

Wahpeton City Council
November 18, 2024
5:00 p.m.

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

Absent: David Woods II

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 Works Assistant Lindsay Louters

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

Small Business Saturday Nov. 30th Proclamation – Council member McNary read a proclamation recognizing “Small Business Saturday” on November 30, 2024. Residents of our community and communities across the country were urged to support small businesses and merchants on this day and throughout the year.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held November 4, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Other Games of Chance and/or Special Permits

Chahinkapa Zoo – Raffle Permit (Kathy Diekman was present and spoke about the zoo’s 22nd Annual Wild Game Shows fundraising event this Friday, November 22nd at the Wahpeton Community Center)

St. John’s Catholic Church – Raffle Permit

Wahpeton JO Volleyball – Raffle Permit

Presentation/Approval of Reports

October 2024 Bill Pay Report \$2,019,042.88 (see below)

October 2024 Financial Statements

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Fobb, seconded by McNary, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

City Licenses Renewal Update – Huwe said November marks the beginning of the City License renewal Process. City licenses are intended to ensure businesses operating within the City of Wahpeton comply with local laws and regulations. The City issues over 250 business licenses annually. The taxicab, waste hauler, amusement device, tobacco, and liquor licenses will be presented to the Council for consideration at the first meeting in December. Contractor, arborist, house mover, gaming site authorizations, and fireworks licenses will be renewed January through June of next year. Transient merchant, games of chance, and special event liquor licenses are issued throughout the year on an as needed basis. Business license fees are budgeted at \$44,291 in the 2024 budget and represent approximately 1% of General Fund revenue. Appreciation was expressed to Cheryl O’Meara, Lindsay Louters, and Todd Johnson for the time and coordination they contribute to the business licensing process. This item was informational only.

Municipal Infrastructure Funding Report – Huwe said the 2019 Legislature adopted House Bill 1066 (Operation Prairie Dog) allocating up to \$115,000,000 per biennium to cities in non-oil-producing counties for essential infrastructure projects. Essential infrastructure is defined as water treatment plants, wastewater treatment plants, sewer and water lines including lift stations, water storage systems, storm water infrastructure including curb and gutter, road and bridge infrastructure, airports, electricity transmission infrastructure, natural gas transmission infrastructure, and communications infrastructure excluding fiber optic lines. Recipients of infrastructure funds are required to file informational reports by November 30th of each even numbered year. The City of Wahpeton has received \$6,363,648.85 since December 14, 2020. Of the funds received \$3,118,189 was expended on the East Side Sanitary Sewer Project. The remaining \$3,245,460 is reserved for future capital improvement projects. Cities with a population of 5,000 or more are allocated \$2,500,000 when the state General Fund Share Revenue Buckets are filled with biennial oils and gas tax revenues. Infrastructure spending reports for cities and counties may be viewed on the ND State Treasurer’s website. This item was informational only.

City Hall Closed November 28th & 29th – Huwe said City Hall will be closed Thursday and Friday for the Thanksgiving holiday, and employees will be required to use vacation for Friday the 29th.

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – DeVries said in lieu of the Win Column a list of some of the more popular programs available for Business Assistance was provided, which included information on FLEX Loans, PACE/FLEX Pace Interest Buydowns, Renaissance Zone Tax Credits, Revolving Loan Fund Commercial Loans, Mini-Match+ Program, and Non-Profit Loans. This information will be mailed to local business along with information on the business holiday lighting contest. This information is also available on the city’s website.

DeVries said upcoming holiday events include the Community Tree Lighting at Heritage Square on November 26th, which includes free hot dogs and chips until gone. Kinship will provide cookies and cocoa. Santa will be present for pictures sponsored by Three Rivers Decorating. Holiday Lane will also open that night, with a Family Night on Friday, December 6th with cookies and hot chocolate provided by Three Rivers Crisis Center and pictures with Santa by Studio 22 Designs. DeVries encouraged people to register for Twin Town Bucks that night also. Chahinkapa Zoo will be holding their Save the Earth Tree event along with hayrides through Holiday Lane on December 11th. All were encouraged to check out the Chamber Events and to Keep the Cheer Here.

LIBRARY DIRECTOR

Library Report – Bakken reported the many events taking place the next two weeks at the library include story time, Book Club and a Friends of the Library meeting on Wednesday, and an Adult Crafting Session and a Library Board meeting on Thursday. Bakken announced the 8th Annual Sock Tree will begin collecting donations now through December 31st. Donations can be brought into the library at any time, or placed in the outdoor book drop box. Any new unopened packages of socks or undergarments for all sizes, ages, and gender will be accepted. All donations will once again be delivered to the Three Rivers Crisis Center after the new year. It was noted the library will be closed Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday.

POLICE CHIEF

Police Dept. Report – Police Chief Anderson gave a reminder that the Police Auction closes this Friday, November 22nd, with bids due at City Hall by 5pm. Due to it getting darker earlier, viewing will be from 3pm-6pm on Thursday. Bids will be opened on Monday, November 25th and winning bidders will be contacted.

Agreement for Joint Exercise of Peace Officer Duties – Anderson requested the joint powers agreement be signed for the City of Wahpeton, Richland County, and Ransom County for the Southern Valley SRT Team. This was referred at the last Public Works Committee meeting. **Motion by Goltz, seconded by Schillinger, to approve signing of the Agreement for Joint Exercise of Peace Officers Duties between the City of Wahpeton, Richland County, and Ransom County. Motion carried with a roll call vote of 7-0.**

Discussion was held regarding winter parking restrictions.

PUBLIC WORKS DIRECTOR

Public Works Report –

Miranowski requested referral to Public Works Committee **of the Waste Water Treatment Facility Plan Update**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the Industrial Pre-Treatment Program**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Gast Construction Sidewalk Repairs – refer to PW Cmt. – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Review the Assessment District for the West Central Improvement District**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **to Review the KLM Engineering, Inc. Water Tower Dive Inspection Reports**. 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 Council member Woods on his daughter Scout's signing with NDSU. He also congratulated the NDSCS football team on their continued success.

REPORTS FROM THE CITY COUNCIL COMMITTEES

McNary said the Public Works & Public Safety Committee met on November 12th at 4:00 p.m.

2024 Concrete Repairs Pay Request from Comstock Construction, Inc. – motion to approve \$191,361.79 – Motion by McNary, seconded by Unruh, to approve the 2024 Concrete Repairs Invoice from Comstock Construction for \$191,361.79 with the proposed funding allocations. Motion carried with a roll call vote of 7-0.

2024 Curbjacking and Concrete Repairs Pay Request from Mudpumpers, Inc. – motion to approve \$7,710 – Motion by McNary, seconded by Fobb, to approve the 2024 Curbjacking and Concrete Repairs Invoice from Mudpumpers, Inc. for \$7,710.00 with the proposed funding allocations. Motion carried with a roll call vote of 7-0.

Homeland Security Grant for City Hall – motion to approve \$17,891 – Motion by McNary, seconded by Schillinger, to approve the FY 2024 State Homeland Security Grant in the amount of \$17,891. Motion carried with a roll call vote of 7-0.

Building Official Updates – no report

Referral – see PW Director’s Report and Police Chief’s Report

Finance, Personnel & Economic Development Committee Report

Bohn said the Finance, Personnel & Economic Development Committee met November 12th at 5:00 p.m.

Dakota Hurd Confirmation to Exercise Option Agreement – motion to draft purchase agreement – Motion by Bohn, seconded by Goltz, to approve requesting the City Attorney to draft a Purchase Agreement between Dakota Hurd and the City to exercise the Purchase Option in the Northside Industrial Park for \$91,344.84 plus expenses. Motion carried with a roll call vote of 7-0.

Bois de Sioux Golf Course Cart Path Request – motion to approve \$25,000 – Motion by Bohn, seconded by McNary, to approve \$25,000 from the Sales Tax for Recreation for the Bois de Sioux Golf Club Cart Path Project. Motion carried with a roll call vote of 7-0.

City Hall & Police Dept. Phone System Upgrade – motion to approve proposal from Red River Communications – Motion by Bohn, seconded by Unruh, to approve the Red River Communications phone system proposal for City Hall and the Police Department for \$14,808.36 annually. Motion carried with a roll call vote of 7-0.

Retirement Plan Changes Effective Jan. 1, 2025 – motion to approve addition of ND PERS Defined Contribution Option – Motion by Bohn, seconded by Schillinger, to approve the City retirement benefit offered to new hires not eligible for the Public Safety Plan effective January 1, 2025 is the ND PERS Defined Contribution Option of 5% employee contribution and 10.26% employer contribution. Motion carried with a roll call vote of 7-0.

Fire Dept. Service Area Inquiry – Closed Session, no action taken.

October 2024 Bill Pay Report

DISBURSEMENTS FUND	ACCOUNTS PAYABLE	PAYROLL & GL	TOTAL
101 GENERAL FUND	\$390,069.21	\$47,734.26	\$437,803.47
201 WATER OPERATING FUND	\$81,109.41	\$51,782.35	\$132,891.76
202 SANITARY SEWER OPERATING FUND	\$51,846.82	\$38,083.57	\$89,930.39
203 WASTE REMOVAL OPERATING FUND	\$35,501.96	\$2,687.50	\$38,189.46
204 WASTE REDUCTION FUND	\$565.27		\$565.27
05 VECTOR CONTROL FUND	\$1,216.73	\$2,075.59	\$3,292.32
206 STREET LIGHTING	\$15,176.60		\$15,176.60
207 STORM WATER UTILITY	\$106.34		\$106.34
209 LIBRARY LEVY FUND	\$6,574.13	\$18,622.50	\$25,196.63
216 AIRPORT 4-MILL LEVY FUND	\$70.00	\$1,076.32	\$1,146.32
229 CAPITAL IMPROVEMENTS FUND	\$13,750.00		\$13,750.00
234 SPECIAL STREET MAINT FUND	\$95,879.99		\$95,879.99
236 LEVEE MAINTENANCE	\$4,689.35	\$10,091.05	\$14,780.40
271 ECONOMIC DEVEL DEPT FUND	\$11,646.79	\$14,074.30	\$25,721.09
272 URBAN FORESTRY GRANT PROGRAM	\$4,950.00		\$4,950.00
303 MISCELLANEOUS FUND	\$1,000.00		\$1,000.00
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$875.00		\$875.00
319 LODGING TAX FUND	\$2,292.24		\$2,292.24
320 SALES TAX OPERATING FUND	\$32,389.25		\$32,389.25
321 SALES TAX RESERVE FUND	\$10,118.00		\$10,118.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$40.00		\$40.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
329 BULL RIDING EVENT	\$5,671.35		\$5,671.35
331 FALL FESTIVAL	\$2,188.32		\$2,188.32
365 PD SPEC EQUIP SINKING FUND	\$1,351.56		\$1,351.56
393 1% RESTAURANT TAX FUND	\$979.11		\$979.11
401 BDSGC CART SUBLEASE	\$2,203.00		\$2,203.00
457 R/I #11111 SERIES 2011B	\$4,475.00		\$4,475.00
459 R/I #11314 SERIES 2014	\$7,240.00		\$7,240.00
461 R/I #11516 SERIES 2016	\$3,130.00		\$3,130.00
462 R/I #11617 SERIES 2017	\$25,920.00		\$25,920.00
467 R/I# 12118 SERIES 2018E	\$1,339.34		\$1,339.34
473 R/I# 12722 SERIES 2022	\$97,072.50		\$97,072.50
659 RIVER POINTE ACRES	\$664.00		\$664.00
672 8TH AVE. N PROJ. ST19-248	\$9,577.50		\$9,577.50

676 DOWNTOWN S. STREETS ST20-255	\$2,674.80		\$2,674.80
681 HOMESTEAD DEVELOPMENT ST21-263	\$23,438.77		\$23,438.77
686 DOWNTOWN S STREETS2 ST21-259	\$64,071.15		\$64,071.15
693 EAST CENTRAL & SE ST PROJ ST23-278	\$610,391.68		\$610,391.68
695 GOLF COURSE INTAKE SS23-276	\$208,893.60		\$208,893.60
TOTAL	\$1,832,815.44	\$186,227.44	\$2,019,042.88

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

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

Motion by Goltz, seconded by Schillinger, to adjourn at 5:45 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant