulated the NDSCS women's basketball team on their participation at the National Tournament, as they won the first game but lost the second.

### **REPORTS FROM THE CITY COUNCIL COMMITTEES**

#### **Public Works & Public Safety Committee Report**

Woods said the Public Works & Public Safety Committee met on March 25 at 4:00 p.m.

**Review Bids & Award Project for 2024 Sealcoat Proj. ST24-282 – motion to award to Astech Corp. \$86,779.91 – Motion by Woods, seconded by Unruh, to approve awarding the bid for the 2024 Sealcoat Project ST24-282 to Astech Corp. in the amount of \$86,779.91. Motion carried with a roll call vote of 6-0.**

**Dakota Ave. Planter Purchase Recommendation from Community Enhancement Cmt. – motion to approve purchase of 20 planters from Earth Planter \$9,741, Funding from Restaurant Tax Fund – Motion by Woods, seconded by Goltz, to approve authorizing the purchase of 20 Waterless Planters from Earth Planter in the amount of \$9,741, with funding from the Restaurant Sales Tax Fund as proposed by the Community Enhancement Committee. Motion carried with a roll call vote of 6-0.**

**East Central & SE Street Imp. Proj. ST23-278 Approve Engineer’s Plans, Specs & Estimates for Res. Of Necessity and Res. Directing Advertisement of Bids Res. 3887, 3888 & 3889 – motion to proceed –**  
Council member Woods offered the following and moved its adoption:

**RESOLUTION NO. 3887**  
**RESOLUTION APPROVING ENGINEER’S PLANS,  
SPECIFICATIONS AND ESTIMATE OF COSTS  
EASTSIDE STREETS MILL & OVERLAY IMPROVEMENT DISTRICT  
(Project No. ST23-277 Phase I and Project No. ST23-278 Phase II)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 6-0.

Council member Woods offered the following and moved its adoption:

**RESOLUTION NO. 3888**  
**RESOLUTION DECLARING WORK NECESSARY  
EASTSIDE STREETS MILL & OVERLAY IMPROVEMENT DISTRICT  
(Project No. ST23-277 Phase I and Project No. ST23-278 Phase II)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 6-0.

Council member Woods offered the following and moved its adoption:

**RESOLUTION NO. 3889**  
**RESOLUTION DIRECTING PUBLICATION OF ADVERTISEMENT  
FOR BIDS FOR CONSTRUCTION OF AN IMPROVEMENT  
EASTSIDE STREETS MILL & OVERLAY IMPROVEMENT DISTRICT  
(Project No. ST23-277 Phase I and Project No. ST23-278 Phase II)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 6-0.

**Wellfield Relocation Proj. W19-251 Option Agreement Extensions – discussion**

**Street Addressing Issues Oliver 1<sup>st</sup> Addition - discussion**

**Building Official Updates**

**Referrals (see PW Director Report)**

**Finance, Personnel & Economic Development Committee Report**

Bohn said Finance, Personal & Economic Development met on March 25<sup>th</sup> at 5:00 p.m.

**Police Officer Staffing – motion to approve additional FTE – Motion by Bohn, seconded by Woods, to approve adding one Full-Time Employee as a Licensed Peace Officer at the earliest possible date, not before May 1<sup>st</sup>, with Budget Amendments to the General Fund. Motion carried with a roll call vote of 6-0.**

**Motion to approve PD Special Equip. Fund budget amendment of \$2,500 per new hire in 2024 – Motion by Bohn, seconded by Schillinger, to approve Budget Amendments to the Police Special Equipment Fund to allocate an additional \$2,500 for each new Full-Time Employee Licensed Peace Officer hired in 2024. Motion carried with a roll call vote of 6-0.**

**Mayor’s Ad-hoc Cmt. on Recreation Center Update on NDSCS Land Lease – carryover**

**Referrals – None**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee April 8<sup>th</sup>, 2024 4:00 p.m.
- b. Finance Committee April 8<sup>th</sup>, 2024 5:00 p.m.
- c. Council as Board of Equalization April 9, 2024 5:00 p.m.

**Motion by Bohn, seconded by Goltz, to adjourn at 5:44 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant