

# Wahpeton City Council

May 6, 2024

5:00 p.m.

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

**Absent:** None

**Also Present:** Finance Director Darcie Huwe, Public Works Director Dennis Miranowski, City Assessor Carla Broadland, Community Development Director Chris DeVries, Library Director Melissa Bakken, Police Chief Matthew Anderson, Finance Assistant Lynelle Amos, and Public Utilities Assistant DeVy Johannessen

## 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.

Joint Public Hearing with Planning Commission on Zoning Map Adoption Ord. 1064 (to be continued to May 20, 2024) – Mayor Lambrecht said this joint public hearing will be continued to May 20, 2024.

Arbor Day Proclamation 2024 – Council Member Goltz read a proclamation proclaiming May 6<sup>th</sup>, 2024 as Arbor Day in the City of Wahpeton. Mayor Lambrecht thanked the Forestry Committee for all their work.

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

**Approval of minutes of regular meeting held April 17, 2024**

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

Knights of Columbus – Raffle Permit

Colfax Park Board – Raffle Permit

SE Fraternal Order of Police – Raffle Permit

**Presentation/Approval of Reports**

Arbor Day Foundation Wahpeton 2023 Tree City USA

Q1 2024 Restaurant Tax Report

Sample Ballots – All Wards

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 Goltz, seconded by Fobb, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

## REPORTS FROM CITY OFFICERS AND STAFF

### FINANCE DIRECTOR

Cell Tower Lease Extension Request – refer to Finance Cmt. – Huwe said the City has received a request for amendment and extension from Verizon Wireless on the cell phone tower lease at the south side fire station. The lease originated in 1994, includes five-year renewal increments, and is scheduled to expire April 30, 2044. The tenant is requesting consideration of 8 additional five-year terms. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Fire Dept. Generator Mtc. Contracts – refer to Finance Cmt. – Both fire stations have on-site backup generators to enable continuation of building operations in the event of a power outage. Annual maintenance of the generators has been handled on an as needed basis. The Fire Department would like to enter into regular maintenance contracts with fleet monitoring to ensure the performance of the generators. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Purchase Offer on City Owned Lot at 1101 Wheatland Rd.** – Huwe said the City purchased the NorthPark Subdivision on 11<sup>th</sup> Street North in 1997. The original development included 31 lots in NorthPark and 6 lots on Wheatland Road referred to as NorthPark Village. Twenty-seven years later all the lots have been sold and built on with the exception of 1101 Wheatland Road. The lot is located on the corner of 11<sup>th</sup> Street North and Wheatland Road. The lot is 60 x 156 and is impacted by a utility line easement. Jeremy Heins has submitted an offer of \$5,000 to purchase the lot to construct a 30 x 58 two-bedroom home. The lot has been advertised with a for sale sign for 10+ years. The City Attorney recommends the City include a deed restriction requiring a home must be built within three years or the City may repurchase the lot for \$1. **Motion by Bohn, seconded by Unruh, to approve the sale of the City Lot at 1101 Wheatland Road to Jeremy Heins for \$5,000. Motion carried with a roll call vote of 8-0.**

**2024 Election Update – Campaign Finance Reports Due** – Huwe said the June 11<sup>th</sup>, 2024 election is 36 days from today. Sample ballots for each ward are posted on the City website with the council agenda. Sample ballots are also available on the ND Secretary of State’s website. Campaign disclosure statements are due to the City Auditor for City candidates on Friday, May 10<sup>th</sup>. Candidates in cities with a population of 5,000 or more are required to file campaign disclosure reports 32 days before the election, within 48 hours of a contribution in excess of \$500 and by January 31<sup>st</sup> of each year. Each candidate must complete and submit a report of all contributions and expenses. Contributions of \$200 or more from an individual must be itemized for reporting purposes. Each of the candidates for City Council have a disclosure statement with their materials which need to be completed and returned to Huwe by Friday.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Recommendation from Community Enhancement Cmt.** – DeVries requested two recommendations from the Community Enhancement Committee be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Redevelopment Grant Program – refer to Finance Cmt.** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**BND PACE Interest Buydown Program – refer to Finance Cmt.** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**4<sup>th</sup> of July Activities Update** – In an effort to have more daytime activities for July 4<sup>th</sup> DeVries announced there will be a musical act at Hughes Shelter from 3-5pm that day along with food vendors. Chalk will be available to do patriot themed drawings around the stadium. The annual baseball game and fireworks will also take place. If anyone wants to sponsor some fireworks they can contact DeVries at City Hall.

DeVries noted this edition of the Win Column features a new era for Wahpeton with a new logo and tagline, and a new website is currently being designed and is expected to be available by the end of the summer.

**Joint Report of SVEDA** – DeVries and Kory Kaste of the Southern Valley Economic Development Authority (SVEDA) provided an update. Kaste first explained that SVEDA is focused on growing Richland and Wilkin Counties through economic development. They provide the necessary tools and guidance to start and expand businesses, and also focus on workforce attraction and many other areas of economic development. Kaste said he focuses on the business side which could be start-ups or businesses interested in expanding. There has been interest recently in startups, such as Woods & Irons and Heart and Soul Counseling. SVEDA also has programs available to help with business plans. DeVries said they were informed about a business in Detroit Lakes interested in a second location possibly in Wahpeton which he and Kaste visited last week to try to entice the business to consider locating in Wahpeton. He then talked about what downtown might look like in the future. They are finding out from recent experiences that repair of some of the dilapidated properties downtown is not cost prohibitive for what they want to do. Besides

available programs they have talked about if a building is in such poor condition it cannot be repaired we need to decide what to do to mitigate that problem and possibly construct some new buildings downtown. Efforts will be made to save the buildings as much as possible but decisions will need to be made regarding those that cannot be saved. Interest has been shown by a business wanting to build on Dakota Avenue so if we can create more lots it was felt it would be very beneficial. Kaste then talked about their Southern Valley Lifestyle website. DeVries then talked about the need for workforce. Housing has come a long way towards helping with that but we still want to market Wahpeton as a great place to live, grow, and work. Kaste then talked about ways businesses are getting more creative to bring in workforce, such as working with different entities to bring in new Americans. DeVries then talked about the strong cooperation and working relationship between the City's Community Development office, SVEDA, and the Chamber of Commerce which he felt will be beneficial to businesses and the community as a whole.

### **LIBRARY DIRECTOR**

**Library Report** – Library Director Bakken reported the library is preparing for the Summer Reading Program, “Adventures Begin at Your Library”. Children’s Librarian Kercher has been visiting local elementary schools to promote the program. More information will be posted on the library’s website and other social media. The library will once again be a summer lunch program site. This is free to children under age 18 and will run June 3<sup>rd</sup> to August 9<sup>th</sup>. The Leach Reads Book Club will meet for the last time for the season on May 15<sup>th</sup> and will resume again in September. The Friends of the Library will meet on May 15<sup>th</sup> to discuss the spring book sale tentatively scheduled for May 30<sup>th</sup>. The Library Board meeting will be held May 21<sup>st</sup> due to a conflict with the regularly scheduled meeting date. The Library Board is in search of a new member. Anyone interested can fill out an application at the library or at City Hall by June 21<sup>st</sup>. Applicants must be a Wahpeton or Richland County resident. Meetings are held once a month, typically on the 4<sup>th</sup> Thursday of the month at 4:00pm. The appointment to serve on the Library Board will be made by the City Council and Mayor the first meeting in July.

### **POLICE CHIEF REPORT**

**Police Dept. Report** – Police Chief Anderson requested Nuisance Property be referred to the Public Works Committee. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Anderson reported Avel eCare went live this afternoon. The Wahpeton Police Department was supplied with two iPads and the Richland County Sheriff’s Office received four iPads. It is hoped they will have good success with the program.

Anderson also reported the Wahpeton Police Department has started their hiring process. The three people that were in their hiring pool have declined employment with the city for various reasons. They are looking for two people and have received some applications which they will continue to collect until the end of May.

### **PUBLIC WORKS DIRECTOR**

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

**Review Bids & Award Project East Side Streets Mill & Overlay Proj. ST23-277 & ST23-278** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**Review Bids & Award Project Golf Course Pedestrian Bridge Proj. ST23-280** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**Tower Addition Nuisance Properties Request for Mitigation Assistance** – 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 NDSCS women's softball team on their recent Mon-Dak championship win. He also congratulated the Wahpeton Baseball team who was victorious over Breckenridge.

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

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

Fobb said the Public Works & Public Safety Committee met on April 22 at 4:00 p.m.

**Fire Hydrant Maintenance in Wahpeton Mobile Home Park & Briarwood – discussion**

**Flood Lift Station Control Panel Updates LS 1A & 7 – motion** to approve proposal from Sweeney Controls \$35,700 and \$90 monthly recurring fees – **Motion by Fobb, seconded by Bohn, to approve the two agreements with Sweeney Control Company for Flood Lift Stations 1A and 7 Control Panel Updates in the amount of \$35,700 along with an INSIGHT subscription fee of \$90 per month after the first year of use, with funding from the Levy Maintenance Fund.** Discussion held. **Motion carried with a roll call vote of 8-0.**

**Community Enhancement Cmt. recommendation to purchase Dakota Ave. Snowflakes – motion** to approve \$13,000 – **Motion by Fobb, seconded by Unruh, to approve the Purchase of 36 Snowflakes for Dakota Avenue from Display Sales up to the amount of \$13,000 from the 1% Restaurant Sales Tax, as recommended by the CEC.** Discussion held. **Motion carried with a roll call vote of 8-0.**

**Preliminary Engineering Agreement with ND DOT for Dakota Ave. Concrete Repair Proj. – motion** to approve proposal from Interstate Engineering est. at \$110,000 – **Motion by Fobb, seconded by Woods, to approve the Preliminary Engineering Reimbursement Agreement with NDDOT for ND Highway 13 from 12<sup>th</sup> Street to the Red River Repair Project with an estimated total cost of \$110,000.** Motion carried with a roll call vote of 8-0.

**Scott's Electric Final Balancing Change Order Sanitary Sewer Lift Station No. 8 Improvement Proj. SS21-265 – motion** to approve \$1,076.58 – **Motion by Fobb, seconded by Bohn, to approve the Final Pay Application and Balancing Change Order for Sanitary Sewer Lift Station No. 8 Improvement Project SS21-265 to Scott's Electric, in the amount of \$1,076.58.** Motion carried with a roll call vote of 8-0.

**Scott's Electric Final Balancing Change Order Flood Lift Stations VFD Proj. FL21-262 – motion** to approve \$46,811 – **Motion by Fobb, seconded by Woods, to approve the Final Pay Application and Balancing Change Order for Flood Lift Stations VFD Project FL21-262 to Scott's Electric, in the amount of \$46,811.** Motion carried with a roll call vote of 8-0.

**Water Tower Inspections – motion** to approve proposals from KLM Engineering \$7,000 – **Motion by Fobb, seconded by Unruh, to approve the two contracts with KLM Engineering Inc. for Water Tower #1 and #2 Inspections in the amount of \$7,000.** Motion carried with a roll call vote of 8-0.

**Parking Ordinance Review – motion** to recommend first reading of Ordinance 1065 –

Council member Fobb offered the first reading of the following Ordinance:

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

**Street Addressing Issues Oliver 1<sup>st</sup> Addition - discussion**

**Building Official Updates - discussion**

**Referrals (see PW Director Report)**

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

Goltz said the Finance, Personnel & Economic Development Committee met on April 22 at 5:00 p.m.

**Bank of ND PACE Interest Buydown Requests – motion to approve SSB Investments \$85,714.25 – Motion by Goltz, seconded by Schillinger, to approve the BND Flex PACE Interest Buydown Application for SSD Investments LLC at a location on the 210 Bypass (address TBD) for the Community Buydown amount of up to \$85,714.25 with repayment date to be determined (within 10 years). Motion carried with a roll call vote of 8-0.**

**Motion to approve KJE Comm LLC \$7,441.04 – Motion by Goltz, seconded by Woods, to approve the BND Flex PACE Interest Buydown Application for KJ E-Comm LLC located at 508 Dakota Avenue for the Community Buydown amount of up to \$7,441.04 with repayment to begin after 5 years. Motion carried with a roll call vote of 8-0.**

**Technology Update for City Hall Community Room – motion to approve \$6,000 – Motion by Goltz, seconded by Fobb, to approve up to \$6,000 from Community Development Fund 271 to purchase the Meeting Owl System, Smart Television and Wall Mount from Amazon. Motion carried with a roll call vote of 8-0.**

**Sales Tax Projections - discussion**

**Referrals – None**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee May 13<sup>th</sup>, 2024 4:00 p.m.
- b. Finance Committee May 13<sup>th</sup>, 2024 5:00 p.m.

**Motion by Goltz, seconded by Schillinger, to adjourn at 5:54 p.m. Motion carried.**

---

Mayor Brett Lambrecht

---

Lynelle Amos, Finance Assistant