

Wahpeton City Council

February 20, 2024

5:00 p.m.

Present: Mayor Brett Lambrecht, Council Members Shannon Schillinger, Chad Perdue (remotely – joined at 5:17pm), Tiana Bohn, Kelly McNary, and Cory Unruh

Absent: David Woods II, Jason Goltz, and Renata Fobb

Also Present: Finance Director Darcie Huwe, Assistant City Attorney Will Budke, Public Works Director Dennis Miranowski, 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. A moment of silence was then taken to honor the two Police Officers and First Responder from Burnsville, MN who recently lost their lives in the line of duty.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Oath of Office – Police Officer Brody Farmer – Police Chief Anderson provided an introduction and administered Oath of Office to recently hired Wahpeton Police Officer Brody Farmer who was congratulated and welcomed by a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held February 5, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Team Adam – ALS Walk Team – Raffle Permit

NDSOS Auto Tech Club – Raffle Permit

Presentation/Approval of Reports

Bill Pay Report January 2024 \$1,929,038.04 (see below)

Financial Statements January 2024

Q4 Restaurant Tax Report

Q3 2023 Lodging Tax Report

MDFC Notice of Land Application

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

Motion by Schillinger, seconded by Unruh, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR –

Bois de Sioux Golf Board Confirmation of Appointments – Huwe said the Bois de Sioux Golf Board elects officers at their annual meeting each fall, and the names of the officers are forwarded to the City Council for Confirmation. The Board is comprised of 10 members elected to three-year terms. Newly elected or appointed members for consideration include: Scott Albertson with a term ending 2024; Amanda Mittlestadt with a term ending 2025; Anthony Van Dyke with a term ending 2026; and Abby Wermers representing the Ladies League President position on the Board. It was noted this was done in November 2023 so the approval would be retroactive. **Motion by Bohn, seconded by McNary, for the retroactive approval confirming the appointment to the Bois de Sioux Golf Club Board as follows: Scott Albertson with a term ending 2024, Amanda Mittlestadt with a term ending 2025, Anthony Van Dyke with a term ending 2026, and Abby Wermers representing the Ladies League President position on the Board. Motion carried with all voting 'aye'.**

2022-2023 Audit Update – Huwe reported the State Auditor’s Office previously requested to conduct a consolidated 2-year local government audit for the City of Wahpeton’s 2022 and 2023 fiscal years. The City received over \$750,000 in federal funds each year and is required to have a single audit for each year, a combined audit will not be possible. The State Auditor’s Office has hired additional staff and has started the 2022 audit, we anticipate completion of the 2022 audit by May followed by the 2023 audit.

Election 2024 – Huwe said 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. The candidate filing submittal from Jason Goltz, the Ward 2 incumbent, has been received and approved. Candidacy filings are due to City Hall by 4:00 PM on April 8th. Information and the required filing forms are available on the City’s website and at City Hall.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Resolution 3885 Renaissance Zone Amendment – Huwe said the Community Development Director was not available tonight. A thank you was given to Council members McNary and Bohn for volunteering their time at the Winter Wonderland bouncy house activity on Saturday. The event was well attended with many positive comments. This issue of the Win Column featured the activities that took place during this event.

Huwe said the Planning Commission also serves as the Renaissance Zone Authority, and on November 20th the Council adopted Resolution 3880 extending the Renaissance Zone program for an additional 10 years with small amendments to the map to include eligible blocks. The extension included a ½ block at the current Simonson’s location, however the State requires the entire block to be included in the adopted RZ map. Resolution 3885 revises the RZ map to include all of the Simonson’s Block. Assistant City Attorney Budke presented the resolution for approval.

Council member Bohn offered the following and moved its adoption:

RESOLUTION NO. 3885
RESOLUTION APPROVING AMENDMENT
TO THE RENAISSANCE ZONE DEVELOPMENT PLAN
AND RENAISSANCE ZONE DISTRICT

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 4-0.

Reminder of Joint Public Hearing with the Planning Commission March 4th at 5:00 p.m. – Huwe gave a reminder of the Joint Public Hearing with the Planning Commission on March 4th at 5:00 p.m. for consideration of the Rosewood 4th Addition Plat and the rezoning request for land between 9th Street North and 4th Street North.

ATTORNEY

Resolutions 3882-3884 Heritage Square Parking Lot Reconstruction Proj. ST23-274 – Assistant City Attorney Budke presented the following resolutions for approval.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3882
RESOLUTION CREATING HERITAGE SQUARE PARKING LOT
PROJECT NO. ST23-274 WATER, STREETS, STREET LIGHTS,
STORM/SANITARY SEWER IMPROVEMENT DISTRICT

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 4-0.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3883
**RESOLUTION OF THE CITY OF WAHPETON RELATING TO
THE ISSUANCE OF BONDS AND THE REIMBURSEMENT
OF CERTAIN EXPENDITURES FOR
HERITAGE SQUARE PARKING LOT
PROJECT NO. ST23-274 WATER, STREETS, STREET LIGHTS,
STORM/SANITARY SEWER IMPROVEMENT DISTRICT**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 4-0.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3884
**RESOLUTION DIRECTING PREPARATION OF ENGINEER'S REPORT
HERITAGE SQUARE PARKING LOT
PROJECT NO. ST23-274 WATER, STREETS, STREET LIGHTS,
STORM/SANITARY SEWER IMPROVEMENT DISTRICT**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Unruh. Motion carried with a roll call vote 4-0.

LIBRARY DIRECTOR

Library Report – Bakken reported happenings at the library include a meeting of Leach Reads Book Club, a Library Board meeting, Kercher will be visiting home daycares Friday morning and can be contacted by anyone interested in participating, story time, and a pre-kindergarten fun day. Bakken asked that parents start to consider library programs for their children to attend this summer, including its summer reading program. The library's 100th Anniversary celebration will be held Monday, April 8th from 1-4 pm. The State Librarian will be visiting and all were invited to attend. Research is currently being conducted to commemorate this wonderful event.

(Perdue enter remotely at 5:17 pm)

POLICE CHIEF

Police Dept. Report – Police Chief Anderson reported the year end transfer for 2023 of \$15,000 was used to purchase the replacement of rifle plates on their squad cars. Previously they were ceramic plates and weighed about 14.5 pounds with a 5 year warranty which have all been expired for up to 8 years. They were upgraded to a steel product that carries a 10 year warranty and weighs about 5 pounds. The Council was thanked for their continued support. Anderson said in March they will be working impaired driving saturation through the DOT program. He reported last week their radios were flashed by Midstates Wireless, and it is hoped by the end of March they will have the 800 system turned on and the PD will be able to start using it.

PUBLIC WORKS DIRECTOR

Public Works Report –

Heritage Square Christmas Tree Recommendation from CEC Cmt. – request referral to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Vector Control Building Bid Award – refer to PW Cmt. – Mayor Lambrecht will refer this item back 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

Mayor Lambrecht referred an update on the proposed Wellness Recreation Center planning to both the Finance Committee and Public Works Committee.

WBI Energy Transmission Temporary Land Usage Permit – Request Approval – Mayor Lambrecht explained WBI Energy is a subsidiary of MDU Resources Group. WBI will expand their natural gas pipeline system from Mapleton to Wahpeton, and the expected construction period will be from March 2024 to November 2024. As part of the project planning, compliance, and regulatory approval process the City of Wahpeton agreed to provide an area for equipment and materials staging on City owned land in the Northside Industrial Park. The temporary usage permit term is March 1st, 2024, to January 1st, 2025. WBI will make any necessary site improvements for the storage of materials and equipment at their own expense. The City will be compensated \$500 per month and the site will be returned to its original site or better. The permit language was included with the council agenda. **Motion by Unruh, seconded by Bohn, to approve the Temporary Land Usage Permit with WBI Energy as presented. Motion carried with a roll call vote of 5-0.**

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on February 12 at 4:00 p.m.

Review Bids & Award of Project Vector Ctl. Bldg. Proj. BLDG23-281 – motion to approve – This item was referred back to the Public Works Committee.

2024 Sealcoat Proj. ST24-282 Proceed to Solicit Bids – motion to approve and proceed – Motion by McNary, seconded by Unruh, to approve the Plans, Specifications, and Authorize Receipt of Bids for the 2024 Sealcoat Project ST24-282. Motion carried with all voting ‘aye’.

Wastewater Facility Study Update – discussion

Golf Course Bridge Proj. SW23-280 Inspection Report – discussion

Heritage Square Parking Lot Reconstruction Proj. ST23-274 – see City Attorney Report

Building Official Updates

Referrals (See PW Director Report)

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personal & Economic Development met on February 12 at 5:00 p.m.

Rural Workforce Housing Grant – motion to approve RFP – Motion by Bohn, seconded by Schillinger, to approve the Request For Proposals for a Rural Workforce Housing Grant with awards of up to \$300,000 from Sales Tax for Economic Development. Motion carried with a roll call vote of 5-0.

Update on WCDC Westside Development – discussion

Wastewater Treatment Capacity Planning – discussion

Mayor’s Ad-hoc Cmt. on Recreation Center Update on NDSCS Land Lease – discussion

BND Flex PACE Loan Request Tuck-It-Away Storage – motion to approve \$16,058.48 – Motion by Bohn, seconded by Unruh, to approve the Sales Tax Loan for the Community Portion of the Bank of ND Flex PACE loan to Tuck it Away Storage, LLC up to \$16,058.48 with payback to begin after 5 years. Motion carried with a roll call vote of 5-0.

Placer Data Analysis Demonstration – discussion

Referrals – None

January 2024 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$345,097.34	\$44,684.66	\$389,782.00
201 WATER OPERATING FUND	\$63,754.01	\$62,837.49	\$126,591.50
202 SANITARY SEWER OPERATING FUND	\$69,170.30	\$39,049.08	\$108,219.38
203 WASTE REMOVAL OPERATING FUND	\$33,801.21	\$2,687.50	\$36,488.71
204 WASTE REDUCTION FUND	\$7,509.98		\$7,509.98
205 VECTOR CONTROL FUND	\$32.04	\$1,634.44	\$1,666.48
206 STREET LIGHTING	\$14,817.11		\$14,817.11
207 STORM WATER UTILITY	\$75.58		\$75.58
209 LIBRARY LEVY FUND	\$6,515.94	\$18,484.09	\$25,000.03
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
226 EMPLOYEE SAFETY COMMITTEE	\$1,030.47		\$1,030.47
229 CAPITAL IMPROVEMENTS FUND	\$42,263.67		\$42,263.67
233 REAL ESTATE LEVY FUND	\$19,694.77		\$19,694.77
234 SPECIAL STREET MAINT FUND	\$20,292.18		\$20,292.18
236 LEVEE MAINTENANCE	\$3,638.55	\$11,074.91	\$14,713.46
253 METER DEPOSITS TRUST FUND	\$385.41		\$385.41
271 ECONOMIC DEVEL DEPT FUND	\$866.50	\$14,074.24	\$14,940.74
303 MISCELLANEOUS FUND	\$19.50		\$19.50
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$2,691.51		\$2,691.51
319 LODGING TAX FUND	\$288.74		\$288.74
320 SALES TAX OPERATING FUND	\$19,369.25		\$19,369.25
321 SALES TAX RESERVE FUND	\$15,229.00		\$15,229.00
324 SALES TAX MINI MATCH RSRV FUND	\$15,000.00		\$15,000.00
326 REVOLVING LOAN FUND	\$40,416.67		\$40,416.67
329 BULL RIDING EVENT	\$357.52		\$357.52
332 WINTER FESTIVAL	\$20.87		\$20.87
365 PD SPEC EQUIP SINKING FUND	\$305.00		\$305.00
393 1% RESTAURANT TAX FUND	\$6,528.46		\$6,528.46
457 R/I #11111 SERIES 2011B	\$180.00		\$180.00
459 R/I #11314 SERIES 2014	\$180.00		\$180.00
461 R/I #11516 SERIES 2016	\$180.00		\$180.00
462 R/I #11617 SERIES 2017	\$180.00		\$180.00
473 R/I# 12722 SERIES 2022	\$180.00		\$180.00
570 SALES TAX FOR INFRASTRUCTURE	\$217,000.00		\$217,000.00
572 SALES TAX FOR FLOOD FUND	\$329,078.00		\$329,078.00
666 E.SIDE SANITARY PART B PH II	\$36,326.50		\$36,326.50
670 EDGEWOOD PARK PROJ ST18-239	\$15,000.00		\$15,000.00
672 8TH AVE. N PROJ. ST19-248	\$325,229.96		\$325,229.96
675 WELL FIELD RECLO PROJ W19-251	\$7,800.22		\$7,800.22
681 HOMESTEAD DEVELOPMENT ST21-263	\$38,932.97		\$38,932.97
684 WESTDALE 3 ADDITION ST21-264	\$260.00		\$260.00
685 SS LS GENERATORS SS21-265	\$515.61		\$515.61
691 VECTOR CTRL CHEMICAL BLDG	\$653.40		\$653.40
692 2ND & 4TH ST IMP PROJ ST23-277	\$3,472.50		\$3,472.50
693 EAST CENTRAL & SE ST PROJ ST23-278	\$13,309.39		\$13,309.39
695 GOLF COURSE INTAKE SS23-276	\$13,600.00		\$13,600.00
696 GOLF COURSE BRIDGE SW23-280	\$935.00		\$935.00
TOTAL	\$1,733,435.13	\$195,602.91	\$1,929,038.04

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee February 26, 2024, 4:00 p.m.
- b. Finance Committee February 26, 2024, 5:00 p.m.

Motion by Schillinger, seconded by McNary, to adjourn at 5:40 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant