

Wahpeton City Council

December 4, 2023

5:00 p.m.

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

Absent: Renata Fobb

Also Present: Finance Director Darcie Huwe, City Attorney Brittany Hatting, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, Community Development Director Chris DeVries, Police Chief Matthew Anderson, Deputy Police Chief Tim Appell, Finance Assistant Lynelle Amos, and Public Utilities Assistant DeVy Johannessen

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 20, 2023

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Wahpeton JO Volleyball – Raffle Permit

Breckenridge Wahpeton Storm Wrestling – Raffle Permit

Prante's – Amusement Devices for Three Rivers Gymnastics

Presentation/Approval of Reports

Southern Valley Economic Development Authority Housing Forum December 6, 2023

Employee Years of Service Awards

2024 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 McNary, 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

2024 Business Licenses – Huwe said the 2024 City license renewals are currently being processed. The schedule of proposed licenses will be presented to the Council for consideration at the December 18th Council meeting.

Mutual of Omaha Group Life Insurance Contract – Huwe explained the City currently contracts with Cigna and New York Life for long term disability and employee life insurance. Our employee benefits consultant North Risk Partners recommended transitioning to Mutual of Omaha for improved coverage and a 26% reduction in premiums effective January 1, 2024. **Motion by Bohn, seconded by Goltz, to approve executing the City Employee Group Insurance Contracts with Mutual of Omaha. Motion carried with a roll call vote of 7-0.**

2023 Summary of Tax Levy – Huwe reported the Richland County Auditor provides an abstract of all taxes that are levied upon residents in the City of Wahpeton, and 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, which has not levied taxes for several years. The total amount of dollars levied by

the State/County, School district, City, and Park Board is \$20,604,023 up \$1,111,901.02 or 6% from this year's \$19,492,122. Each political subdivision increased the dollars levied. The City has decreased the number of mills levied for 13 consecutive years. Wahpeton property owners will pay \$8,932,940 or 43% of all the taxes levied. The City of Wahpeton levied \$2,119,856 of the \$8,932,940 or 24% of the property taxes billed are attributed to providing city services. The City of Wahpeton's overall tax rate is currently 354.35 mills, an increase from the previous levy of 350.43 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. The summary includes trends from 2019-2023 reflecting a decrease in mills for City services from 95.33 mills in 2019 to 84.09 in 2023 a decrease of 12%. The value of a mill in the city increased from \$23,679.12 to \$25,209.37 (6%). The value of the mill is slightly higher than projected during budget and is reflected in the city's 2023 mill rate decrease from 84.56 to 84.09. **Motion by Goltz, seconded by Bohn, to acknowledge receipt of the 2023 Tax Levy Summary. Motion carried with all voting 'aye'.**

Joint Powers Agreement with Richland-Wilkin JPA – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Fire Dept. Pumper Truck Purchase Request – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Fixed Assets 2023 – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Preliminary Fiscal Year End Transfers – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Revolving Loan Fund Modification Request – Bois de Sioux Golf Club – DeVries said the Bois de Sioux Golf Club is interested in purchasing a used Toro Groundsmaster mower from MTI at the cost of \$77,040. The City's Revolving Loan Fund typically has a \$40,000 maximum loan amount, however given the past good working relationship and interactions with the BDSGC over a number of years, and since this piece of equipment is very important for the operation of the golf course, he requested that the maximum loan amount be doubled. The request would be for up to \$80,000 in case this purchase falls through, and they need to consider other options. Discussion was held regarding the terms. It was also noted there are sufficient funds available. **Motion by Woods, seconded by Schillinger, to approve making an exception for a Revolving Loan Fund loan of up to \$80,000 to the Bois de Sioux Golf Club to purchase a Toro Groundsmaster mower. Motion carried with a roll call vote of 7-0.**

ND Dept. of Commerce Rural Workforce Housing Grant – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries said he was going to ask for referral to both committee of the Placer software demonstration, which monitors activity in different parts of town to assist with finding businesses to fit in town/downtown but will wait a few weeks until things slow down.

DeVries announced a family night will be hosted at Holiday Lane this Friday. He then thanked those who assisted in setting up Holiday Lane. A Holiday Home Tour is scheduled for December 16th. He encouraged supporting the arts by attending area holiday concerts. He also encouraged supporting student athletes and local sports teams.

LIBRARY DIRECTOR

Library Report – Library Director Bakken reported happenings at the library include story time, holiday craft party, kid’s crafternoon, and preschool fun day. Children’s Librarian Kercher had planned to give a ‘What is my Child Reading’ presentation on Thursday but due to health issues has postponed it to January. The Friends of the Library will be hosting a Holiday Open House at the library December 13th. They are looking for sponsors for their digitization project. The Sock Tree is filling up and donations are still being accepted to benefit the Three Rivers Crisis Center.

POLICE CHIEF REPORT

Police Dept. Report – Police Chief Anderson it’s that time of year when some residents go south for the winter and asked that any suspicious activity be reported to the Police Department. December 12th the Southeast Fraternal Order of Police is hosting its 19th Annual Santa Cops and Kids. The police officer position opening is currently being advertised.

Anderson said the Police Department has a 5-year capital lease with Axon for their tasers to the end of 2024. The current tasers are an X2 which are discontinuing so will need to upgrade to Taser 7 or 10. Axon will give the PD Taser 7 or 10’s now as part of the capital lease in 2024 for the X2 price through 2024, which is already budgeted. **Motion by Bohn, seconded by Schillinger, to approve authorizing Police Chief Anderson to sign the capital lease contract with Axon for the 2024 Taser upgrade. Motion carried with a roll call vote of 7-0.**

PUBLIC WORKS DIRECTOR

Public Works Report –

Streetlight Locate Contract – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Review and award Bid for the Rosewood Tree Removal Contract.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to approve Plans and Specs and authorize Receipt of Bids for the Vector Control Building.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to the Public Works Committee **for consideration of Replacement of the GRACO Line Stripper.** 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

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on November 27 at 4:00 p.m.

Brightly Asset Management Software – discussion

ND DOT City Urban Boundary Map – motion to approve Res. 3881 –

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3881 **RESOLUTION APPROVING URBAN AREA BOUNDARY**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 7-0.

Golf Course Pedestrian Bridge Inspection – motion to approve assessment by Interstate Engineering \$8,000 – Motion by McNary, seconded by Perdue, to approve the initial inspection of the Bois de Sioux Golf Course Pedestrian Bridge by Interstate Engineering not to exceed \$8,000 and a biannual inspection not to exceed \$2,000. Motion carried with a roll call vote of 7-0.

ND DOT Annual Urban Road Maintenance Agreement – motion to approve – Motion by McNary, seconded by Unruh, to approve the Annual Urban Road Maintenance Agreement with the NDDOT. Motion carried with all voting ‘aye’.

Traffic Control Box Artwork/Policy for Art in Public Spaces – discussion

Annual Review of the Snow Removal Policy – discussion

Building Official Updates

Referrals

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personal & Economic Development met on November 27 at 5:10 p.m.

Back the Blue Grant Award – motion to approve disbursement by Chief Anderson – Motion by Bohn, seconded by Schillinger, to approve authorizing Police Chief Matthew Anderson the discretion of disbursement of the \$25,548 Back the Blue Grant funds received. Motion carried with all voting ‘aye’.

Clerk of Court Position Description Updates – motion to approve with amendments – Motion by Bohn, seconded by McNary, to approve the Municipal Clerk of Court job description with the suggested amendments as presented. Motion carried with all voting ‘aye’.

Referrals – Richland-Wilkin JPA Joint Powers Agreement

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee December 11th 4:00 p.m.
- b. Finance Committee December 11th 5:00 p.m.

Motion by Goltz, seconded by Schillinger, to adjourn at 5:47 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant