

Wahpeton City Council
December 16, 2024
5:00 p.m.

Present: Council Members Shannon Schillinger, David Woods II, Jason Goltz, Tiana Bohn, Kelly McNary (remotely beginning at 5:10pm), Renata Fobb, and Cory Unruh

Absent: Mayor Brett Lambrecht and Council Member Chad Perdue

Also Present: Finance Director Darcie Huwe, Assistant City Attorney Will Budke, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, Library Director Melissa Bakken, Police Chief Matthew Anderson, Assistant Police Chief Tim Appell, Finance Assistant Lynelle Amos, and Public Works Assistant Lindsay Louters

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Meeting called to order by Council Member Jason Goltz. The pledge of allegiance was recited.

CONSENT AGENDA ITEMS (presented by Council member Goltz) –

Approval of minutes of regular meeting held December 2, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

- Escort Motor Patrol (El Zagal Shrine) – Raffle Permit
- BDTGM Union Local 167G Unit 405 – Raffle Permit
- Three Rivers Gymnastics Site Authorization – Date Amendment

Presentation/Approval of Reports

- November 2024 Bill Pay Report \$5,439,789.86 (see below)
- November 2024 Financial Statements
- 2025 Legislative Session Deadlines

Council member Goltz asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bohn, seconded by Fobb, 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 presented the 2025 City license renewals for approval. The number of liquor licenses remains consistent with 2024, with no additional applicants. Several applicants are pending additional information, and all liquor license approvals are conditional upon inspection of the licensed premises. Auditor’s Assistant Cheryl O’Meara has collected the information for each of the applicants that have been submitted for renewal. **Motion by Fobb, seconded by Schillinger, to approve the 2025 business licenses contingent upon satisfaction of all licensing requirements by all applicants. Motion carried with all voting ‘aye’.**

2024 Summary of Tax Levy – Huwe explained the Richland County Auditor provides an abstract of all taxes that are levied upon residents in the City of Wahpeton. Typically, these numbers are summarized and presented to the Council at the first meeting in December. In the City of Wahpeton, the property taxing jurisdictions include the State of North Dakota, Richland County, the Wahpeton School District, Wahpeton Park Board, and the City of Wahpeton. We also have a Vector Control District that overlays our City boundaries, although they have not levied taxes for several years. The total amount of dollars levied by the State/County, School district, City, and Park Board is \$21,332,077 up \$728,054 or 4% from this year’s \$20,604,023. Each political subdivision increased the dollars levied. The City mill rate increased for the first time in 14 years from 84.09 mills to 84.74 mills as the

projected value of the mill was less than the amount used in the preliminary budget due to timing of the State equalization process. The City of Wahpeton levied \$2,284,917 of the \$9,426,563 or 24% of the property taxes billed to city properties are attributed to providing city services. The City of Wahpeton's overall tax rate is currently 349.60, a decrease from the previous levy of 354.35 mills. The percentage allocations for how much each taxing jurisdiction is responsible for your property tax bill remained nearly consistent, 24% is to provide municipal services, 27% is to provide State and County services, 11% provides public recreation/park services, and 38% is funding for public education. **Motion by Fobb, seconded by Bohn, to acknowledge receipt of the 2024 Tax Levy Summary. Motion carried with all voting 'aye'.**

2024 Grants & Donations Received – Huwe said the City received approximately \$119,462 in grants and donations so far in 2024. This report may be updated as additional grant funding is documented. This amount is \$714,889 less than 2023 with the most notable differences in grants funding from the State of North Dakota from the SORN 2020 project and loan forgiveness on the Loy Ave. & 12th St. N. Project. City departments continue to seek out grant opportunities to leverage local monies to benefit city services. **Motion by Unruh, seconded by Fobb, to approve acknowledging the receipt of the 2024 Grants and Donations Report. Motion carried with all voting 'aye'.**

2024 Municipal Indebtedness Report – Huwe said the Statement of Municipal Indebtedness reflects the repayment of \$1,498,666 or 6% of the debt outstanding in 2024. Additional debt was issued for five special assessment projects totaling \$5,238,338. Total indebtedness increased from \$20,839,434 to \$24,579,106. The \$3,739,672 increase is offset by fixed asset additions estimated at \$13,597,793. Moody's Investor Services provides an annual credit overview and describes Wahpeton's credit position as solid, assigning it the rating of A1. Credit strengths include a robust financial position with very strong cash reserves, moderate debt, and additional unused revenue capacity. **Motion by Schillinger, seconded by Woods, to approve acknowledging the receipt of the 2024 Statement of Municipal Indebtedness. Motion carried with all voting 'aye'.**

69th Legislative Session – Huwe said the North Dakota Legislature will convene in the 69th Session on Tuesday, January 7th. The legislative session is limited to 80 days and is scheduled to adjourn on Friday, May 2nd. The North Dakota League of Cities will host legislative conference calls each Friday afternoon during the session to provide updates on proposed legislation, lobbying activities, and issues affecting city government. Property tax reform will be a frequent topic we will monitor closely. Huwe can be contacted if there are any questions about the legislative process, making contacts with legislators, or bill tracking. She will try to keep the council up to date on major legislation.

City Hall Closed at Noon December 24th and December 25th and January 1st – Huwe said City Hall will be closed at Noon December 24th, all day December 25th in observance of the Christmas Holiday, and on Wednesday, January 1st in observation of the New Year's Holiday.

LIBRARY DIRECTOR

Library Report – Bakken reported on Tuesday the Friends of the Library is hosting a holiday open house, all are encouraged to attend and enjoy some treats and conversation with the Friends of the Library and library staff. Other scheduled events include story time, Leach Reads Book Club meets Wednesday, the Library Board meets on Thursday, along with a DIY spa craft session, and a family holiday movie on Saturday. The library will be closing at noon on Christmas Eve and will be closed on Christmas Day, resuming regular hours on Thursday, December 26th. There will be a New Year's Eve family movie shown December 31st and the library will be closed New Year's Day. It was reported the Sock Tree has been receiving many donations and will continue to accept them until the end of the year. Beginning Friday, the library will have take-home holiday kits available.

POLICE CHIEF

Police Dept. Report – Dakota Ave. Street Closure Request for Utility Line Repair Dec. 17th, 2024

– Police Chief Anderson reported OtterTail Power Company has requested a street closure for tomorrow morning at 8:00 a.m. to make some utility line repairs. The Police Department will be present to shut down traffic between 11th Street and 9th Street on the south side of Dakota Avenue. It is expected to take about 15 minutes. **Motion by Fobb, seconded by Bohn, to approve the request for Street Closure by OtterTail Power Company from 11th Street to 9th Street on the south side of Dakota Avenue beginning at 8:00 a.m. on December 17th for a Utility Line Repair. Motion carried with all voting ‘aye’.**

PUBLIC WORKS DIRECTOR

Public Works Report –

Miranowski requested referral to Public Works Committee **of the proposed disposal of the 1981 One Ton Chevy Flatbed Truck to Mid-States Auto Auction.** Council member Goltz will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of requesting Quotes for a Salt Spreader.** Council member Goltz 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

Woods said the Public Works & Public Safety Committee met on December 9th at 4:00 p.m.

Red River Valley Water Supply Project Memorandum of Commitment – discussion

West Central Improvement Proj. ST24-287 Engineering Services Agmnt. with Interstate Engineering – motion to approve \$373,410 Res. 3908 & Res. 3909 –

Council member Woods offered the following and moved its adoption:

RESOLUTION NO. 3908
RESOLUTION RECEIVING AND APPROVING ENGINEER’S REPORT IN
WEST CENTRAL STREETS IMPROVEMENT DISTRICT
(PROJECT NO. ST24-287)

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

Council member Woods offered the following and moved its adoption:

RESOLUTION NO. 3909
RESOLUTION DIRECTING PREPARATION OF PLANS
AND SPECIFICATIONS AND ESTIMATE OF COSTS FOR IMPROVEMENT
IN WEST CENTRAL STREETS IMPROVEMENT DISTRICT
(PROJECT NO. ST24-287)

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

Test Well in the Brightwood Aquifer – discussion

Building Official Updates – discussion

Referral – see PW Director’s Report

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met December 9th at 5:00 p.m.

Fire Dept. Insurance Reserve Distribution – motion to approve \$72,000 – Motion by Bohn, seconded by Woods, to approve the disbursement of \$72,000 of the \$115,468.92 2024 Fire Department Insurance Tax Distribution to the Wahpeton Fire Department/Reserve Committee, and to retain \$43,468.92 in the Fire Dept. Building & Equipment Levy Fund. Motion carried with a roll call vote of 6-0.

701 Dakota Ave. Request For Proposals – motion to negotiate purchase agreement – Motion by Bohn, seconded by Schillinger, to approve to proceed with negotiating with Jacob and Dawn Kubela/Three Rivers Decorating to draft a Purchase Agreement for 701 Dakota Avenue. Motion carried with a roll call vote of 6-0.

Sales Tax Grant Request for Fairview Cemetery – motion to approve \$30,000 grant – Motion by Bohn, seconded by Woods, to approve the funding request from the Fairview Cemetery Association for a grant in the amount of \$30,000 from Sales Tax for Economic Development. Motion carried with a roll call vote of 6-0.

Sales Tax Grant Request for Wahpeton Parks Board – motion to approve \$80,000 – Motion by Bohn, seconded by Unruh, to approve to proceed with granting Wahpeton Parks & Recreation \$80,000 from Sales Tax for Recreation to fund a new Business Manager Position for one year. Motion carried with a roll call vote of 6-0.

City Hall Copier Lease – motion to approve Liberty Business Systems Kyocera lease proposal – Motion by Bohn, seconded by Schillinger, to approve the Copier Lease Proposal with Liberty Business Systems, Inc. for the Kyocera TA 5054 copier for 60 months at \$462.11 per month. Motion carried with a roll call vote of 6-0.

City Hall Postage Machine Lease – motion to approve Dakota Business Solutions NASPO lease proposal – Motion by Bohn, seconded by Fobb, to approve the Mailing Machine Lease Proposal from Dakota Business Solutions for 60 months at \$124.35 per month. Motion carried with a roll call vote of 6-0.

Preliminary Fiscal Year End Transfers – discussion

UNFINISHED BUSINESS

Goltz asked for a moment of silence in remembrance of former City of Wahpeton Street Department employee Bob Marks.

November 2024 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$334,184.74	\$51,258.46	\$385,443.20
201 WATER OPERATING FUND	\$112,279.60	\$49,422.52	\$161,702.12
202 SANITARY SEWER OPERATING FUND	\$40,847.02	\$38,737.73	\$79,584.75
203 WASTE REMOVAL OPERATING FUND	\$35,712.93	\$2,687.50	\$38,400.43
204 WASTE REDUCTION FUND	\$10,683.22		\$10,683.22
205 VECTOR CONTROL FUND	\$9,343.12	\$1,700.61	\$11,043.73
206 STREET LIGHTING	\$15,418.49		\$15,418.49
207 STORM WATER UTILITY	\$62,666.81		\$62,666.81
209 LIBRARY LEVY FUND	\$2,174.20	\$18,828.37	\$21,002.57
216 AIRPORT 4-MILL LEVY FUND		\$1,076.32	\$1,076.32
226 EMPLOYEE SAFETY COMMITTEE	\$219.99		\$219.99
227 ANNUAL RESERVE WH FUND	\$47,683.91		\$47,683.91
229 CAPITAL IMPROVEMENTS FUND	\$740.40	\$700,000.00	\$700,740.40
231 FD BLDG & EQUIP LEVY FUND		\$500,000.00	\$500,000.00

233 REAL ESTATE LEVY FUND	\$1,521.20		\$1,521.20
234 SPECIAL STREET MAINT FUND	\$53,882.92		\$53,882.92
236 LEVEE MAINTENANCE	\$1,441.49	\$10,690.00	\$12,131.49
253 METER DEPOSITS TRUST FUND	\$6,009.32		\$6,009.32
271 ECONOMIC DEVEL DEPT FUND	\$1,365.00	\$14,074.30	\$15,439.30
303 MISCELLANEOUS FUND	\$5,541.50		\$5,541.50
315 TAX INCREMENT FUND	\$1,250.00	\$700,000.00	\$701,250.00
319 LODGING TAX FUND	\$3,447.17		\$3,447.17
320 SALES TAX OPERATING FUND	\$19,799.25	\$800,000.00	\$819,799.25
325 SALES TAX H.E.L.P. HOUSING FUND	\$10,000.00		\$10,000.00
326 REVOLVING LOAN FUND	\$426.35		\$426.35
331 FALL FESTIVAL	\$450.00		\$450.00
362 PD BACK THE BLUE GRANT FUND		\$11,796.30	\$11,796.30
365 PD SPEC EQUIP SINKING FUND	\$595.00		\$595.00
393 1% RESTAURANT TAX FUND	\$71,520.06		\$71,520.06
460 R/I #11415 SERIES 2015	\$825.00		\$825.00
471 R/# 12521 BND INFRAST. LOAN	\$5,973.65		\$5,973.65
474 R/# 12823 BND 2023 ST21-264	\$35,956.11		\$35,956.11
476 R/# 13023 BND 2023B	\$9,645.35		\$9,645.35
570 SALES TAX FOR INFRASTRUCTURE		\$1,300,000.00	\$1,300,000.00
672 8TH AVE. N PROJ. ST19-248	\$124,370.90		\$124,370.90
675 WELL FIELD RECLO PROJ W19-251	\$61,380.00		\$61,380.00
676 DOWNTOWN S. STREETS ST20-255	\$18,211.00		\$18,211.00
686 DOWNTOWN S STREETS2 ST21-259	\$12,614.62		\$12,614.62
688 ROSEWOOD 3RD ADDTN ST22-269	\$19,782.75		\$19,782.75
693 EAST CENTRAL & SE ST PROJ ST23-278	\$494.88		\$494.88
695 GOLF COURSE INTAKE SS23-276	\$99,919.80		\$99,919.80
698 4 TH ST & 4TH AVE S ST24-284	\$1,140.00		\$1,140.00
TOTAL	\$1,239,517.75	\$4,200,272.11	\$5,439,789.86

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

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

Motion by Bohn, seconded by Unruh, to adjourn at 5:41 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant