

# Wahpeton City Council

March 18, 2024

5:00 p.m.

**Present:** Mayor Brett Lambrecht, Council Members Shannon Schillinger, David Woods II, Jason Goltz, Tiana Bohn, Kelly McNary (remotely), Renata Fobb, and Cory Unruh

**Absent:** Chad Perdue

**Also Present:** City Attorney Brittany Hatting, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, 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.

## **CONSENT AGENDA ITEMS (presented by the Mayor) –**

**Approval of minutes of regular meeting held March 4, 2024**

**Approval of minutes of special meeting held March 12, 2024**

**Games of Chance Licenses, Site Authorizations & Special Permits:**

**Other Games of Chance and/or Special Permits:**

Circle of Nations School – Raffle Permit

Wahpeton High School Music – Raffle Permit

Bois de Sioux Golf Club – Raffle Permit

## **Presentation/Approval of Reports**

Bill Pay Report February 2024 \$2,271,477.29 (see below)

Financial Report February 2024

Spring Cleanup May 13<sup>th</sup>-17<sup>th</sup>

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**

### **ASSESSOR/BUILDING CODES**

**Reminder of City Equalization Meeting Tuesday, April 9<sup>th</sup> at 5:00 p.m.** – Broadland announced the scheduling of this Equalization meeting and noted it will require a quorum of the Council in attendance so anyone not able to attend should let her know. Notices to the residents should go out this week. Anyone with questions can contact her office.

### **ATTORNEY**

**Election 2024** – In Finance Director Huwe's absence, City Attorney Hatting said the City of Wahpeton contests on the June 11<sup>th</sup>, 2024, ballot include Ward 2, Ward 4, and (2) At-large positions. The ballot will also include 3 At-large Park Board Commissioners. Finance Director/City Auditor Huwe has received and approved the candidate filing submittals from Jason Goltz Ward 2 incumbent, Steve Dale At-Large, Shannon Schillinger At-Large incumbent, and Renata Fobb At-Large incumbent. Candidacy filings are due to City Hall by 4:00 PM on April 8<sup>th</sup>. Information and the required filing forms are available on the City's website and at City Hall.

Hatting requested River Pointe lot sales be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported happenings at the library in the next two weeks include story time, a STEM class on marble mazes for school aged children, a meeting of the Leach Reads Book Club, a crafty

adult session on bead wreaths, a pre-kindergarten fun day, and the Library Board will meet. There will also be a 100<sup>th</sup> Celebration planning meeting on March 20<sup>th</sup>. The Library will be closed on Friday, March 29<sup>th</sup> in observance of Good Friday, but will be open on Saturday.

### **POLICE CHIEF**

**Police Dept. Report** – Police Chief Anderson reported throughout the month of March they will be conducting impaired driving saturations. The WPD will be doing a joint training on March 26<sup>th</sup> with NDSCS Police and Breckenridge Police Department on the NDSCS campus, doing a small jurisdictional training to see how they react together with different members of the law enforcement community. They will deal with high risk traffic stops so there will be lights, sirens, and loud voices during that day. New officer Farmer started phase two of his field training officer program and is doing really well. This week is National Drug and Alcohol Facts Awareness week, with some activities held at the school today.

### **PUBLIC WORKS DIRECTOR**

**Public Works Report – Referrals to PW Cmt.:**

**Wellfield Relocation Project W19-251 Option Agreement** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**2024 Sealcoat Project Bid Award & Notice to Proceed** – Mayor Lambrecht will refer this item back to the Public Works & Public Safety Committee.

**Street Addressing Issues in Oliver 1<sup>st</sup> Addition** – 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 recognized the NDSCS mens and womens basketball teams on their recent efforts in the district tournaments and congratulated the womens team on their win and wished them well as they advance to the national tournament. He also congratulated Council member Woods on his new roll as Activities Director for Wahpeton Public School District.

### **REPORTS FROM THE CITY COUNCIL COMMITTEES**

#### **Public Works & Public Safety Committee Report**

Woods said the Public Works & Public Safety Committee met on March 12<sup>th</sup> at 4:00 p.m.

**Ratify appointment of the Mayor to the PW Cmt. for the March 12<sup>th</sup>, 2024 meeting to attain a quorum – Motion by Woods, seconded by Bohn, to approve the Ratification of the Appointment of Mayor Lambrecht to the Public Works & Public Safety Committee in the Absence of a Quorum on March 12, 2024. Motion carried with all voting ‘aye’.**

#### **Recreation Center Updates**

**701 Dakota Ave. Concrete Removal Bid Review – motion to approve bid from Comstock Construction, Inc. \$12,400 from Restaurant Tax Fund – Motion by Woods, seconded by Unruh, to approve awarding the bid for the 701 Dakota Avenue Concrete Removal to Comstock Construction Inc., in the amount of \$12,400. Motion carried with a roll call vote of 7-0.**

**Restroom Facility Recommendation from Community Enhancement Cmt. to proceed – motion to approve \$24,440 from Restaurant Tax Fund – Motion by Woods, seconded by Fobb, to approve the Contract with the NDSCS Building Construction Tech Program for the Bathroom Addition Project at the Jim Sturdevant Football Field in the amount of \$24,440 from the Restaurant Sales Tax. Motion carried with a roll call vote of 7-0.**

**East Central and South East Street Improvement Project Concept – discussion**

#### **Building Official Updates**

Referrals (See PW Director Report)

**Finance, Personnel & Economic Development Committee Report**

Bohn said Finance, Personal & Economic Development met on March 12<sup>th</sup> at 5:00 p.m.

**2024 Retail Fireworks Licenses – discussion**

**Police Officer Staffing – discussion**

**Marketing Opportunity – discussion**

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

**Referrals – None**

February 2024 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$321,446.52	\$41,420.58	\$362,867.10
201 WATER OPERATING FUND	\$50,234.95	\$59,110.00	\$109,344.95
202 SANITARY SEWER OPERATING FUND	\$52,554.95	\$38,894.44	\$91,449.39
203 WASTE REMOVAL OPERATING FUND	\$33,822.15	\$2,687.50	\$36,509.65
204 WASTE REDUCTION FUND	\$5,224.98		\$5,224.98
205 VECTOR CONTROL FUND	\$41.71	\$1,634.44	\$1,676.15
206 STREET LIGHTING	\$17,763.42		\$17,763.42
207 STORM WATER UTILITY	\$121.40		\$121.40
209 LIBRARY LEVY FUND	\$4,523.48	\$18,556.77	\$23,080.25
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
226 EMPLOYEE SAFETY COMMITTEE	\$359.99		\$359.99
229 CAPITAL IMPROVEMENTS FUND	\$69,283.00		\$69,283.00
233 REAL ESTATE LEVY FUND	\$20,543.51		\$20,543.51
234 SPECIAL STREET MAINT FUND	\$33,183.74		\$33,183.74
235 SNOW/FLOOD EMERG LEVY FUND	\$898.00		\$898.00
236 LEVEE MAINTENANCE	\$3,471.52	\$11,074.92	\$14,546.44
237 CITY SHARE OF SPECIALS FUND	\$29,126.73		\$29,126.73
240 SPECIAL TRANSPORTATION FUNDING	\$7,500.00		\$7,500.00
271 ECONOMIC DEVEL DEPT FUND	\$1,023.09	\$14,074.24	\$15,097.33
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
316 1% LODGING TAX (ADDTL 1/1/08)	\$746.30		\$746.30
319 LODGING TAX FUND	\$289.74		\$289.74
320 SALES TAX OPERATING FUND	\$ 104,037.99	\$1,000,000.00	\$1,104,037.99
321 SALES TAX RESERVE FUND	\$11,776.31		\$11,776.31
324 SALES TAX MINI MATCH RSRV FUND	\$2,283.95		\$2,283.95
326 REVOLVING LOAN FUND	\$76,579.17		\$76,579.17
345 SPECIAL ASSESSMENT ASSISTANCE	\$60.14		\$60.14
365 PD SPEC EQUIP SINKING FUND	\$3,780.00		\$3,780.00
393 1% RESTAURANT TAX FUND	\$16,340.87		\$16,340.87
465 R/I #11918 SERIES 2018A DWSRF	\$3,800.00		\$3,800.00
466 R/I #12018 SERIES 2018B CWSRF	\$8,350.00		\$8,350.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$5,350.00		\$ 5,350.00
469 R/I# 12319 CWSRF 2018 SERIES D	\$12,000.00		\$12,000.00
470 R/I# 12421 CWSRF SERIES 2021A	\$40,860.00		\$40,860.00
472 R/I# 12622 SERIES 2021 B&C	\$22,334.41		\$22,334.41
475 R/I# 12923 BND 2023A	\$7,846.63		\$7,846.63
672 8TH AVE. N PROJ. ST19-248	\$3,487.45		\$3,487.45
676 DOWNTOWN S. STREETS ST20-255	\$107,120.59		\$107,120.59
681 HOMESTEAD DEVELOPMENT ST21-263	\$1,360.00		\$1,360.00
686 DOWNTOWN S STREETS2 ST21-259	\$2,171.21		\$2,171.21
<b>TOTAL</b>	<b>\$1,082,947.90</b>	<b>\$1,188,529.39</b>	<b>\$2,271,477.29</b>

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee March 25, 2024, 4:00 p.m.
- b. Finance Committee March 25, 2024, 5:00 p.m.

**Motion by Goltz, seconded by Schillinger, to adjourn at 5:24 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant