

Wahpeton City Council

December 5, 2022

5:00 p.m.

Present: Schillinger, Perdue, Woods, Goltz, Lambrecht, Bohn, Fobb, and Unruh

Present Via Teleconference: McNary

Absent: None

Also Present: Huwe, Budke, Miranowski, Broadland, DeVries, Bakken, Anderson, Amos, 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.

Municipal Judge Don Krassin – recommendation on alternate judge appointment – Krassin presented a letter explaining that he has been serving as the City's Municipal Judge for several years and there are occasionally cases filed where he cannot act as Municipal Judge and an Alternate Municipal Judge needs to be appointed. Attorney Simone Sandberg has been acting as Alternate Municipal Judge but is retiring at the end of 2022. He recommended Attorney Jason Butts be appointed as the new Alternate Municipal Judge beginning January 2023. **Motion by Bohn, seconded by Fobb, to approve appointing Attorney Jason Butts as the Alternate Municipal Judge beginning January 2023 contingent upon Mr. Butts being eligible to serve in that position. Motion carried with all voting 'aye'.**

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held November 21, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Minndak Rocky Mtn. Elk Foundation – Site Authorization

Presentation/Approval of Reports

Employee Years of Service Awards

2023 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 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

2022 Summary of Tax Levy – Huwe said 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. The numbers were not available prior to tonight's meeting. Property tax statements are mailed to all property owners by the County Treasurer the third week of December. A report of the abstract of taxes will be provided as soon as it becomes available.

Fixed Assets 2022 – request referral to Finance Cmt. – Huwe said the City financial statements include approximately \$85 million of fixed assets with an additional \$9 million of projects considered a work in progress. Part of the year-end financial statement preparation process includes a review of proposed fixed assets. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Preliminary Fiscal Year End Transfers – request referral to Finance Cmt. – Huwe explained the 2022 adopted budget includes \$2.8 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. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

2023 City License Renewals – Huwe said the 2023 City license renewals are currently being processed. The schedule of proposed licenses will be presented to the Council for consideration at the December 19th Council meeting.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Win Column – This issue featured wins for our students, schools, and community.

Planning Commission Recommendations –

Preliminary Plat Prairie Flats 2nd Addition – DeVries presented the recommendations from the Planning Commission regarding the construction of twin homes in the Prairie Flats development area. **Motion by Bohn, seconded by Unruh, to approve scheduling a Joint Public Hearing with the Planning Commission on December 19th, 2022 at 5:00 p.m. on the Preliminary Plat for Prairie Flats 2nd Addition. Motion carried with all voting ‘aye’.**

Ord. 1040 Prairie Flats 2nd Addition Planned Unit Development – **Motion by Bohn, seconded by Unruh, to approve scheduling a Joint Public Hearing with the Planning Commission on December 19th, 2022 at 5:00 p.m. on the Prairie Flats 2nd Addition Planned Unit Development. Motion carried with all voting ‘aye’.**

Council member Bohn offered the first reading of the following Ordinance:

ORDINANCE NO. 1040
AN ORDINANCE AMENDING SECTION 46 ZONING
ARTICLE III – ZONING DISTRICTS DIVISION 5 OTHER DISTRICTS
(CREATING PLANNED UNIT DEVELOPMENT ZONING FOR
LOT 1 BLOCK 1
OF PRAIRIE FLATS SECOND ADDITION)

DeVries then thanked Dakota Designs for the holiday lights on Dakota Avenue which he said look great and are a tremendous addition to downtown.

LIBRARY DIRECTOR

Library Report – Bakken reported the Friends of the Library are hosting a holiday open house on December 7th. The Sock Tree is accepting donations and other undergarments throughout December with all donations benefitting the Three Rivers Crisis Center. Library programming includes storytime, code for kids, story club, and children’s holiday craft party. Bakken announced the Friends of the Library received a \$900 grant from the Richland Wilkin Community Foundation that will be used toward the teen renovation project. She also announced the library was named as a beneficiary of the Everett Schmeichel estate and received their first annual distribution of just over \$11,100. She was both very humbled and elated to receive such a gift. Best efforts will be made to use that money to best serve the public.

POLICE CHIEF

SEMCA Update – Anderson said SEMCA Task Force Director Jason Weber has resigned and NDBCI is taking over that position. Agent Frank Mendez will be handling the financials. The Wahpeton PD will keep their two employees in there and the Richland County Sheriff’s office will appoint someone to replace Weber. Anderson also reported the new Police Department pickup ordered last November has arrived.

PUBLIC WORKS DIRECTOR

Public Works Report – Referrals to PW Cmt. – Estimated special assessments for Dakota Ave. Side Streets Ph. II Proj. ST21-259 – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Rental Agreement with Midstates Equipment & Supply for a Melter for Spring 2023.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Replacement of the two Fleet Vehicles for City Hall.** 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.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Lambrecht thanked DeVries and all those who made the recent Tree Lighting a success. He reported dates are being considered for a Council Retreat in January or February.

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 November 28th.

Housing Lot Availability & Development Agreement Update – discussion

Employee Evaluations – discussion

Public Works & Public Safety Committee Report

Woods said the Public Works & Public Safety Committee met at 4:30 p.m. on November 29th.

Dakota Ave. Side Streets Ph. II Proj. ST21-259 UGP-CVD-8-991(038) Bid Award – motion to offer Res. No. 3845 Bid Award to Sellin Brothers, Inc. \$2,421,661.50 –

Council member Woods offered the following and moved its adoption:

RESOLUTION NO. 3845
RESOLUTION AWARDED CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT IN
STREET AND UTILITIES IMPROVEMENT DISTRICT
(Downtown Side Streets Reconstruction Phase II (Project No. ST21-259))
NORTH DAKOTA DEPT. OF TRANSPORTATION PROJ. NO. UGP-CVD-8-991(038)

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Fobb. Motion carried with a roll call vote 8-0.

Bois de Sioux Golf Clubhouse – motion to approve \$5,678.25 – Motion by Woods, seconded by Perdue, to approve the up to amount of \$5,678.25 from the Sales Tax for Recreation Fund to make the improvements specified. Motion carried with a roll call vote of 8-0.

Engineering Design/Development Standards – motion to recommend approval/first reading – Motion by Woods, seconded by Schillinger, to approve recommending the Council review the Engineering Design/Development Standards document for approval. Discussion held. Motion carried with all voting ‘aye’.

Yard Junk/Clutter Updates

Building Official Updates

Referrals – see PW Director Report

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee December 12th, 5:00 PM
- b. Public Works Committee December 13th, 4:30 PM

Motion by Goltz, seconded by Schillinger, to adjourn at 5:28 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant