

Wahpeton City Council

December 2, 2024

5:00 p.m.

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

Absent: Jason Goltz and Tiana Bohn

Also Present: Finance Director Darcie Huwe, City Attorney Brittany Hatting, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, Community Development Director Chris DeVries, Library Director Melissa Bakken, Police Chief Matthew Anderson, 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 then recited.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held November 18, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Blades Blue Line Club – Raffle Permit

Three River Gymnastics – Site Authorization

NDSCS Foundation Cat Backers Letterwinner Club – Site Authorization

Other Games of Chance and/or Special Permits:

BW Blades Youth Hockey Association – Raffle Permit

Friends of Lady Huskies Basketball – Raffle Permit

Presentation/Approval of Reports

Employee Years of Service Awards: Matthew Anderson – 20 years, Cheryl O'Meara – 10 years,

Dane Platt – 5 years, Jon Kaatz – 5 years, Anthony Gallegos – 5 years, Ross Geesey – 5 years, and

Terje Heggem – 5 years

2025 Council and Committee Meeting Schedule

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2025 Business Licenses – Huwe said the 2025 City license renewals are currently being processed, and the schedule of proposed licenses will be presented to the Council for consideration at the December 16th Council meeting.

City Hall Copier Lease – refer to Finance Cmt. – Huwe said the City Hall 60 month equipment leases for the copier and postage machine end in January. The City has the opportunity to enter into a new lease agreement based on existing public bids. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

City Hall Postage Machine Lease – refer to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Fire Dept. Insurance Reserve Distribution – refer to Finance Cmt. – Huwe said the City received \$115,469 from the North Dakota Insurance Tax Distribution Fund. The Wahpeton Fire Dept. Reserve Committee has requested disbursement of a portion of the funds. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Preliminary Fiscal Year End Transfers – refer to Finance Cmt. – Huwe said the 2024 adopted budget includes \$2.7 million of interfund transfers. The scheduled transfers include moving sales tax for flood mitigation monies to debt service funds, moving general fund revenue to the capital improvements reserve fund, and supplementing the general fund with utility fund revenues. She requested a review of all scheduled transfers and potential surplus transfers be referred to the Finance Cmt. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

ATTORNEY

Contract Negotiation – refer to PW Cmt. Closed Session – City Attorney Hatting said there is an entity that is seeking City services and would like this item referred to the PW Committee to enter into closed session to discuss contract negotiations. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

COMMUNITY DEVELOPMENT DIRECTOR

701 Dakota Ave. RFP Submittals – refer to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Sales Tax Grant Request for Fairview Cemetery – refer to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Sales Tax Grant Request for Wahpeton Parks & Recreation – refer to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Community Development Report – Community Development Director DeVries reported River Pointe Acres is close to having all lots sold. There is currently one lot remaining.

DeVries provided information on Family Night at Holiday Lane which will be held Friday, December 6th. Santa's House will be open from 6-8 pm, there will be free cookies & hot chocolate provided by Three River's Crisis Center, and pictures with Santa sponsored by Studio 22. Participants will also be able to register for Twin Town Bucks. DeVries also noted this year's tree lighting in Heritage Square went well with just under 300 people being served.

LIBRARY DIRECTOR

Library Report – Library Director Bakken reported the library's 8th annual sock tree is now set up and accepting donations for the Three Rivers Crisis Center. All ages, sizes, and gender of socks and undergarments will be accepted at the library or through their outdoor book drop. Events scheduled for December at the library along with the regularly scheduled story time and outreach are a craft afternoon for kids to make holiday door hangers on the 10th, teen holiday cookie decorating on the 12th, children's holiday party on the 14th, the Friends of the Library will be hosting a holiday open house on the 17th, Leach Reads Book Club meets on the 18th, the Library Board meets on the 19th, and a crafty adult session will also be held on the 19th. Children's Librarian Kercher will be doing a special outreach story time on December 7th at the Richland County Museum's holiday open house and model train party.

PUBLIC WORKS DIRECTOR

Public Works Report –

Red River Valley Water Supply Project – refer to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Test Well in Brightwood Aquifer – refer to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Professional Services Agmnt. with Interstate Engineering for West Central Improvement Project – refer to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Used PW Pickup Purchase – Public Works Director Miranowski reported in the 2025 CIP the S-99-1 F-250 is scheduled to be replaced along with the S-05-11 Boss snowplow. The truck needs a new front-end steering and suspension work on it since it is used to plow and is just worn out. The truck has 67,012 hard plowing miles on it. The scheduled replacement cost in the CIP for the S-99-1 is \$75,000 and for the plow \$16,000 for a total of \$91,000. Public Works Superintendent Don Wald found a 2020 F450 4x4, gas 7.3-liter engine with a dump box advertised for sale in West Fargo by Cory Peterson. The price is \$57,000. Wald inspected the truck this past Saturday. The truck has 12,800 miles on it and is in excellent condition. It has a long dump box which is 11 feet with a three-way tailgate. The box sides drop down which can serve us well when hauling branches while tree trimming. In time it is hoped to add a slide in sanding box to it for winter sanding to be used to sand the shared use paths and when addressing complaints of slippery intersections. A bid was received from Bert’s Truck and Equipment for a replacement plow for the S-05-11 plow for \$10,890 installed. This plow is a DXT model so the cutting-edge trips making it much safer to operate. The total purchase for the F-450 and plow would be \$67,890 versus the budgeted \$91,000. **Motion by Schillinger, seconded by Fobb, to approve the purchase of a 2020 F-450 from Corey Peterson DBA Peterson Services LLC in the amount of \$57,000.00, and the purchase of the Boss Snowplow from Bert’s Truck & Equipment in the amount of \$10,890.00 with funding from the Capital Improvements Fund. Motion carried with a roll call vote of 6-0.**

Motion by McNary, seconded by Unruh, to approve the disposal of the S-99-1 F-250 to Mid-States Auto Auction. Motion carried with a roll call vote of 6-0.

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

Public Works & Public Safety Committee Report –

McNary said the Public Works & Public Safety Committee met on November 25th at 4:00 pm.

Gast Construction Sidewalk Replacement at Sta-Mart – motion to approve \$6,400 – Motion by McNary, seconded by Fobb, to approve the Sidewalk Replacement at Sta-Mart invoice from Gast Construction for \$6,400 with the proposed funding allocation. Motion carried with all voting ‘aye’.

West Central Improvement Proj. ST24-287 Special Assessment District – motion to approve/offer Res. 3905, 3906 & 3907 –

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3905
RESOLUTION CREATING
WEST CENTRAL STREETS IMPROVEMENT DISTRICT
(PROJECT NO. ST24-287)

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

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3906
**RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT
OF CERTAIN EXPENDITURES FOR
WEST CENTRAL STREETS IMPROVEMENT DISTRICT
PROJ. NO. ST24-287**

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

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3907
**RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
WEST CENTRAL STREETS IMPROVEMENT DISTRICT
PROJ. NO. ST24-287**

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

KLM Inspection Reports on Water Towers 1 & 2 – discussion

Update on Wastewater Facility Study – discussion

Building Official Updates

Referral – see PW Director’s Report

Finance, Personnel & Economic Development Committee Report – (No meeting held November 25)

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee December 9th, 2024 4:00 p.m.
- b. Finance Committee December 9th, 2024 5:00 p.m.

Motion by Woods, seconded by Schillinger, to adjourn at 5:33 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant