

Wahpeton City Council

May 20, 2024

5:00 p.m.

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

Absent: David Woods II

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, Building Official Todd Johnson, Finance Assistant Lynelle Amos, 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.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Joint Public Hearing with Planning Commission on Zoning Map Adoption Ord. 1064 – Planning Commission Chair DeVillers said the Planning Commission was reconvened at 5:01 p.m. and referred to Building Official Johnson to describe the proposed changes to the City zoning district map which has not been updated since 2010. Johnson explained the Planning Commission and City Staff have been working on updating the map for a few months and some of those changes were reviewed. He said the Planning Commission approved the changes, and the proposed updated zoning district map was provided. Johnson noted it has been decided to review this map annually. DeVillers asked if there was anyone present who would like to speak regarding the proposed updates to the city zoning district map and there was none. DeVillers then asked Huwe if any correspondence has been received regarding this map update. Huwe stated there has been no inquiries or opposition to the proposed changes. DeVillers then asked for a recommendation from the Planning Commission. **Motion by Dockter, seconded by Hickel, of the Planning Commission to recommend to the City Council to approve the updated Zoning District Map of the City of Wahpeton. Motion carried with all voting 'aye'.**

Council member Bohn offered the second reading of the following Ordinance:

ORDINANCE NO. 1064 **AN ORDINANCE APPROVING OFFICIAL CITY ZONING MAP**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with a roll call vote of 7-0.

Motion by Hickel, seconded by Dockter, to adjourn the Planning Commission meeting at 5:03 p.m. Motion carried with all voting 'aye'.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held May 6, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Eagles – Site Authorization

Other Games of Chance and/or Special Permits:

Relay For Life Scramble for a Cure – Raffle Permit

Presentation/Approval of Reports

Bill Pay Report April 2024 \$1,964,660.42 (see below)

Financial Statements April 2024

Blue Goose Days May 30th, June 1st-2nd

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Goltz, 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

Airport Authority Request to Re-appoint Larry Merbach to an Additional 5-year Term – Huwe said the Wahpeton Airport Authority includes 5 board members appointed to 5 year staggered terms. The Airport Authority adopted a unanimous motion to recommend reappointment of Larry Merbach to an additional 5-year term ending July 1, 2029. **Motion by Unruh, seconded by Bohn, to approve the Re-appointment of Larry Merbach to the Airport Authority for an Additional 5-year Term ending July 1, 2029. Motion carried with all voting ‘aye’.**

2025-2029 Capital Improvements Plan – refer to Finance & PW Cmts. & request a public hearing on June 3rd at 5:00 p.m. – Huwe said a draft of the 2025-2029 capital improvements plan is nearly ready for review by the council and requested it be referred to both committees. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

Motion by Schillinger, seconded by Unruh, to approve scheduling a Public Hearing for June 3, 2024 at 5:00 p.m. regarding the 2025-2029 Capital Improvements Plan. Motion carried with all voting ‘aye’.

2025 Budget Preparation Calendar and Premises – refer to Finance Cmt. – He said preliminary work on the 2025 city budget has begun and requested it be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Election 2024 – Huwe announced the June 11th, 2024 election is 22 days from today. Sample ballots for each ward are posted on the City website. Sample ballots and poll locations are also available on the ND Secretary of State’s website.

City Hall Closed Monday, May 27th for Memorial Day

Huwe said City Assessor Carla Broadland has been contacted by the owner of Evergreen Manor Apartments at 347 14th St. N. with a request for consideration of a property tax abatement for the subsequent sale and improvements to the property. She requested this item be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – BND Flex PACE Request – refer to Finance Cmt. – DeVries said he received an application for a BND FLEX PACE Interest Buydowns from T&G Sanitation that he would like reviewed by the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

LIBRARY DIRECTOR

Library Report – Annual Report – Bakken reported the library’s Summer Reading Program “Adventure Begins in your Library” kicks off on June 3rd with registration along with a tie dying project. Forms and other information will be available at the library or on their website. The Friends of the Library will hold their spring free will offering book sale on May 30th. The summer lunch program will begin June 3rd at the library along with other sites around town. The Library Board has approved an increase in the interlibrary loan fee, which has not been increased since the late 1990’s. Currently the fee is \$1.00 charged to help defray return postage, and it will increase to \$3.00 per item June 1st. The average cost to return one book is now \$3.92 at the library postal rate. The library will now be closed on Saturdays until September 7th.

Applications for the Library Board member position will be accepted until June 21st and can be obtained at the library or City Hall. The library will be closed Monday, May 27th in observation of Memorial Day.

Annual Library Report – Bakken provided the Leach Public Library 2023 Annual Report, reviewing the numbers on all aspects of the library for 2023 compared to the previous year. **Motion by Goltz, seconded by Schillinger, to approve the Leach Public Library 2023 Annual Report as presented. Motion carried with all voting ‘aye’.**

Bakken announced the Library Board meeting was moved to Tuesday, May 21st at 3:30 p.m.

POLICE CHIEF

Police Dept. Report – **Street Closure Request** – Police Chief Anderson presented a request for street closure of the westbound lane of Dakota Avenue on Saturday, June 1st from 9:00 a.m. to noon from the Dakota Avenue bridge to 9th St. N. for the Blue Goose Days parade. **Motion by Bohn, seconded by Unruh, to approve the Street Closure of the Westbound Lane of Dakota Avenue from the Dakota Avenue Bridge to 9th Street North on Saturday, June 1st from 9:00 a.m. to Noon for the Blue Goose Days Parade. Motion carried with all voting ‘aye’.**

Anderson presented a request from the Eagles for street closure from the 200 Block of Fargo Avenue, the alley of the Eagles Club, to hold a street dance in conjunction with Blue Goose Days on June 1st from 7:00 p.m. to midnight. **Motion by Schillinger, seconded by Goltz, to approve the request by the Eagles Club for the Street Closure of the 200 Block of Fargo Avenue, the alley south of the Eagles Club, to hold a Street Dance in conjunction with Blue Goose Days on Saturday, June 1st from 7:00 p.m. to Midnight. Motion carried with all voting ‘aye’.**

Anderson requested referral on the Communications Contract for 2025 to the Public Works Committee. Mayor Lambrecht will refer this item back to the Public Works & Public Safety Committee.

Anderson requested referral of Tobacco Licensing to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

PUBLIC WORKS DIRECTOR

Public Works Report –
Referrals to PW Cmt.:

Review Bids & Award Project BDSGC Intake Structure Relocation Proj. SS23-276 – Mayor Lambrecht will refer this item back to the Public Works & Public Safety Committee.

Red River Valley Water Supply Project Update – **Refer to both Committees** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also 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 Wahpeton High School athletes who will be participating in the State Track Tournament this week and wished them luck.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on May 14th at 4:00 p.m.

Motion by McNary, 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 May 14, 2024. Motion carried with all voting ‘aye’.

Review Bids and Award E. Side Street Mill & Overlay Proj. ST23-277 & 278 – motion to award to Central Specialties \$846,608.25 – Motion by McNary, second by Schillinger, to approve Awarding the Contract for the East Side Streets Mill & Overlay Project ST23-277 & ST23-278 to Central Specialties, Inc. in the amount of \$846,608.25. Motion carried with a roll call vote of 7-0.

Review Bids and Award Golf Course Pedestrian Bridge Proj. ST23-280 – motion to award to Industrial Builders, Inc. \$13,000.00 – Motion by McNary, second by Unruh, to approve awarding the Contract for the Bois de Sioux Golf Course Pedestrian Bridge Project ST23-280 to Industrial Builders, Inc. not to exceed the cost of \$13,000.00. Motion carried with a roll call vote of 7-0.

Tower Addition Nuisance Properties – discussion

Building Official Updates – discussion

Purchase of 2021 Ram 2500 HD Truck for Sewer Dept. from Crysteel Truck Equipment – motion to approve \$49,750 – Motion by McNary, second by Goltz, to approve the purchase of a 2021 Ram 2500HD from Crysteel Truck Equipment at a cost of \$49,750.00. Discussion held. Motion carried with a roll call vote of 7-0.

Parking Ordinance Review – motion to recommend second reading of Ordinance 1065 – Discussion held.

Council member McNary offered the second reading of the following Ordinance:

ORDINANCE NO. 1065
AN ORDINANCE REPEALING AND REPLACING
SECTIONS 42-533 TO 42-558 STOPPING, STANDING AND PARKING

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Schillinger. Motion carried with a roll call vote of 7-0.

Referrals (See PW Director Report)

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personnel & Economic Development met on May 13th at 5:00 p.m.

Cell Tower Lease Extension Request – motion to approve – Motion by Bohn, seconded by Goltz, to approve the Third Amendment to the Lease Agreement between the City of Wahpeton and North Dakota RSA 3 Limited Partnership dba Verizon Wireless, contingent upon final approval by the City Attorney. Motion carried with a roll call vote of 7-0.

Fire Dept. Generator Mtc. Contracts – motion to approve (2) agreements with Summerville Electric for \$2,550 – Motion by Bohn, seconded by Unruh, to approve the Wahpeton Fire Department’s Generator Preventive Maintenance Service Agreement with Summerville Electric, with a 2 Year Maintenance Agreement with Fleet Monitoring at the cost of \$1,350.00 at the South Side Fire Hall and \$1,200.00 at the North Side Fire Hall. Motion carried with a roll call vote of 7-0.

Community Enhancement Cmt. Recommendations – discussion

Redevelopment Grant Program – discussion

BND PACE Interest Buydown Program - discussion

Referrals – None

April 2024 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$274,632.38	\$41,727.08	\$316,359.46
201 WATER OPERATING FUND	\$61,513.65	\$57,804.95	\$119,318.60
202 SANITARY SEWER OPERATING FUND	\$49,202.26	\$38,488.29	\$87,690.55
203 WASTE REMOVAL OPERATING FUND	\$33,681.48	\$2,687.50	\$36,368.98
204 WASTE REDUCTION FUND	\$552.95		\$552.95
205 VECTOR CONTROL FUND	\$493.49	\$1,634.44	\$2,127.93
206 STREET LIGHTING	\$16,087.19		\$16,087.19
207 STORM WATER UTILITY	\$5,635.64		\$5,635.64
209 LIBRARY LEVY FUND	\$7,473.60	\$18,548.69	\$26,022.29
216 AIRPORT 4-MILL LEVY FUND		\$1,076.50	\$1,076.50
226 EMPLOYEE SAFETY COMMITTEE	\$214.99		\$214.99
229 CAPITAL IMPROVEMENTS FUND	\$9,494.00		\$9,494.00
231 FD BLDG & EQUIP LEVY FUND	\$22,470.00		\$22,470.00
233 REAL ESTATE LEVY FUND	\$420.00		\$420.00
234 SPECIAL STREET MAINT FUND	\$435.00		\$435.00
236 LEVEE MAINTENANCE	\$2,893.27	\$11,213.76	\$14,107.03
253 METER DEPOSITS TRUST FUND	\$23.03		\$23.03
271 ECONOMIC DEVEL DEPT FUND	\$1,121.94	\$14,074.24	\$15,196.18
303 MISCELLANEOUS FUND	\$54.00		\$54.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
319 LODGING TAX FUND	\$1,784.01		\$1,784.01
320 SALES TAX OPERATING FUND	\$19,369.25		\$19,369.25
321 SALES TAX RESERVE FUND	\$10,000.00		\$10,000.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
365 PD SPEC EQUIP SINKING FUND	\$7,628.60		\$7,628.60
393 1% RESTAURANT TAX FUND	\$31,522.65		\$31,522.65
401 BDSGC CART SUBLEASE	\$4,285.00		\$4,285.00
457 R/I #11111 SERIES 2011B	\$146,405.00		\$146,405.00
459 R/I #11314 SERIES 2014	\$98,705.00		\$98,705.00
461 R/I #11516 SERIES 2016	\$330,782.50		\$330,782.50
462 R/I #11617 SERIES 2017	\$239,285.00		\$239,285.00
467 R/I# 12118 SERIES 2018E	\$9,512.00		\$9,512.00
472 R/I# 12622 SERIES 2021 B&C	\$2,470.94		\$2,470.94
473 R/I# 12722 SERIES 2022	\$212,691.56		\$212,691.56
672 8TH AVE. N PROJ. ST19-248	\$15,301.90		\$15,301.90
676 DOWNTOWN S. STREETS ST20-255	-\$30,416.75		-\$30,416.75
681 HOMESTEAD DEVELOPMENT ST21-263	\$520.00		\$520.00
686 DOWNTOWN S STREETS2 ST21-259	\$38,901.12		\$38,901.12
688 ROSEWOOD 3RD ADDTN ST22-269	\$150,126.48		\$150,126.48
689 PRAIRIE FLATS TWINHOMES	\$20.00		\$20.00
693 EAST CENTRAL & SE ST PROJ ST23-278	\$445.17		\$445.17
TOTAL	\$1,777,404.97	\$187,255.45	\$1,964,660.42

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee May 28, 2024, 4:00 p.m. (Tuesday – due to the holiday)
- b. Finance Committee May 28, 2024, 5:00 p.m. (Tuesday – due to the holiday)

Motion by Goltz, seconded by Schillinger, to adjourn at 5:49 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant