

Wahpeton City Council
November 4, 2024
5:00 p.m.

Present: Mayor Brett Lambrecht, Council Members Jason Goltz, Tiana Bohn, Kelly McNary (remotely), and Renata Fobb

Absent: Shannon Schillinger, Chad Perdue, David Woods II, and Cory Unruh

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, Deputy Police Chief Tim Appell, 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.

Scout Troop 346 was in attendance to earn their merit badge by observing a city council meeting. The group introduced themselves and their rank.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held October 21, 2024

Games of Chance Licenses, Site Authorizations & Special Permits:

Wahpeton Hockey Association Site Authorization Amendment – Firehouse Pub

Other Games of Chance and/or Special Permits:

BW Storm Wrestling – Raffle Permit

Breckenridge Wahpeton Swim Team – Raffle Permit

Wahpeton All Sports Booster Club – Raffle Permit (11/26/24 – 2/28/25 50/50 at 39 home games)

Wahpeton All Sports Booster Club – Raffle Permit (1/19/25)

NDSU Welding Club – Raffle Permit

Presentation/Approval of Reports

Election Voting FAQs Process

Voter Info Flyer

Winter Parking Public Service Announcement 2024

NDSU – Property Taxes and Budgetary Independence in North Dakota

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

General Election November 5th, 2024 – Huwe said the General Election will be conducted tomorrow Tuesday, November 5th. All Wahpeton residents will vote in a single polling location at the Wahpeton Event Center 995 21st Avenue North. Polls will be open from 7 AM to 7 PM. Proof of identification and current address will be required. The North Dakota Secretary of State will post election results as they are reported from the counties. Results can be monitored at sos.nd.gov.

Dakota Hurd Confirmation to Exercise Option Agreement – refer to Finance Cmt. – Huwe said Justin Berg, President of Dakota Hurd, has provided notice of their intent to exercise their option to purchase an additional 3-acre parcel in the Northside Industrial Park. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

City Hall & Police Dept. Phone System Upgrade – refer to Finance Cmt. – Huwe said the current Allworx telephone system used in City Hall and at the Police Department is no longer in production, updates must be done manually, and finding replacement parts for aging phones has become very challenging. Red River Communications has proposed an upgrade alternative for both sites. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Retirement Plan Changes Effective January 1, 2025 – refer to Finance Cmt. – Huwe said the North Dakota Public Employees Retirement Pension Plan will close to new hires not eligible for the Public Safety Plan effective January 1st, 2025. The City will need to evaluate alternatives for retirement benefits for new hires. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Reminder City Hall Closed on Monday, November 11th in Observation of Veteran’s Day

ATTORNEY

City Attorney Hatting requested referral for the purpose of attorney advise and consultation in closed session to discuss Fire Department Boundaries previously discussed in closed session by the Public Works Committee 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 – Community Development Director DeVries reported the Home Improvement Partnership Program with Gate City Bank closed October 31st and had 14 applications, compared to 30 applications in 2023. He felt it has been a very good program overall.

DeVries said a Request for Proposals has been done for 701 Dakota Avenue (the former M&H site) and information can be found on the City’s website under public notices. The lots will be sold on a Quit Claim Deed, there are no warranties on the lots, the sales agreement will include a deed restriction to have site improvements complete within 36 months, and the lots have deed restrictions placed on them by a previous owner. The proposal submission deadline is Friday, November 22, 2024.

The Heritage Square annual tree lighting will take place November 26th with free hotdogs and chips while they last, along with Santa and possibly some carolers. Holiday Lane will also open that night.

This issue of the Win Column featured the many services, clubs and organizations in Wahpeton.

LIBRARY DIRECTOR

Library Report – Library Director Bakken reported happenings at the library include story time, outreach story time, school-aged crafternoon, preschool fun day, a teen movie, and a family movie. The library will be closed next Monday in observation of Veterans Day. The Friends of the Library will meet November 20th. The Library Board will meet November 21st. Bakken also reported the public survey was completed October 31st with 117 participants. They are in the process of analyzing the results and will put it toward their strategic plan for the next 5 years.

POLICE CHIEF REPORT

Police Chief Anderson reported K-9 Brina was awarded a stub/ballistic vest from the partnership of Survival Armor and Vested Interest in K-9’s.

Impound Car Auction – Police Chief Anderson announced the Police auction currently has 7 impounded vehicles that will be available for public viewing on November 7th, 14th and 21st from 4pm to 7pm. Bids will be accepted at City Hall until the end of business on Friday, November 22nd to will be opened on Monday, November 25th. Bid award winners will be notified.

Anderson said the Police Department was awarded an \$18,000 grant by ND Emergency Services Division of Homeland Security to update encrypted cameras and key fobs at the Wahpeton Police Department.

Mayor Lambrecht expressed his appreciation for the participation of the K-9 at Zoo Boo and the old restored 1966 police car shown by Dean Christopherson.

PUBLIC WORKS DIRECTOR

Public Works Report –

Miranowski requested referral to Public Works Committee **of the review and approval of the 2024 Concrete Repairs Project Final Pay Request from Comstock Construction.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of the 2024 Curb Jacking Project Final Pay Request from Mudpumpers Mudjacking, LLC.** Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **of a Homeland Security Grant awarded to the City in the amount of \$17,891 for new security cameras and key fob access for entry doors at City Hall.** 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.

Proposed 2024 Urban Functional Classification Update – Engineering Project Manager Rogahn requested approval of the changes to the 2024 Urban Functional Classification for the City of Wahpeton. A map summarizing the 5 proposed changes was provided. This is a continuation of the updated urban boundary that was approved last spring and this is the final step. Four of the proposed changes are for urban road segments that shrank because the urban boundary is smaller than it used to be so they went for urban to rural areas. He noted Item no. 4 which is 2nd Street North from 7th Avenue up to 4th Street is proposed to be added as a local collector for the traffic that goes to the zoo and park area. Rogahn then explained how Principle Arterial roads have a 90/10 cost split when projects are done, with 90% Federal money and 10% local share. Minor Arterials and Collectors have a 80.93% split on street and storm sewer items with the local share of 19.07%. Classifications are made due to traffic counts. Discussion held. **Motion by Fobb, seconded by Goltz, to approve the Proposed 2024 Urban Functional Classification Update for the City of Wahpeton as presented. Motion carried with all voting ‘aye’.**

Lead & Copper Correspondence – Rogahn reported that for the past few years the Public Works Department has been gathering data on the water service lines both on the private side and the public side. The private side is from your home to the curb stop and the public side is from the curb stop to the water main. They are in the final part of the first phase, which is to send notification letters to all service line owners that have one of three water service line types: galvanized, lead, or unknown. They will continue to do flyers and try to gather that data over the next couple of years. A sample of the cover letter which will be mailed out for each service line type was provided and includes a water service line material identification photo explaining to property owners how they can provide a picture of their water service line rather than having PW staff inspect it. A notice for each type of service line classification will be

included, as required by the NDDEQ. It was noted 2,173 notification letters will be sent. Discussion held regarding how homeowners proceed after receiving the letter. It was felt a deadline for response should be included in the letter which Rogahn felt should be July 2025, as well as letting the resident know there is no monetary expectation at this time.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

Mayor Lambrecht announced the Wahpeton Huskies football team is in the final four. He congratulated the NDSCS volleyball team and football team on their recent successes.

REPORTS FROM THE CITY COUNCIL COMMITTEES

Public Works & Public Safety Committee Report – (No meeting held October 28)

Finance, Personnel & Economic Development Committee Report – (No meeting held October 28)

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee November 12th, 2024 4:00 p.m.
- b. Finance Committee November 12th, 2024 5:00 p.m.

Motion by Bohn, seconded by Goltz, to adjourn at 5:37 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant