

Wahpeton City Council
August 21, 2023
5:00 p.m.

Present: Mayor Brett Lambrecht, Council Members Shannon Schillinger, Chad Perdue, David Woods II, Jason Goltz, Tiana Bohn, Kelly McNary, Renata Fobb, and Cory Unruh

Absent: None

Also Present: Finance Director Darcie Huwe, Assistant City Attorney Will Budke, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, Community Development Director Chris DeVries, Library Director Melissa Bakken, Police Chief Matthew Anderson, Deputy Police Chief Tim Appell, Finance Assistant Lynelle Amos, and Auditor's Assistant Cheryl O'Meara

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Meeting called to order by Mayor Lambrecht. The pledge of allegiance was recited. A moment of silence was then observed in memory of Senior Street Worker Ricky Berndt who passed away yesterday.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held August 7, 2023

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Senior Center – Raffle Permit

Other Games of Chance and/or Special Permits:

St. John's Church – Raffle Permit

Breckenridge Wahpeton Youth Hockey Association – Raffle Permit

Presentation/Approval of Reports

July 2023 Bill Pay Report \$3,001,623.61 (see below)

July 2023 Financial Statements

Wahpeton Fire Department Bull Bash September 16, 2023

NDSCS 2023 Community Award – City of Wahpeton

Circle of Nations Back to School Bash August 25, 2023

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

Request Approval of Extended Sick Leave for Catastrophic Illness – Huwe said this request was on behalf of Senior Street Worker Ricky Berndt, and the request for consideration was regrettably withdrawn.

Red River Communications Internet and Telephone Services – Huwe said City Hall and the Police Department share a network server system. The current internet speeds delivered by Midcontinent Communications of 25 MBPS are not sufficient to meet the current data demands. A quote was received from Midcontinent to increase the internet speed to at least 500 MBPS, which would increase the monthly expenses by over \$200. The proposal from Red River Communications decreases expenses approximately \$200 per month. **Motion by Goltz, seconded by Perdue, to approve transitioning the City's eligible telephone and data services from Midcontinent Communications to Red River Communications. Motion carried with a roll call vote of 8-0.**

North Loop Development Agreement – refer to Finance Cmt. – Huwe said Troy and Darla Thimjon are working on a 20-unit twin home development on 11th Street North. The proposed development will include 10 twin homes for a total of 20 units, owner occupied with a homeowners’ association to take care of lawn maintenance and snow removal. The draft development agreement for the construction of infrastructure in the North Loop Addition is ready for review. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Liquor License Ordinance Addition – Huwe explained the Driftwood is partnering with Woods and Irons in the building next door to offer a site for golf simulators. The proposed site will be added to the Class A liquor license held by Driftwood but has requested a consideration to offer “dry dock” nights that would make the site available to persons under 21. She requested this liquor license amendment be referred for consideration. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Preliminary Budget – Huwe said the 2024 preliminary budget is available for review on the City website. The tax levy was certified to the Richland County Auditor on August 2nd. Huwe can be contacted with any questions, suggestions or input. The 2024 Preliminary Budget will remain on the Finance Committee and Public Works Committee agendas until adoption.

City Hall Closed September 4th for Labor Day – Huwe announced City Hall will be closed on Monday, September 4th in observation of Labor Day.

ATTORNEY

Wash Way Vacation Request – Legal Publication Correction – Assistant City Attorney Budke explained there was a correction to the Wash Way vacation where it was issued and published with City Hall’s location as 1900 4th Avenue North instead of 4th Street North. The correction was made and the legal notice has been published with the correction.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Planning Commission Report – DeVries reported the Planning Commission reviewed and approved the vacation of Wash Way in Cenex Addition for development in the North Loop Addition, and request scheduling a joint public hearing with the City Council on September 5th at 5pm. They also approved the preliminary plat for the North Loop Addition and requested setting a joint public hearing on September 5th for that also. They also approved the planned unit development for North Loop Addition and will request a joint public hearing on September 18th. **Motion by Bohn, seconded by Unruh, to approve scheduling a Joint Public Hearing with the Planning Commission on September 5th, 2023 at 5:00 p.m. on the Vacation of Wash Way in Cenex Addition for development in the North Loop Addition, and also on the draft Preliminary Plat for the North Loop Addition. Motion carried with all voting ‘aye’.**

DeVries said the Wahpeton Convention & Visitors Bureau had a member resign, Dan Hurder. A member from the restaurant sector was needed on the committee and John Higdom from McDonald’s has agreed to become a member. **Motion by Woods, seconded by Perdue, to approve the appointment of John Higdom to the Wahpeton Convention & Visitors Bureau. Motion carried with all voting ‘aye’.**

DeVries said City Staff was invited to the NDSCS faculty and staff orientation where they presented community and individual awards, and the City was presented with the 2023 Community Award. He talked about relations between NDSCS and the City getting better recently with a lot of ongoing communications. He noted the 2nd Annual NDSCS Block Party was a success, with food served to over 1,400 students and residents. This issue of the Win Column featured pictures of the 2nd Annual NDSCS Block Party.

LIBRARY DIRECTOR

Library Report – Bakken reported library programming will begin again after Labor Day. Upcoming events can be found on the library’s online calendar. The next Library Board meeting will be this Thursday at 4pm. The Friends of the Library will be accepting a CoBank Grant to continue their progress on the digitization of the local newspaper from Red River Communications tomorrow at 1pm. The Friends of the Library will meet on September 13th at 10am. The library will also be closed on September 4th in observance of Labor Day.

POLICE CHIEF

Police Dept. Report – Anderson gave a reminder that this Thursday, August 24th, there will be street closures around the courthouse from 9am until 2pm for the planned protest. Affected businesses and others in the area have been notified.

Anderson reported tobacco compliances checks were conducted last week and received 100% success.

Street Closure Request for the 100 Block of 4th St. N. Aug. 25th 7pm – 12pm – Anderson said the Circle of Nations is requesting this street closure to hold a street dance. **Motion by Goltz, seconded by Fobb, to approve the Circle of Nations request for Street Closure of the 100 Block of 4th Street North on August 25th from 7pm – 12pm to hold a street dance. Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee **of the Final Pay Application and Balancing Change Order for the Lime Lagoon Dredging Project**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Review Bids and Award Project for the City Hall Roof Replacement Project**. 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

Brad Edwardson, Wahpeton Parks Request – Brad Edwardson, Wahpeton Parks & Recreation Director, requested creation of an Ad-Hoc Committee regarding a Wellness Center in Wahpeton. He and the Park Board have discussed some of the amenities the park needs and feel could be fulfilled by a Wellness Center. The majority of the Park Board are in favor of a Wellness Center, but have some questions on what the programming might be, the cost, and what the agreements might be with other entities. **Motion by McNary, seconded by Schillinger, to approve creating a Wahpeton Wellness Center Ad-Hoc Committee**. Discussion held. **Motion carried with all voting ‘aye’.**

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on August 14 at 4:00 p.m.

School Resource Officer Contract – discussion

Disposition of Police Vehicles PD-10 & PD16-2 – motion to dispose to Mid States Auto Auction – **Motion by McNary, seconded by Woods, to approve contacting Mid-States Auto Auction to sell and dispose of the PD-10 Ford Expedition and P16-2 Ford Explorer. Motion carried with all voting ‘aye’.**

Contract Change Order No. 1 Sellin Bros. Downtown Side Streets Ph. II Proj. ST21-259 – motion to approve \$8,050 – Motion by McNary, seconded by Fobb, to approve Change Order #1 with Sellin Bros. at a cost of \$8,050.00 for the Downtown Side Streets Phase II Project ST21-259 (80% federal funding/20% local funding). Motion carried with a roll call vote of 8-0.

2024 Preliminary Budget – discussion

Resolution Approving City Jurisdictional Boundary ND DOT - discussion

Water Supply Agreement for Lallemand Yeast Co. – discussion

Fire Works Ordinance – discussion

Building Official Updates - discussion

Yard Junk/Clutter Updates - discussion

Referrals – 1) Balancing/Final Pay Request; 2) Traffic Code Ord. Ch. 42 Amendments; 3) Grass Maintenance Following Construction; 4) Traffic Control Box Art

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personnel & Economic Development met on August 14 at 5:00 p.m.

Sales Tax Special Election Planning – motion to approve ballot proposal – Motion by Bohn, seconded by Goltz, to approve the Sales Tax Special Election Ballot Premises as discussed. It was questioned if Flood Mitigation, which is how it exists in the current ordinance, could be changed to Flood Protection. **Motion carried with all voting ‘aye’.**

Development Agreements Performance Update - discussion

Preliminary Budget Update – discussion

Position Description Updates – discussion

Referrals

July 2023 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$288,208.82	\$43,641.14	\$331,849.96
201 WATER OPERATING FUND	\$61,454.42	\$51,667.07	\$113,121.49
202 SANITARY SEWER OPERATING FUND	\$43,540.88	\$32,751.50	\$76,292.38
203 WASTE REMOVAL OPERATING FUND	\$30,506.84	\$1,451.56	\$31,958.40
204 WASTE REDUCTION FUND	\$992.06		\$992.06
205 VECTOR CONTROL FUND	\$4,843.84	\$4,042.88	\$8,886.72
206 STREET LIGHTING	\$16,650.29		\$16,650.29
207 STORM WATER UTILITY	\$20,298.45		\$20,298.45
209 LIBRARY LEVY FUND	\$8,361.03	\$17,636.46	\$25,997.49
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
229 CAPITAL IMPROVEMENTS FUND	\$17,784.27		\$17,784.27
234 SPECIAL STREET MAINT FUND	\$107,990.76		\$107,990.76
236 LEVEE MAINTENANCE	\$7,964.00	\$15,236.57	\$23,200.57
271 ECONOMIC DEVEL DEPT FUND	\$5,225.56	\$13,189.10	\$18,414.66
303 MISCELLANEOUS FUND	\$34.00		\$34.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$10,400.00		\$10,400.00
318 WEED MAINT LEVY FUND	\$1,000.00		\$1,000.00
319 LODGING TAX FUND	\$2,370.45		\$2,370.45
320 SALES TAX OPERATING FUND	\$18,571.17		\$18,571.17
325 SALES TAX H.E.L.P. HOUSING FUND	\$5,800.00		\$5,800.00
326 REVOLVING LOAN FUND	\$11,861.28		\$11,861.28
329 BULL RIDING EVENT	\$333.90		\$333.90
330 JULY 4TH FIREWORKS	\$207.99		\$207.99

365 PD SPEC EQUIP SINKING FUND	\$39,132.97		\$39,132.97
390 CLUBHOUSE MAINTENANCE	\$175.00		\$175.00
393 1% RESTAURANT TAX FUND	\$4,735.46		\$4,735.46
401 BDSGC CART SUBLEASE	\$6,788.00		\$6,788.00
659 RIVER POINTE ACRES	\$40.00		\$40.00
666 E.SIDE SANITARY PART B PH II	\$421,701.90		\$421,701.90
672 8TH AVE. N PROJ. ST19-248	\$7,245.37		\$7,245.37
673 LOY AVE & 12TH ST PROJ ST19-249	\$591,381.56		\$591,381.56
676 DOWNTOWN S. STREETS ST20-255	\$49,219.01		\$49,219.01
681 HOMESTEAD DEVELOPMENT ST21-263	\$160.00		\$160.00
684 WESTDALE 3 ADDITION ST21-264	\$414,529.19		\$414,529.19
685 SS LS GENERATORS SS21-265	\$21,047.62		\$21,047.62
686 DOWNTOWN S STREETS2 ST21-259	\$436,827.22		\$436,827.22
688 ROSEWOOD 3RD ADDTN ST22-269	\$3,101.35		\$3,101.35
689 PRAIRIE FLATS TWINHOMES	\$159,196.17		\$159,196.17
TOTAL	\$2,820,930.83	\$180,692.78	\$3,001,623.61

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee August 28th 4:00 p.m.
- b. Finance Committee August 28th 5:00 p.m.

Motion by Schillinger, seconded by Goltz, to adjourn at 5:46 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant