

Wahpeton City Council

June 3, 2024

5:00 p.m.

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

Absent: Chad Perdue, Jason Goltz, and Renata Fobb

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, Engineering Project Manager Kyle Rogahn, 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.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

2025-2029 Capital Improvements Plan – Mayor Lambrecht said a copy of the Capital Improvements Plan 2025-2029 was provided. **Motion by McNary, seconded by Unruh, to approve the 2025-2029 Capital Improvements Plan.** City Engineering Project Manager Rogahn reviewed some of the larger proposed infrastructure projects by year included in the CIP 2025-2029. The draft CIP can be viewed on the City's website. Since Council member Bohn was not present when the original motion was made, McNary rescinded his motion and Unruh rescinded his second to the motion. **Motion by McNary, seconded by Unruh, to approve the Capital Improvements Plan 2025-2029 as presented.** Discussion was held regarding the funding sources for the proposed projects. **Motion carried with a roll call vote of 5-0.**

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held May 20, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Minn-Dak Carving, Inc. – Raffle Permit

2024 Wahpeton High School Close-Up – Raffle Permit

CHI Health at Home – Raffle Permit

Presentation/Approval of Reports

ND Secretary of State Election Voting FAQs

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

Election Update – 2024 – Huwe said there are only 8 days until the June 11th election. A reminder was given to the Council and the public that there will be one single polling location in the City of Wahpeton at the Wahpeton Event Center at 995 21st Avenue North (attached to the Travelodge Hotel). After the election results have been canvassed and the results declared official the newly elected will be notified by email. The June 20th Council meeting will include all Council members presently seated, if they are not returning for a new term it will be their final council meeting for that elected term. The Council, including any newly elected, will meet July 1st. The agenda will include committee assignments, election of Council president and vice president, and board appointments. A brief orientation will follow for the newly elected officials.

Request to Close City Hall Offices Friday, July 5th – Huwe said the July 4th holiday falls on a Thursday this year and requested consideration to allow city offices to be closed on Friday July 5th with employees using vacation or compensatory time. **Motion by Bohn, seconded by Schillinger, to approve allowing City Offices to be closed on Friday, July 5th with employees using vacation or compensatory time. Motion carried with all voting ‘aye’.**

ASSESSOR/BUILDING CODES

Reminder of County Equalization June 4th – City Assessor Broadland gave a reminder that the Richland County Equalization meeting will be June 4th in the lower level of the Richland County Law Enforcement Center due to renovations that are taking place in the Richland County Courthouse. She did foresee any residents attending as she has not received any communications since the City’s Equalization meeting.

ATTORNEY

Res. 3896 Determining Insufficiency of Protest Eastside Streets Mill & Overlay Proj. ST23-277 & ST23-278 – City Attorney Hatting presented the following resolutions for adoption.

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3896
**RESOLUTION DETERMINING INSUFFICIENCY OF PROTEST
AGAINST AN IMPROVEMENT
EASTSIDE STREETS MILL & OVERLAY STREET IMPROVEMENT DISTRICT
(Project No. ST23-277 Phase I and Project No. ST23-278 Phase II)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 5-0.

Res. 3897 Awarding Contract to Central Specialties Eastside Streets Mill & Overlay Proj. ST23-277 & 278 –

Council member McNary offered the following and moved its adoption:

RESOLUTION NO. 3897
**RESOLUTION AWARDING CONTRACT
FOR CONSTRUCTION OF AN IMPROVEMENT
EASTSIDE STREETS MILL & OVERLAY STREET IMPROVEMENT DISTRICT
(Project No. ST23-277 Phase I and Project No. ST23-278 Phase II)**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Woods. Motion carried with a roll call vote 5-0.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries requested referral to the Finance Committee of the review of the Redevelopment Loan Program RFP. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries also requested referral to the Finance Committee of the review of the Policy for the BND PACE Interest Buydown Program. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries then provided some updates saying the Home Improvement Partnership Program (HIPP) had about 30 applications last year, and 6 applications have already been received so far this year. Last fall the City received approval for a tree removal grant through the State. The city then accepted applications this spring for removal of boulevard trees that are damaged or diseased with approved applicants receiving a 50/50 match to have those trees removed. Jeff’s Tree Service was awarded the bid to remove the trees but due to the wet conditions will begin in the next 2-3 weeks.

This edition of the Win Column featured July 4th happenings in Wahpeton.

LIBRARY DIRECTOR

Library Report – Library Director Bakken reported the Summer Reading Program “Adventure Begins at your Library” kickoff was today. The library saw quite a few patrons sign up, get new library cards, and lots of kids participated in creating tie-dye items. Anyone still interested in signing up are encouraged to do so. The first free lunch day was held today at the library with 45 children served. The Friends of the Library had a successful spring book sale last Thursday. The library will host family movie nights on Mondays at 5 p.m. in the lower level activity room. Other scheduled programs include story time, kite flying, a teen time session, and Friday afternoon movie. All programs are listed on the library’s website. Applications are still being accepted for the Library Board position that will open up on June 30th.

POLICE CHIEF REPORT

Police Dept. Report – Police Chief Anderson said they will be conducting a speed saturation in June and July, with traffic patrol reminding drivers to slow down. They have 9 applications for the two open police officer positions which will be reviewed, and interviews will be scheduled for this Thursday and Friday. It is hoped to get two good qualified candidates.

Investigations Squad Car Purchase – refer to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Lambrecht commended the Wahpeton Police Department for their handling of the incident last Friday which ended in a peaceful resolution, and also for their handling of the house fire later that day. The Everbridge notification system for Richland County emergency alerts was also discussed.

PUBLIC WORKS DIRECTOR

Public Works Report – 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 shared some correspondence he had received regarding the advantages of Clean Up Week allowing some items to be recycled and keeping them out of the landfill. Gratitude was also shown for the first responders for their quick and successful response to the house fire the previous weekend.

Frank Stanko of the Daily News addressed the Council and thanked the City for the great working relationship he experienced the almost 9 years he has worked at the Daily News in Wahpeton. He has taken a job near his hometown in Michigan and will be leaving this weekend. Stanko donated a portrait which won the Best in Community Photo Exhibit at the Red Door Art Gallery. Thanks and appreciation were shown through a round of applause and standing ovation.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on May 28 at 4:00 p.m.

Ratify appointment of the Mayor to the PW Cmt. for the May 28th, 2024, meeting to attain a quorum – Motion by Bohn, seconded by Woods, to approve the Ratification of the Appointment of Mayor Lambrecht to the Public Works & Public Safety Committee in the Absence of a Quorum on May 28, 2024. Motion carried with a roll call vote of 5-0.

Richland County Communications Agreement 2025 – motion to approve \$36,526.64 – Motion by McNary, second by Woods, to approve the Richland County Communications Service Agreement 2025 for one year in the amount of \$36,526.64. Motion carried with a roll call vote of 5-0.

2025-2029 Capital Improvements Plan Draft – discussion

Review Bids and Award BDSGC Intake Structure Relocation Proj. SS23-276 – motion to approve award to Sellin Bros. Inc. \$393,076 – Motion by McNary, seconded by Woods, to approve awarding the bid for the Bois de Sioux Golf Course Intake Structure Relocation Project SS23-276 to Sellin Brothers Inc., in the amount of \$393,076. Motion carried with a roll call vote of 5-0.

Red River Valley Water Supply Project – discussion

(Woods exit at 5:52pm)

Building Official Updates – discussion

Yard Junk & Clutter

Referrals (see PW Director Report)

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met on May 28 at 5:00 p.m.

Red River Valley Water Supply Project – discussion

Evergreen Apartments Request for Property Tax Abatement – motion to approve – Motion by Bohn, seconded by Unruh, to approve the Property Tax Abatement request for Evergreen Apartments on 14th Avenue North on the improvements only for up to 5 years. Motion carried with a roll call vote of 4-0.

Tobacco License Considerations – discussion

2025-2029 Capital Improvements Plan Draft – discussion

2025 Budget Premises – motion to approve – Motion by Bohn, seconded by Unruh, to approve the 2025 Preliminary Budget Premises using the variables as presented. Motion carried with a roll call vote of 4-0.

BND Flex PACE Buydown for T & G Sanitation – motion to approve up to \$85,714.20 – Motion by Bohn, seconded by Schillinger, to approve the BND Flex PACE Interest Buydown Application for CC Land LLP (T&G Sanitation) located in the Northside Industrial Park for the Community Buydown amount of up to \$85,714.20 with repayment starting after 5 years. Motion carried with a roll call vote of 4-0.

Referrals – None

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee June 10th, 2024 4:00 p.m.
- b. Finance Committee June 10th, 2024 5:00 p.m.

Motion by Bohn, seconded by Schillinger, to adjourn at 6:03 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant