

# Wahpeton City Council

August 1, 2022

5:00 p.m.

**Present:** Perdue, Woods II, Goltz, Lambrecht, and Bohn

**Present Via Teleconference:** Unruh and Fobb. McNary joined at 5:48 p.m.

**Absent:** None

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

**Proclamations recognizing local athletes – 10 Year-Old Cal Ripken Baseball Team** – DeVries read proclamations congratulating the coaches and players of both the Wahpeton 10-Year-Old Cal Ripken Baseball Team and Wahpeton 12-Year-Old Cal Ripken Baseball Team for their winning seasons and both earning the title of North Dakota State Champions, and proclaimed State Champions Day August 1, 2022.

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

**Approval of minutes of regular meeting held July 18, 2022**

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

Operation Zero Raffle Permit

**Presentation/Approval of Reports**

Restaurant Tax Reports Q1 & Q2 2022

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

**Motion by Goltz, seconded by Woods, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

## **REPORTS FROM CITY OFFICERS AND STAFF**

### **FINANCE DIRECTOR**

**Council Vacancy Update** – Huwe said the Mayor has designated the Council President and Vice President to conduct interviews of the 6 individuals that submitted statements of interest in the At-large Council vacancy. Interviews are scheduled for August 3<sup>rd</sup> and 10<sup>th</sup>. It is anticipated a recommendation for appointment will be presented to the full Council at the August 15<sup>th</sup> Council meeting.

**Bond Sale – request referral to Finance Cmt.** – Huwe explained there are 5 projects nearing completion ready for permanent financing: John Randall Field Parking Lot and Parts of Hughes Dr. Project; the Edgewood Park Development; the Central School Redevelopment Project; the Woodland Drive Mill & Overlay Project; and the Prairie Flats Project. The Woodland Drive Project was funded by a small loan from the Bank of ND while the other 4 projects will be permanently financed with a private placement bond issue for approximately \$4.7 million. She requested the bond series RI 12722 be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Central School Redevelopment Project Update – request referral to Finance Cmt.** – Huwe said the Central School Alleyway Project has encountered an unforeseen drainage issue. She requested the development agreement be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Rosewood 3<sup>rd</sup> Addition Development Agreement – request referral to Finance Cmt.** – Huwe said the developer has requested council consideration/negotiation of the draft development agreement previously discussed. She requested the Rosewood 3<sup>rd</sup> Addition Development Agreement be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**DebtBook Software Proposal – request referral to Finance Cmt.** – Huwe said the Government Accounting Standards Board has issued new compliance guidelines in Statement 87 regarding financial reporting of lease and long-term debt information. She received a quote from software provider DebtBook which she requested to be referred to the Finance Committee for review. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Sales Tax Information – request referral to Finance & PW Committees** – Huwe said the 2023 preliminary budget includes a brief history of Wahpeton’s local sales tax. She received several excellent questions about sales tax during the Capital Improvements Plan preparation and the budget review, and would like to refer Sales Tax Info to both the Finance and PW Committees to continue the discussions about sales tax and the role it plays in municipal finance. Mayor Lambrecht will refer this item to both the Finance, Personnel & Economic Development Committee and the Public Works & Public Safety Committee.

**ASSESSOR/BUILDING CODES**

**State Equalization Reminder** – Broadland gave a reminder that State Board of Equalization is Tuesday, August 9<sup>th</sup> at 8:30 am at the State Capitol in Bismarck. She did not foresee anyone attending.

**ATTORNEY**

**Resolution Directing Assessments to be Levied** – Hatting presented the resolution directing assessments be levied for the projects Huwe mentioned earlier in the meeting.

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3837**  
**RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED FOR:**  
**STREET AND UTILITIES IMPROVEMENT DISTRICT**  
**EDGEWOOD PARK**  
**PROJECT NO. ST18-239**  
**and**  
**STREET, UTILITIES AND PARKING LOT IMPROVEMENT DISTRICT**  
**JOHN RANDALL FIELD PARKING LOT AND PART OF R.J. HUGHES DRIVE AND LAURA**  
**HUGHES DRIVE**  
**PROJECT NO. ST19-245**  
**and**  
**STREET AND UTILITIES IMPROVEMENT DISTRICT**  
**CENTRAL SCHOOL SITE REDEVELOPMENT**  
**PROJECT NO. ST20-256**  
**and**  
**STREET IMPROVEMENT DISTRICT**  
**WOODLAND DRIVE MILL AND OVERLAY**  
**PROJECT NO. ST20-257**  
**and**  
**STREET AND UTILITIES IMPROVEMENT DISTRICT**  
**PRAIRIE FLATS ADDITION**  
**PROJECT NO. ST21-261**

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

## **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries requested referral to Finance Committee of the Boulevard Tree Removal and Replacement Grant Phase 2. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries then announced he had sent correspondence today in regard to the Block Party at NDSCS. The new NDSCS President would like to start this as a tradition giving the community and college students the opportunity to interact.

## **LIBRARY DIRECTOR**

**Library Report** – Bakken reported scheduling in August includes story time sessions, back to school craft session, and a movie Friday. A Friends of the Library meeting will be held August 17<sup>th</sup> with new and potential members encouraged to attend. Leach Reads Book Club will begin again in September. The Summer Reading Program had 134 participants with about 28% completing the program. Special events were held during the summer program and prizes were awarded upon completion.

## **POLICE CHIEF**

**Special Policing at Events – request referral to PW Cmt.** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

## **PUBLIC WORKS DIRECTOR**

**Public Works Report** – Miranowski requested referral to Finance Committee of a **Sick Leave Extension Request for a Street Worker**. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Miranowski requested referral to Public Works Committee of a **Design and Construction Engineering Agreement with Interstate Engineering for 14<sup>th</sup> Street North and 15<sup>th</sup> Avenue North Infrastructure 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.

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

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

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

### **Police Department Internal Promotion Process to Fill Chief Position**

### **Prairie Flats Townhomes Development Proposal – discussion**

**2023 Preliminary Budget Update – motion to approve certificate of levy – Motion by Bohn, seconded by Goltz, to approve the Preliminary Certificate of Levy for the 2023 Budget as presented, with hold level in dollars at \$2,008,588 and decreasing the number of mills levied. Motion carried with a roll call vote of 6-0.**

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

Woods said the Public Works & Public Safety Committee met at 5:00 p.m. on July 26<sup>th</sup>.

**8<sup>th</sup> Ave. N. Reconstruction Proj. ST19-248 Request Right-of-Way License for NDSCS – motion to approve – Motion by Woods, seconded by Perdue, to approve the 8<sup>th</sup> Avenue North Reconstruct Project ST19-248 NDSCS Parking Lot Encroachment License. Motion carried with a roll call vote of 6-0.**

### **Review Engineering Design Standards**

## **Review Development Standards**

## **Grease Trap Inspection Program – discussion**

## **Yard Junk/Clutter Updates – discussion**

## **Building Official Updates – discussion**

## **Referrals**

### **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee August 8<sup>th</sup>, 5:00 PM
- b. Public Works Committee August 9<sup>th</sup>, 5:00 PM

**Recess and Reconvene for Police Chief Interview** – at 5:38 p.m. Council reconvened at 5:48 p.m. Mayor Lambrecht welcomed Sergeant Matthew Anderson and turned the proceedings over to Tiana Bohn as Chair of the Finance, Personnel & Economic Development Committee to facilitate the internal promotion interview for the Chief of Police. Sergeant Anderson was the only internal applicant for the position. The interview consisted of approximately 15 questions and responses. At the conclusion of the interview Anderson exited the building at approximately 6:37 p.m. The council discussed options on next steps. **Motion by Bohn, seconded by Perdue, to appoint Matthew Anderson Chief of Police effective January 1, 2023. Motion carried 7-0.**

**Motion by Bohn, seconded by Goltz, to adjourn at 6:54 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant