

Wahpeton City Council

August 15, 2022

5:00 p.m.

Present: Schillinger (after being appointed), Perdue, Woods II, Goltz, Lambrecht, Bohn, McNary, and Unruh

Absent: Fobb

Also Present: Huwe, Hatting, Miranowski, Broadland, DeVries, Bakken, Anderson 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.

Council Vacancy – Lambrecht said five candidates were interviewed by Council President Goltz and Vice-President McNary, with other council members and staff also in attendance. Goltz and McNary, along with Lambrecht, recommended Shannon Schillinger be appointed to fill the Council vacancy. **Motion by Goltz, seconded by Woods, to appoint Shannon Schillinger to the City Council in the vacant At-Large Council position with a term ending in 2024. Motion carried with a roll call vote of 6-0.** City Attorney Hatting then swore in the new Council member by having him recite the Oath of Office. Schillinger was congratulated, then took his seat along with the other Council members.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held August 1, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Fraternal Order of Eagles Aerie #2749 – Site Authorization

St. John's School – Raffle Permit

Friends of Bruce Bontjes – Raffle Permit

Red River Area Sportsmen's Club – Raffle Permit

Presentation/Approval of Reports

Financial Statements July 2022

Bill Pay Report July 2022 (\$1,968,012.13 – see below)

Block Party at NDSOS Aug. 21, 2022

Southern Valley Economic Development Authority 2023 Budget

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Tax Forfeited Properties – Huwe said there are three properties previously forfeited to the county via tax deed and subject to review at an appraisal hearing on August 16th. The City Assessor reviewed the county proposed minimum sales prices and found them to be sufficient. The property at 90 Dakota Avenue (the former Dairy Delight) is listed at \$8,122.61. The residential property at 221 3rd Avenue South is listed at \$2,391.18. The residential property at 804 2nd Avenue North is listed at \$14,090.06. People interested in acquiring a forfeited property may contact the Richland County Auditor's Office for additional information.

2023 Budget – Huwe said the 2023 preliminary budget was reviewed by the Council on August 1st, and first reading is planned for September 6th. Budget will remain on the agendas for both committees. She can be contacted with questions or comments.

City Hall Closed Sept. 5th for Labor Day – City Hall will be closed on Monday, September 5th in observance of Labor Day.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – This issue featured the importance of having opportunities for kids in our community.

LIBRARY DIRECTOR

Library Report – Bakken reported happenings at the library include an end of summer event featuring a movie on Friday. Leach Reads Book Club has books available. Meetings are scheduled for the Friends of the Library and for the Library Board. The library’s fall schedule of events and brochure are being worked on. The library will be closed on Monday, September 5th for the Labor Day holiday.

PUBLIC WORKS DIRECTOR

PW Report –

Referrals to PW Cmt.:

- 1) **Contract Change Order Sellin Bros. E. Side Sanitary Sewer Phase B, Part 2 Proj. No. SS18-243** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.
- 2) **Review Bids & Award Recommendation WTP Lagoon Lime Removal** – Mayor Lambrecht 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.

COMMUNICATIONS FROM MAYOR AND COUNCIL

Lambrecht thanked those who participated in the interviews for the At-Large Council member vacancy.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on August 8th.

Central School Redevelopment Project Update – motion to proceed with repairs up to \$120,000 – Motion by Bohn, seconded by Unruh, to approve up to \$120,000 from Sales Tax for Economic Development to proceed with the reconstruction and lowering of the alley in the Central School Redevelopment Project. Motion carried with a roll call vote of 7-0. Bohn requested referral to the Public Works Committee to review the breach in guidelines to understand what the disconnect was between the PUD, the drainage plan, and the developer’s agreement as we move forward with more construction in the City to avoid making similar errors in the future. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Bond Sale Series RI 12722 – discussion

Rosewood 3rd Addition Development Agreement – discussion

DebtBook Software – motion to proceed \$3,500 – Motion by Bohn, seconded by Goltz, to approve entering into an Agreement with DebtBook for Software at the cost of \$3,500 for year one. Motion carried with a roll call vote of 7-0.

Boulevard Tree Removal & Replacement Grants Phase 2 – discussion

Sick Leave Extension Request – motion to approve – Motion by Bohn, seconded by Perdue, to approve extending Sick Leave an additional 4 weeks for a City Street Worker as requested. Motion carried with all voting ‘aye’.

Prairie Flats Townhomes Development Proposal Update – discussion

Sales Tax Information – discussion – Council discussion was held regarding City sales tax and its potential extension after it sunsets.

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met at 5:00 p.m. on August 9th.

Sales Tax Information – discussion

Special Policing at Events – discussion

Contract for Professional Services with Interstate Engineering for 14th St. N. & 15th Ave. Reconstruction – discussion

Engineering Design Standards

Review Development Standards

Online Auction Equipment Purchase – motion to approve online bidding up to \$85,000 – Motion by McNary, second by Woods, to approve bidding online for equipment up to \$85,000 from the CIP Fund. Motion carried with a roll call vote of 7-0.

Yard Junk/Clutter Updates – discussion

Building Official Updates – discussion

Referrals – See PW Director’s Report

NEW BUSINESS

Lambrecht gave a reminder of the NDSCS Community Block Party on Sunday from 4:00-7:00 p.m.

July 2022 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$289,802.68	\$37,067.37	\$326,870.05
201 WATER OPERATING FUND	\$61,087.20	\$46,929.20	\$108,016.40
202 SANITARY SEWER OPERATING FUND	\$56,154.21	\$28,416.97	\$84,571.18
203 WASTE REMOVAL OPERATING FUND	\$29,385.81	\$1,299.86	\$30,685.67
204 WASTE REDUCTION FUND	\$968.64		\$968.64
205 VECTOR CONTROL FUND	\$2,223.30	\$3,002.28	\$5,225.58
206 STREET LIGHTING	\$14,565.57		\$14,565.57
209 LIBRARY LEVY FUND	\$11,187.07	\$15,564.12	\$26,751.19
216 AIRPORT 4-MILL LEVY FUND	\$1,510.00	\$897.06	\$2,407.06
229 CAPITAL IMPROVEMENTS FUND	\$182,882.39		\$182,882.39
233 REAL ESTATE LEVY FUND	\$735.51		\$735.51
234 SPECIAL STREET MAINT FUND	\$10,136.69		\$10,136.69
236 LEVEE MAINTENANCE	\$45,387.02	\$16,660.23	\$62,047.25
253 METER DEPOSITS TRUST FUND	\$408.83		\$408.83
261 UNEMPLOYMENT COMP RESERVE FUND	\$2.47		\$2.47
271 ECONOMIC DEVEL DEPT FUND	\$1,341.58	\$12,006.62	\$13,348.20
272 ABSOLUTE MKTG CAMPAIGN	\$11,900.00		\$11,900.00
303 MISCELLANEOUS FUND	\$28.95		\$28.95
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$20,000.00		\$20,000.00

318 WEED MAINT LEVY FUND	\$950.00		\$950.00
319 LODGING TAX FUND	\$286.74		\$286.74
320 SALES TAX OPERATING FUND	\$17,993.67		\$17,993.67
321 SALES TAX RESERVE FUND	\$2,158.00		\$2,158.00
323 SALES TAX DEVELOPERS AGMNT RES	\$500.00		\$500.00
324 SALES TAX MINI MATCH RSRV FUND	\$21,547.00		\$21,547.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$8,545.27		\$8,545.27
326 REVOLVING LOAN FUND	\$416.67		\$416.67
329 BULL RIDING EVENT	\$144.00		\$144.00
330 JULY 4TH FIREWORKS	\$195.00		\$195.00
365 PD SPEC EQUIP SINKING FUND	\$37.08		\$37.08
390 CLUBHOUSE MAINTENANCE	\$4,865.00		\$4,865.00
393 1% RESTAURANT TAX FUND	\$8,192.88		\$8,192.88
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
666 E.SIDE SANITARY PART B PH II	\$105,572.28		\$105,572.28
668 JR FIELD PARKING LIT & HUGHES DR	\$128,496.39		\$128,496.39
672 8TH AVE. N PROJ. ST19-248	\$26,275.21		\$26,275.21
673 LOY AVE & 12TH ST PROJ ST19-249	\$674,347.59		\$674,347.59
676 DOWNTOWN S. STREETS ST20-255	\$29,238.21		\$29,238.21
679 W.WATER FACILITY PLAN	\$3,774.77		\$3,774.77
680 COMPREHENSIVE PLAN	\$9,432.82		\$9,432.82
682 PRAIRIE FLATS 1ST ST21-261	\$288.57		\$288.57
686 DOWNTOWN S STREETS2 ST21-259	\$11,382.17		\$11,382.17
687 NON FEDAID DOWNTOWN S ST ST22-266	\$6,286.18		\$6,286.18
TOTAL	\$1,806,168.42	\$161,843.71	\$1,968,012.13

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Special City Council August 17th, 5:15 PM (Hughes Shelter)
- b. Finance Committee August 22nd, 5:00 PM
- c. Public Works Committee August 23rd, 5:00 PM

ADJOURNMENT

Motion by McNary, seconded by Goltz, to adjourn at 5:40 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant