

Wahpeton City Council

December 18, 2023

5:00 p.m.

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

Absent: Kelly McNary

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, 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.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held December 4, 2023

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Friends of Lady Huskies Basketball – Raffle Permit

Red River Hockey Inc./Blades Blue Line Club – Raffle Permit

Someplace Safe – Raffle Permit

Presentation/Approval of Reports

November 2023 Bill Pay Report \$2,921,756.96 (see below)

November 2023 Financial Statements

Q3 2023 Restaurant Tax Report

Running for City Office 2024

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

Motion by Fobb, 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 –

2024 Business Licenses – Huwe said the 2024 city license renewals are presented for approval. The number of liquor licenses remains consistent with 2023, no additional applicants and no non-renewals. Changes in ownership include the addition of A to B Taxi and Wahp-Breck Taxi. Tobacco license applicants include Dollar General and a new smoke shop at 414 Dakota Avenue. Auditor's Assistant Cheryl O'Meara has collected the information for each of the applicants that have been submitted for renewal. **Motion by Bohn, seconded by Woods, to approve the 2024 Business Licenses contingent upon satisfaction of all licensing requirements by all applicants. Motion carried with all voting 'aye'.**

2023 Grants & Donations Received – Huwe reported the City received \$832,521 in grants and donations so far in 2023. This amount is \$101,335 more than 2022 with the most notable gains in grants from the State of North Dakota from the SIRN 2020 project and loan forgiveness on the Loy Avenue & 12th Street North Project. City departments continue to seek out grant opportunities to leverage local monies to benefit city services. **Motion by Fobb, seconded by Schillinger, acknowledging the receipt of the 2023 Grants and Donations Report. Motion carried with all voting 'aye'.**

2023 Municipal Indebtedness Report – Huwe explained the Statement of Municipal Indebtedness reflects the repayment of \$1,572,611 or 9% of the debt outstanding in 2023. Additional debt was issued for three

special assessment projects totaling \$4,995,800. Total indebtedness increased from \$17,708,067 to \$21,447,326. The \$3,739,259 increase is offset by fixed asset additions estimated at \$13,494,660. 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 Goltz, seconded by Fobb, acknowledging the receipt of the 2023 Statement of Municipal Indebtedness. Motion carried with all voting 'aye'.**

Election 2024 – Huwe said City elections are held in the even numbered years opposite of the legislative sessions. The City of Wahpeton contests on the June 11th, 2024, ballot include Ward 2, Ward 4, and (2) At-large positions. The ballot will also include 3 At-large Park Board Commissioners. Information and the required filing forms are available on the City's website and at City Hall. Candidates may not circulate the petition for nomination until January first and are due to City Hall by 4:00 PM on April 8th.

City Hall Closed on December 25th and January 1st – Huwe announced City Hall will be closed Monday, December 25th in observance of the Christmas Holiday and on Monday, January 1st in observation of the New Year's Holiday.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries reported the Planning Commission met just prior to this meeting and their recommendations to the Council were presented. He said the Council had recently approved a Renaissance Zone boundary update and renewal of the program. These proposed changes were submitted to the State who approved the renewal except for the addition of half of Block 40 which half blocks are not allowable so the Planning Commission has recommended amendment of the RZ boundary to include all of Block 40. **Motion by Bohn, seconded by Unruh, to approve amending the updated Renaissance Zone boundary to include all of Block 40. Motion carried with all voting 'aye'.**

DeVries said the Planning Commission reviewed an application from POW Properties LLC for the rehabilitation of the building at 421 Dakota Avenue, formerly Seifert's. This project will renovate a vacant building to house a dental office and will include improvements to make the building structurally sound, have proper drainage, new windows, repair exterior, new electrical and plumbing, HVAC, new storefront, etc. The current true and full value of the building is \$25,000, the current property tax on the building is \$443, and the estimated value of the building after completion of improvements is \$538,000. The estimated 8-year property tax benefit is \$9,089/year. **Motion by Bohn, seconded by Fobb, to approve the Renaissance Zone Rehabilitation Project application from POW Properties LLC at 421 Dakota Avenue for an 8-year 100% property tax exemption on improvements only. Motion carried with all voting 'aye'.**

DeVries said the Planning Commission also reviewed an application from Nelson Dental PC who will be leasing the building at 421 Dakota Avenue once renovations have been complete. The potential annual State income tax savings is \$8,000. **Motion by Fobb, seconded by Schillinger, to approve the Renaissance Zone application from Nelson Dental PC as a Lease Project at 421 Dakota Avenue for a 5-year State Income Tax exemption. Motion carried with all voting 'aye'.**

DeVries said the Planning Commission also reviewed a request for rezoning from Contitech, formerly WCCO Belting. Two parcels were purchased from OtterTail Power Company. Contitech is requesting the parcel they are proposing to purchase be rezoned from FP-A Agricultural to I-1 Light Industrial, and the parcel Interstate Engineering is purchasing is being requested to be rezoned from FP-A Agricultural to B-2 Heavy Business. A joint public hearing to address these changes was requested, and the first reading of the ordinance is expected January 2nd. **Motion by Schillinger, seconded by Woods, to approve scheduling a Joint Public Hearing with the Planning Commission on January 16, 2024 at 5:00 p.m. on the zoning classification changes requested on behalf of OtterTail Power Company in favor of Contitech and Interstate Engineering. Motion carried with all voting 'aye'.**

DeVries then thanked all who helped make the wonderful holiday lights and decorations possible.

LIBRARY DIRECTOR

Library Report – Bakken reported the Friends of the Library had good attendance at their open house. The library will be closed from 10am to noon on Tuesday for staff to attend training. Other happenings at the library include a meeting of the Leach Reads Book Club, preschool fun day, a Library Board meeting, and a Happy Noon Year snack event. The Sock Tree has had an abundance of donations of socks and undies. The library will be closed December 23rd and 25th, and also January 1st in observance of the holidays.

PUBLIC WORKS DIRECTOR

Public Works Report – 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.

Miranowski requested a suspension of the rules to discuss an item not on the agenda. **Motion by Bohn, seconded by Woods, to approve suspension of the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’.** Regarding the East Side Sanitary Sewer Phase B, Part II Project electrical portion, Rogahn said there was a change order on the project for \$16,045 which increased the contract price from \$347,220 to \$363,265. There have not been any other increases on the project so the final change order would be an increase of zero. **Motion by Bohn, seconded by Goltz, to approve the Final Balancing Change Order for the East Side Sanitary Sewer Phase B, Part II Project with a zero increase. Motion carried with a roll call vote of 7-0.**

Rogahn also presented the final pay application for this project to Summerville Electric in the amount of \$36,326.50. **Motion by Schillinger, seconded by Fobb, to approve the Final Pay Application in the amount of \$36,326.50 to Summerville Electric Inc. for the East Side Sanitary Sewer Phase B, Part II Project. Motion carried with a roll call vote of 7-0.**

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Lambrecht wished all a blessed holiday season.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

Woods said the Public Works & Public Safety Committee met on December 11 at 4:00 p.m.

Brightly Asset Management Software – motion to approve Brightly proposal \$47,458.20 – Motion by Woods, seconded by Unruh, to approve the Brightly Software proposal from Brightly Software Inc., which includes the first-year investment of \$18,400.83 and the remaining 4 years of the 5-year contract term totaling \$47,458.20. Discussion held. Motion carried with a roll call vote of 7-0.

Streetlight Locate Contract with Scott’s Electric – motion to terminate agreement – Motion by Woods, seconded by Fobb, to approve sending a 60-day notice that terminates the City’s Streetlight Locate Contract with Scott’s Electric, Inc. Motion carried with a roll call vote of 7-0.

Rosewood Shared Use Path Tree Removal Bids – motion to approve bid submitted by Carr’s Tree Service \$24,900 – Motion by Woods, seconded by Unruh, to approve awarding the Rosewood Tree Removal Bid to Carr’s Tree Service in the amount of \$24,900. Motion carried with a roll call vote of 7-0.

Vector Control Building Proj. BLDG23-281 – motion to approve plans and authorize receipt of bids – Motion by Woods, seconded by Fobb, to approve the Vector Control Building Plans and Specs, and to authorize the Receipt of Bids for the Project BLDG23-281. Motion carried with all voting ‘aye’.

Traffic Control Box Artwork/Policy for Art in Public Spaces – motion to approve as amended – Motion by Woods, seconded by Schillinger, to approve adoption of the Policy for Art in Public Spaces. Motion carried with all voting ‘aye’.

Snow Removal Annual Policy Review – motion to approve as amended – Motion by Woods, seconded by Fobb, to approve the changes to the Snow Removal Policy. Motion carried with all voting ‘aye’.

Replacement of Pavement Paint Striper – motion to approve bid submitted by Diamond Vogel \$16,140 – Motion by Woods, seconded by Unruh, to approve the purchase of a Graco Line Striper from Diamond Vogel in the amount of \$16,140. Motion carried with a roll call vote of 7-0.

Building Official Updates

Referrals

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personal & Economic Development met on December 11 at 5:00 p.m.

Fire Dept. Pumper Truck Purchase – motion to approve Toyne/Spartan Proposal up to \$893,023.39 – Motion by Bohn, seconded by Goltz, to approve the purchase of a Toyne/Spartan Metro Star Custom Pumper and move forward with the contract for the replacement of the 1998 Pierce Pumper Truck (Unit No. 9747) for a total purchase price of up to \$893,023.39. Motion carried with a roll call vote of 7-0.

Joint Powers Agreement with Richland-Wilkin Joint Powers Authority – motion to approve – Motion by Bohn, seconded by Schillinger, to approve moving forward with the Joint Powers Agreement with the Richland-Wilkin Joint Powers Authority for the property south of Walmart, using a 25-year term and to be collateralized at 100% of the infrastructure cost. Hatting provided some updates and further explanation. Motion carried with a roll call vote of 7-0.

ND Dept of Commerce Rural Workforce Housing Grant – motion to approve matching funds of \$300,000 and submittal of grant application – Motion by Bohn, seconded by Woods, to approve proceeding with submittal of the grant application for the Rural Workforce Housing Grant with the City matching funds of up to \$300,000 from Sales Tax for Economic Development. Motion carried with a roll call vote of 7-0.

Fixed Assets 2023 (preliminary) – motion to approve – Motion by Bohn, seconded by Schillinger, to approve the preliminary 2023 Fixed Assets Capitalization Schedule. Motion carried with all voting ‘aye’.

Preliminary Fiscal Year End Transfers - discussion

Referrals

November 2023 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$324,586.08	\$42,375.70	\$366,961.78
201 WATER OPERATING FUND	\$86,506.03	\$56,566.41	\$143,072.44
202 SANITARY SEWER OPERATING FUND	\$40,131.76	\$36,897.89	\$77,029.65
203 WASTE REMOVAL OPERATING FUND	\$33,919.00	\$2,522.38	\$36,441.38
204 WASTE REDUCTION FUND	\$2,998.16		\$2,998.16
205 VECTOR CONTROL FUND	\$128.70	\$1,554.28	\$1,682.98
206 STREET LIGHTING	\$14,024.13		\$14,024.13
207 STORM WATER UTILITY	\$1,583.60		\$1,583.60
209 LIBRARY LEVY FUND	\$5,731.51	\$17,245.83	\$22,977.34
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
226 EMPLOYEE SAFETY COMMITTEE	\$149.99		\$149.99
227 ANNUAL RESERVE WH FUND	\$44,948.44		\$44,948.44
231 FD BLDG & EQUIP LEVY FUND	\$88,000.00		\$88,000.00
233 REAL ESTATE LEVY FUND	\$560.00		\$560.00
234 SPECIAL STREET MAINT FUND	\$2,263.25		\$2,263.25
236 LEVEE MAINTENANCE	\$22,354.72	\$10,461.45	\$32,816.17
271 ECONOMIC DEVEL DEPT FUND	\$700.00	\$13,189.10	\$13,889.10
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$1,055.00		\$1,055.00
318 WEED MAINT LEVY FUND	\$625.00		\$625.00
319 LODGING TAX FUND	\$288.74		\$288.74

320 SALES TAX OPERATING FUND	\$153,873.57		\$153,873.57
325 SALES TAX H.E.L.P. HOUSING FUND	\$175.00		\$175.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
331 FALL FESTIVAL	\$1,734.29		\$1,734.29
332 WINTER FESTIVAL	\$6,500.00		\$6,500.00
365 PD SPEC EQUIP SINKING FUND	\$10,228.02		\$10,228.02
393 1% RESTAURANT TAX FUND	\$3,011.06		\$3,011.06
401 BDSGC CART SUBLEASE	\$2,203.00		\$2,203.00
460 R/I #11415 SERIES 2015	\$1,600.00		\$1,600.00
471 R/I# 12521 BND INFRAST. LOAN	\$5,973.65		\$5,973.65
474 R/I# 12823 BND 2023 ST21-264	\$38,773.92		\$38,773.92
659 RIVER POINTE ACRES	\$80.87		\$80.87
666 E.SIDE SANITARY PART B PH II	\$64,469.39		\$64,469.39
672 8TH AVE. N PROJ. ST19-248	\$1,335,235.49		\$1,335,235.49
673 LOY AVE & 12TH ST PROJ ST19-249	\$36,156.13		\$36,156.13
675 WELL FIELD RECLO PROJ W19-251	\$5,255.84		\$5,255.84
676 DOWNTOWN S. STREETS ST20-255	\$71,106.21		\$71,106.21
682 PRAIRIE FLATS 1ST ST21-261	\$12,637.63		\$12,637.63
684 WESTDALE 3 ADDITION ST21-264	\$19,391.42		\$19,391.42
685 SS LS GENERATORS SS21-265	\$1,105.83		\$1,105.83
686 DOWNTOWN S STREETS2 ST21-259	\$287,774.42		\$287,774.42
688 ROSEWOOD 3RD ADDTN ST22-269	\$500.00		\$500.00
692 2ND & 4TH ST IMP PROJ ST23-277	\$2,241.86		\$2,241.86
693 EAST CENTRAL & SE ST PROJ ST23-278	\$7,159.04		\$7,159.04
694 NORTH LOOP ADDITION ST23-279	\$460.00		\$460.00
TOTAL	\$2,739,867.42	\$181,889.54	\$2,921,756.96

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee
- b. Finance Committee

Motion by Goltz, seconded by Schillinger, to adjourn at 5:55 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant