

Wahpeton City Council

July 15, 2024

5:00 p.m.

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

Absent: Chad Perdue and Renata Fobb

Also Present: Finance Director Darcie Huwe, City Attorney Brittany Hatting, Assistant City Attorney Will Budke, Engineering Project Manager Kyle Rogahn, 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, Auditor's Assistant Cheryl O'Meara, and Public Works Assistant Lindsay Louters

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Meeting called to order by Mayor Lambrecht. The pledge of allegiance was recited.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Citizen Concerns with Use of Fireworks – Mayor Lambrecht referred to fireworks Ordinance 1059 and said a Facebook survey was conducted last year regarding fireworks and consensus was to keep the duration at 9 days from June 27th to July 5th, to be ignited between 4pm to 11pm each day and 4pm to midnight on July 4th. It was also noted that fireworks sales benefit local youth groups. A letter received from Jim McKinnen explaining concerns regarding fireworks and their debris was then read. Concerns for the extreme loudness of the fireworks displays and the remnants/debris found in yards adjacent to those igniting fireworks was expressed by Simone Sandberg of 204 8th Street North, Dr. Debra Glander who lives in an apartment on 2nd Avenue North, and Mona Rosely of 1015 3rd Avenue North. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee for further review of the ordinance.

Pierce Dilapidated Properties Administrative Hearing – continued to Aug. 19th – City Attorney Hatting said correspondence has been received from Pierce's attorney indicating there is currently a health issue that will prevent their attendance at the hearing scheduled for tonight and they have requested a continuance to August 19th. **Motion by Bohn, seconded by Woods, to approve continuing the Public Hearing on the Pierce Dilapidated Properties to August 19, 2024 at 5:45 p.m. Motion carried with all voting 'aye'.**

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held July 1, 2024

Approval of minutes of special meeting held July 8, 2024

Games of Chance Licenses, Site Authorizations & Special Permits: None

Presentation/Approval of Reports

Bill Pay Report June 2024 \$1,580,224.84 (see below)

Financial Statements June 2024

2023 Renaissance Zone Program Monitoring Report

Garrison Diversion Recreation Grant Notice

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

Pledge of Assets and Designation of Depositories – Huwe said the North Dakota Century Code requires a listing of the depositories, deposits and pledged assets by each financial institution designated for deposit of City funds.

The Total Pledges and Requested Designated Depositories as of June 30, 2024 are:

<u>Designated Depository</u>	General Ledger		Federal Government			
	Funds on Deposits	FDIC/NCUA	Letter of Credit	Securities or Qualified Sweep	Additional Pledged Collateral	Collateralized Total
American Federal Bank	none	n/a	n/a	n/a	n/a	n/a
Bell State Bank & Trust	1,018,982	250,000	n/a	1,018,982	n/a	1,268,982
Bremer Bank	4,254,345	250,000	n/a	8,906,718	n/a	9,156,718
Bremer Investment Trust	10,652,075	n/a	n/a	10,652,075	n/a	10,652,075
First Community Credit Union	none	n/a	n/a	n/a	n/a	n/a
Gate City Fed Savings Bank	none	n/a	n/a	n/a	n/a	n/a
Peoples State Bank	none	n/a	n/a	n/a	n/a	n/a
U.S. Bank	none	n/a	n/a	n/a	n/a	n/a
Wells Fargo Bank	4,510,680	250,000	n/a	4,510,680	n/a	4,760,680
	<u>20,436,081</u>	<u>750,000</u>	<u>-</u>	<u>25,088,455</u>	<u>-</u>	<u>25,838,455</u>

The total funds on deposit as of 6/30/24 were \$20,436,081 reflecting a decrease in cash on hand of \$2,983,270 the same time last year primarily attributed to fluctuations in construction activity year to date this year compared to last year. The pledges of assets from each of the depositories adequately cover the cash deposits on hand. **Motion by Goltz, seconded by Schillinger, to approve the Designation of Depositories and Pledges of Assets as presented. Motion carried with a roll call vote of 6-0.**

2025 Preliminary Budget – Preliminary Tax Levy – Huwe said the 2025 budget is a work in progress, and the Council reviewed a hold level tax levy scenario on July 8th. The implications of the 2025 levy and the initiated measure to eliminate property taxes warrants further discussion. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

ND League of Cities Regional Listening Meeting July 17, 2024 3:00 PM Casselton – Huwe said the North Dakota League of Cities will host the southeast regional meeting in Casselton on Wednesday, July 17th at 3:00 pm. Anyone interested in attending can contact her.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries commented on events this past week saying it was a good week for Wahpeton. Coverage of Wahpeton on a Fargo television station throughout the week highlighted events taking place in Wahpeton. He felt Chalkfest was well attended and that it appears to be growing in attendance. There was a weather event that happened during the 5K Color Run and people were able to seek shelter in the Law Enforcement Center basement. Appreciation was given to the Police Department, Emergency Management Director/Mayor, and all those that took part in keeping everyone safe.

LIBRARY DIRECTOR

Library Report – Bakken reported there are about two weeks left for the Summer Reading Program, with July 26th being the last day. The Library Board will meet July 25th at 4pm and will be welcoming the new board member. August will bring back to school activities, including a craft program.

POLICE CHIEF

Police Dept. Report – Police Chief Anderson gave a reminder that this Friday the 300 Block of Dakota Avenue will be closed for the Headwaters Music Festival from 4pm to midnight.

Police Chief Anderson presented a street closure for approval from Operation Zero. **Motion by Woods, seconded by Unruh, to approve the request for Street Closure on August 17th, 2024 of the 200 Block and 300 Block of Dakota Avenue from noon until midnight for Operation Zero. Motion carried with all voting ‘aye’.**

Anderson then provided an update on personnel saying K-9 Officer Gage Miller has accepted a position in Minnesota so the department will be looking for a K-9 officer.

PUBLIC WORKS DIRECTOR

Public Works Report – Sellin Brothers Inc. Contract Change Order No. 6 8th Ave. N. Reconstruction Proj. ST19-248 request to revise motion to approve from \$6,580 to \$7,060 – Rogahn explained this Change Order was previously approved, however Sellin found an error in the unit price resulting in an increase of \$480. **Motion by McNary, seconded by Unruh, to approve the Sellin Brothers Inc. Contract Change Order No. 6 for the 8th Avenue North Reconstruction Project ST19-249 request to revise the motion to approve amount of \$6,580 to \$7,060. Motion carried with a roll call vote of 6-0.**

Rogahn requested referral to Public Works Committee of **Amendment to Engineering Agreement with Interstate Engineering for the New Well Field Project**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Rogahn 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 commented on the success of this year’s Chalkfest held this past weekend and thanked the Chamber, City staff, Police Department, and CVB for all of their help in making it a great event. He also thanked Cory Unruh, Chris DeVries, and all of those responsible for the great fireworks show that was postponed to July 5th.

REPORTS FROM THE CITY COUNCIL COMMITTEES

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

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

June 2024 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$320,246.78	\$65,069.38	\$385,316.16
201 WATER OPERATING FUND	\$81,347.51	\$68,004.17	\$149,351.68
202 SANITARY SEWER OPERATING FUND	\$346,080.24	\$39,826.47	\$385,906.71
203 WASTE REMOVAL OPERATING FUND	\$34,176.49	\$2,687.50	\$36,863.99
204 WASTE REDUCTION FUND	\$2,339.98		\$2,339.98
205 VECTOR CONTROL FUND	\$15,939.93	\$5,029.69	\$20,969.62
206 STREET LIGHTING	\$17,450.28		\$17,450.28
207 STORM WATER UTILITY	\$1,193.12		\$1,193.12
209 LIBRARY LEVY FUND	\$9,742.01	\$18,654.84	\$28,396.85
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
229 CAPITAL IMPROVEMENTS FUND	\$30,008.50		\$30,008.50
233 REAL ESTATE LEVY FUND	\$4,942.00		\$4,942.00
234 SPECIAL STREET MAINT FUND	\$12,542.82		\$12,542.82
235 SNOW/FLOOD EMERG LEVY FUND	\$400.00		\$400.00
236 LEVEE MAINTENANCE	\$4,717.39	\$16,627.33	\$21,344.72
253 METER DEPOSITS TRUST FUND	\$122.67		\$122.67
271 ECONOMIC DEVEL DEPT FUND	\$6,710.27	\$14,074.24	\$20,784.51
303 MISCELLANEOUS FUND	\$8,352.57		\$8,352.57
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$550.64		\$550.64
318 WEED MAINT LEVY FUND	\$325.58		\$325.58
319 LODGING TAX FUND	\$4,787.24		\$4,787.24
320 SALES TAX OPERATING FUND	\$19,369.25		\$19,369.25
321 SALES TAX RESERVE FUND	\$2,200.00		\$2,200.00
324 SALES TAX MINI MATCH RSRV FUND	\$27,904.79		\$27,904.79
326 REVOLVING LOAN FUND	\$40,416.67		\$40,416.67
365 PD SPEC EQUIP SINKING FUND	\$2,529.81		\$2,529.81
393 1% RESTAURANT TAX FUND	\$29,768.06		\$29,768.06
401 BDSGC CART SUBLEASE	\$6,488.00		\$6,488.00
572 SALES TAX FOR FLOOD FUND	\$105,299.83		\$105,299.83
659 RIVER POINTE ACRES	\$200.00		\$200.00
672 8TH AVE. N PROJ. ST19-248	\$12,049.05		\$12,049.05
675 WELL FIELD RECLO PROJ W19-251	\$200.00		\$200.00
681 HOMESTEAD DEVELOPMENT ST21-263	\$200.00		\$200.00
686 DOWNTOWN S STREETS2 ST21-259	\$7,365.11		\$7,365.11
688 ROSEWOOD 3RD ADDTN ST22-269	\$191,758.13		\$191,758.13
693 EAST CENTRAL & SE ST PROJ ST23-278	\$100.00		\$100.00
698 4 TH ST & 4TH AVE S ST24-284	\$100.00		\$100.00
TOTAL	\$1,349,174.72	\$231,050.12	\$1,580,224.84

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee July 22, 2024, 4:00 p.m.
- b. Finance Committee July 22, 2024, 5:00 p.m.

Motion by Goltz, seconded by Schillinger, to adjourn at 5:44 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant