

Wahpeton City Council

June 17, 2024

5:00 p.m.

Present: Mayor Brett Lambrecht, Council Members Shannon Schillinger, David Woods II, Tiana Bohn, Kelly McNary, Renata Fobb

Absent: Chad Perdue, Jason Goltz, and Cory Unruh

Also Present: Finance Director Darcie Huwe, Assistant City Attorney Will Budke, 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, Auditor's Assistant Cheryl O'Meara, and Robert Thomas Kellington IV

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held June 3, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits:

BW Blades Youth Hockey – Raffle Permit

Wahpeton Baseball Association – Raffle Permit

Presentation/Approval of Reports

Bill Pay Report May 2024 \$1,075,156.61 (see below)

Financial Statements May 2024

June 11th, 2024 Election Results

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

Motion by Woods, seconded by Schillinger, to approve the Consent Agenda items as presented.

Motion carried with all voting 'aye'.

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Election 2024 – Huwe said the unofficial results of the June 11, 2024 City election have been reported to the ND Secretary of State and were included with the council material. The County Canvassing Board will meet by June 24th to finalize the results. The total voter turnout for the City election appears to be 1,009 which is 374 less than 2022 election and 206 less than 2020. Council members Jason Goltz, Dr. David Woods, Renata Fobb, and Shannon Schillinger were thanked for their continued service on the Wahpeton City Council.

Preliminary Budget Update – Huwe said there are 19 individual City Department budgets currently being prepared. Next steps include the review and coordination of revenues and expenses for all 106 City funds. The General Fund is the most challenging with 13 individual departments coordinating available revenue with service delivery demands. A preliminary budget outlook will be available on July 8th with targeted approval of the preliminary budget and proposed tax levy by the second council meeting in July or on August 1st.

Reorganization Meeting July 1st, 2024 – Huwe reported the 2023 Legislature changed the term end dates for local officials from the fourth Tuesday in June to July 1st. The first meeting in July will include the election of council president and vice president and council committee assignments by the mayor. Anyone who would like to be considered for a different committee assignment was asked to contact the mayor. Openings are available on the Planning Commission, Convention & Visitors Bureau, and Zoning Adjustment Board. Those interested or who have a suggested interested party should contact Huwe.

ATTORNEY

Request Public Hearing on Dilapidated Property for July 15, 2024, at 5:30 p.m. – Motion by McNary, seconded by Fobb, to approve scheduling a Public Hearing on a Dilapidated Property for July 15, 2024 at 5:30 p.m. Motion carried with all voting ‘aye’.

Request Appointment of Special Assistant City Attorney – Assistant City Attorney Budke explained their office has hired on two law students this summer and introduced Robert Thomas Kellington IV who is a second-year law student at UND and has gotten his practice papers so he can practice under the supervision of a practicing attorney. The goal is to get him some experience in the municipal courtroom and it was asked that he be appointed as the Special Assistant City Attorney to allow him to do some of that work under supervision. **Motion by Bohn, seconded by Woods, to approve the appointment of Robert Thomas Kellington IV as the Special Assistant City Attorney. Motion carried with all voting ‘aye’.** Budke then swore in R. Thomas Kellington IV who read his Oath of Office and was welcomed by a round of applause.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries reported a member of the Convention and Visitors Bureau is no longer interested in being on the board and the CVB recommends appointing Katie Rauber of the Wahpeton Breckenridge Chamber of Commerce as a new member. **Motion by McNary, seconded by Schillinger, to appoint Katie Rauber of the Wahpeton Breckenridge Chamber of Commerce to the Wahpeton Convention and Visitors Bureau. Motion carried with all voting ‘aye’.**

DeVries requested review of the Housing Entry-Level Program (H.E.L.P.) be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries talked about the upcoming July 4th activities which include decorating the sidewalks with chalk art, Tommy T will be performing music in the park, food vendors will be available, there will be the annual baseball game, and fireworks at dusk. He noted enough funds have been received to do the desired type of fireworks show.

LIBRARY DIRECTOR

Library Report – Bakken reported the library continues to be busy with activities. Last week the Summer Food Program through Wahpeton Parks & Recreation served 265 children over the lunch hour at the library alone, averaging about 50-60 children each day. There have been 148 participants who have registered for the Summer Reading Program, an increase of 35 at this time last year. Today, Bruce Fingerson presented a workshop on bird watching and bird calls. A family movie will be shown this evening. Other scheduled activities include story time for preschoolers, Kercher will be doing a presentation on arm chair travels, there will be a DIY puzzles event, a family comedy team “Mixed Nuts” will be performing, along with other regularly scheduled programs that can be found on the library’s website. Applications will be accepted until June 21st for the Library Board position being vacated. The Library Board will meet June 27th at 4 p.m.

POLICE CHIEF

Police Dept. Report – Police Chief Anderson reported this afternoon streets were shut down on the 700 Block between 6th St. S. and 500 Block of 7th St. S. due to reported shots fired. An ex-boyfriend was located down the street who had called it in and parked up the street to watch law enforcement response to his ex-girlfriend’s house. The man was apprehended and charges are pending. There was no danger to the public.

Street Closure Request for Parts of 2nd Ave. & 4th St. N. July 13th-14th for Chalkfest – Police Chief Anderson presented street closures for approval. **Motion by Woods, seconded by Schillinger, to approve the request for Street Closure on July 13th and 14th, 2024 of the 400 Block of 2nd Avenue North and the 100 Block of 4th Street North for Chalkfest. Motion carried with all voting ‘aye’.**

Street Closure Request of the 300 Blk of Dakota Ave. for Headwaters Music Festival July 19th – Motion by Bohn, seconded by Fobb, to approve the request for Street Closure of the 300 Block of Dakota Avenue for Headwaters Music Festival on July 19th. Motion carried with all voting ‘aye’.

Disposition of 2012 Chevrolet Impala P12 – refer to PW Cmt. – Mayor Lambrecht will refer this item back to the Public Works & Public Safety Committee.

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee of **Change Order #6 for the 8th Avenue North Reconstruction Project**. 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 congratulated the elected officials who were contest winners in the recent election. He also recognized the Salvation Army for the programs they provide for such as the summer food program and backpack program.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on June 10th at 4:00 p.m.

Investigation Squad Car Purchase – motion to approve up to \$35,000 – **Motion by McNary, second by Fobb, to approve accepting the Investigator Squad Car bid from Smith Motors up to the amount of \$35,000.** Motion carried with a roll call vote of 5-0.

Motion by Bohn, seconded by Woods, to reaffirm the Suspension of the Rules as was done at the June 10th Public Works Committee meeting to discuss an item not on the agenda. Motion carried with all voting ‘aye’.

Former M & H Site 701 Dakota Ave. Environmental Conditions – motion to proceed with Brownfield Grant Application with ND DES – **Motion by McNary, second by Schillinger, to approve preparing and submitting a Brownfield Grant Application with ND Department of Emergency Services to mitigate soil conditions at 701 Dakota Avenue (the former M & H parking lot).** Discussion held. **Motion carried with all voting ‘aye’.**

Building Official Updates – discussion

Yard Junk & Clutter

Referrals (See PW Director Report)

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personnel & Economic Development met on June 10th at 5:00 p.m.

Former Opera House Mural – motion to approve CEC Cmt. Recommendation to approve up to \$58,000 for Shawn McCann Mural on Eastside of Former Opera House – **Motion by Bohn, seconded by Woods, to approve accepting the recommendation from the Community Enhancement Committee for art at 403 Dakota Avenue (the Former Opera House) for an amount up to \$58,000 contingent upon written agreements signed by the building owner and the artist.** Motion carried with a roll call vote of 5-0.

Redevelopment Loan Program RFP Review – motion to approve – **Motion by Bohn, seconded by Schillinger, to approve the Request For Proposals for Workforce Housing Redevelopment.** Motion carried with a roll call vote of 5-0.

BND PACE Interest Buydown Program Policy Review - discussion

Referrals – None

| May 2024 Bill Pay Report DISBURSEMENTS FUND | ACCOUNTS PAYABLE | PAYROLL & GL | TOTAL |
|--|---------------------|---------------------|-----------------------|
| 101 GENERAL FUND | \$302,358.92 | \$42,073.24 | \$344,432.16 |
| 201 WATER OPERATING FUND | \$63,719.46 | \$57,026.66 | \$120,746.12 |
| 202 SANITARY SEWER OPERATING FUND | \$108,080.32 | \$39,288.43 | \$147,368.75 |
| 203 WASTE REMOVAL OPERATING FUND | \$33,898.06 | \$2,687.50 | \$36,585.56 |
| 204 WASTE REDUCTION FUND | \$680.66 | | \$680.66 |
| 205 VECTOR CONTROL FUND | \$293.89 | \$1,634.44 | \$1,928.33 |
| 206 STREET LIGHTING | \$16,530.81 | | \$16,530.81 |
| 207 STORM WATER UTILITY | \$773.91 | | \$773.91 |
| 209 LIBRARY LEVY FUND | \$7,014.55 | \$18,440.80 | \$25,455.35 |
| 216 AIRPORT 4-MILL LEVY FUND | \$93,653.17 | \$1,076.50 | \$94,729.67 |
| 226 EMPLOYEE SAFETY COMMITTEE | \$479.98 | | \$479.98 |
| 233 REAL ESTATE LEVY FUND | \$60.88 | | \$60.88 |
| 234 SPECIAL STREET MAINT FUND | \$3,478.57 | | \$3,478.57 |
| 235 SNOW/FLOOD EMERG LEVY FUND | \$799.50 | | \$799.50 |
| 236 LEVEE MAINTENANCE | \$58,321.43 | \$11,526.65 | \$69,848.08 |
| 271 ECONOMIC DEVEL DEPT FUND | \$4,977.94 | \$14,074.24 | \$19,052.18 |
| 303 MISCELLANEOUS FUND | \$379.75 | | \$379.75 |
| 315 TAX INCREMENT FUND | \$1,250.00 | | \$1,250.00 |
| 316 1% LODGING TAX (ADDTL 1/1/08) | \$2,053.45 | | \$2,053.45 |
| 319 LODGING TAX FUND | \$549.90 | | \$549.90 |
| 320 SALES TAX OPERATING FUND | \$26,405.85 | | \$26,405.85 |
| 321 SALES TAX RESERVE FUND | \$18,263.90 | | \$18,263.90 |
| 326 REVOLVING LOAN FUND | \$416.67 | | \$416.67 |
| 330 JULY 4TH FIREWORKS | \$188.87 | | \$188.87 |
| 365 PD SPEC EQUIP SINKING FUND | \$2,195.32 | | \$2,195.32 |
| 393 1% RESTAURANT TAX FUND | \$6,165.70 | | \$6,165.70 |
| 401 BDSGC CART SUBLEASE | \$6,488.00 | | \$6,488.00 |
| 460 R/I #11415 SERIES 2015 | \$51,600.00 | | \$51,600.00 |
| 471 R/I# 12521 BND INFRASTR. LOAN | \$5,973.65 | | \$5,973.65 |
| 474 R/I# 12823 BND 2023 ST21-264 | \$35,956.11 | | \$35,956.11 |
| 476 R/I# 13023 BND 2023B | \$6,001.55 | | \$6,001.55 |
| 570 SALES TAX FOR INFRASTRUCTURE | \$2,721.41 | | \$2,721.41 |
| 659 RIVER POINTE ACRES | \$40.00 | | \$40.00 |
| 670 EDGEWOOD PARK PROJ ST18-239 | \$120.00 | | \$120.00 |
| 675 WELL FIELD RECLO PROJ W19-251 | \$6,996.40 | | \$6,996.40 |
| 676 DOWNTOWN S. STREETS ST20-255 | \$10,394.31 | | \$10,394.31 |
| 679 W.WATER FACILITY PLAN | \$2,315.00 | | \$2,315.00 |
| 681 HOMESTEAD DEVELOPMENT ST21-263 | \$220.00 | | \$220.00 |
| 685 SS LS GENERATORS SS21-265 | \$1,076.58 | | \$1,076.58 |
| 686 DOWNTOWN S STREETS2 ST21-259 | \$994.01 | | \$994.01 |
| 688 ROSEWOOD 3RD ADDTN ST22-269 | \$2,224.00 | | \$2,224.00 |
| 693 EAST CENTRAL & SE ST PROJ ST23-278 | \$1,215.67 | | \$1,215.67 |
| TOTAL | \$887,328.15 | \$187,828.46 | \$1,075,156.61 |

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee June 24, 2024, 4:00 p.m.
- b. Finance Committee June 24, 2024, 5:00 p.m.

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

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant