

Wahpeton City Council

January 2, 2024

5:00 p.m.

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

Absent: Cory Unruh

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 then recited.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held December 18, 2023

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

Wahpeton Buffalo Club – Raffle Permit

Presentation/Approval of Reports

Running for City Office 2024

Primary Residence Property Tax Credit

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Schillinger, seconded by Perdue, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2023 Budget Amendments – request referral to Finance Cmt. – Huwe said this item and the next will be combined. As part of the City's fiscal year end and preparation of the final financial statements a reconciliation of budgeted expenditures to actual costs is prepared. It is planned to leave accounts payable open until January 18th to accommodate the timing of the first and third Mondays in 2024. This unique timing will impact preparation of the final year-end financial statements including the final fund transfers. Projections will be provided for preliminary review with the final amounts being presented for ratification at the first meeting in February. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

2023 Updated Fiscal Year End Transfers – request referral to Finance Cmt. – This item was combined with the previous one for referral to committee.

Election 2024 – request approval of ward boundary & poll location map – Huwe said City elections are held in the even numbered years opposite of the legislative sessions. Cities are required to coordinate with counties for election services including the designation and staffing of polls. There will be a single poll location in the city for the June 11th, 2024 election at the Wahpeton Event Center at 995 21st Avenue North, adjacent to the Travelodge Hotel. Ward boundaries are evaluated after each decennial census and remain unchanged at this time. **Motion by Goltz, seconded by Fobb, to approve the updated Ward Boundaries and Poll Location Map for the 2024 Election as presented. Motion carried with all voting 'aye'.**

City Hall Closed January 15th in observation of Dr. Martin Luther King Jr. Day

ASSESSOR/BUILDING CODES

Primary Residence Property Tax Credit – City Assessor Broadland provided information on the Primary Residence Property Tax Credit for 2024 which opened on January 1st. ND homeowners may receive up to a \$500 tax credit toward their 2024 property taxes (one credit per household). When applying online there are about six questions and information needed include your social security number/tax identification number and parcel identification number provided on your property tax statement. Any residents who have questions or who may need assistance can contact her office.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries announced the Wahpeton Winter Wonderland event is scheduled for February 16-17, 2024. Events include a comedian on Friday night, a movie at Leach Public Library on Saturday along with bouncy houses at Wahpeton Middle School. The Neil Heitkamp youth ice fishing tournament is also scheduled for that day. More information will be provided as it becomes available.

Planning Commission Referral – OTCO Rezone Request Ord. 1063 – DeVries reported the Planning Commission voted not to have first reading of this ordinance at this time.

Mayor's Ad-hoc Committee Update – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

LIBRARY DIRECTOR

Library Report – Library Director Bakken reported 2024 programming includes story times, pre-school fun days, teen anime club, kids' crafters, STEM programs, and Crafty Adults. Children's Librarian Kercher will also be conducting a presentation on "What is my Child Reading". Information on these events can be found on the library's website and Facebook page. This year will mark the 100th anniversary of the library at its current location. A celebration is being planned with more information to be provided as it becomes available. The "Undie" the "Sock Tree" project was once again a huge success this year with 1411 items donated. It is planned to deliver the items to Three Rivers Crisis Center this week. Bakken noted that for residents who do not have access to a computer there are public access computers available at the library. She also announced that the library will be closed January 15th in observance of Martin Luther King Jr. Day.

POLICE CHIEF REPORT

Police Dept. Report – Police Chief Anderson said they had suspended the parking restrictions over the holiday but will start that up again tonight with warning tickets being issued and with the snow predicted at the end of the week actual parking tickets will be issued once again until spring time.

Position Description Updates for Detective & Taskforce Agent – request referral to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

PUBLIC WORKS DIRECTOR

Public Works Report –

Downtown Side Streets II Proj. ST21-259 Contract Change Order – request referral to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

8th Ave. N. Proj. ST19-248 Contract Change Order – request referral to PW Cmt. – 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

Mayor Lambrecht thanked all for a great 2023 and looking forward to 2024 in the community and growth coming in, adding new assets, and looking forward to working on business retention and new business building, using the city's tools in their toolbox to include advertising and getting the word out.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report (No meeting held)

Finance, Personnel & Economic Development Committee Report (No meeting held)

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee January 8th, 2024 4:00 p.m.
- b. Finance Committee January 8th, 2024 5:00 p.m.

Motion by Goltz, seconded by Schillinger, to adjourn at 5:21 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant