

Wahpeton City Council

October 2, 2023

5:00 p.m.

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

Absent: None

Also Present: Finance Director Darcie Huwe, City Attorney Brittany Hatting, Public Works Director Dennis Miranowski, Community Development Director Chris DeVries, 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 then recited.

PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.

A Joint Public Hearing will be held with the Planning Commission on the Rezone of Portions of Valley First Addition & Rosewood Third Addition Ord. 1061 – Dockter said the Planning Commission was convened and referred to Miranowski who explained the proposed rezoning. The owner of Lots 9 and 10, Block 2 of Rosewood 3rd Addition has requested the lots be rezoned back from R-3 to RB-4. The developer of Magnolia Court has purchased Lot 2-A, Block 2 in Valley First Addition and would like the lot to be rezoned from B-3 to R-3 to conform with the rest of the subdivision. Dockter asked if there was anyone present to speak about the rezoning and there was none. When asked, Huwe said she had not received any inquiries, correspondence or opposition regarding the proposed rezoning. The Planning Commission was asked for their recommendation. **Motion by Wolfram, seconded by Bohn, to recommend to the City Council to approve the Rezone of Portions of Valley First Addition & Rosewood Third Addition. Motion carried with all voting 'aye'.**

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

ORDINANCE NO. 1061

AN ORDINANCE REZONING PORTIONS OF VALLEY FIRST ADDITION (a Portion of Lot 2-A, Block 2) AND ROSEWOOD THIRD ADDITION (Lots 9 & 10, Block 2)

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Schillinger. Motion carried with a roll call vote of 8-0.

The Public Hearing was then concluded. **Motion by Wolfram, seconded by Bohn, to adjourn the Planning Commission meeting at 5:08 p.m. Motion carried with all voting 'aye'.**

Domestic Violence Awareness Month Proclamation – A proclamation recognizing Domestic Violence Awareness Month – October 2023 was read by Community Development Director DeVries. It was noted Becky DeVries of the Three Rivers Crisis Center was also in attendance.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held September 18, 2023
Games of Chance Licenses, Site Authorizations & Special Permits:
Wahpeton All-Sports Booster Club – Raffle Permit

Presentation/Approval of Reports

Fall Cleanup Week October 2nd – 6th
NDSCS Homecoming

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

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2024 Budget Ord. 1062 – Huwe said the public hearing on the 2024 budget was held on September 18th and included offering first reading of Ordinance 1062. There have been 120 unique views of the budget since it was posted July 31st on the City’s website. Several inquiries have been received, but no requests for change have been made. She requested a motion to offer second reading and adoption of Ordinance No. 1062 the 2024 Budget.

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

ORDINANCE NO. 1062

AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF WAhPETON, NORTH DAKOTA FOR THE YEAR 2024

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember McNary. Motion carried with a roll call vote of 8-0.

Westdale 2022 Single Family Housing Proj. – refer to Finance Cmt. – Huwe said Council approved a development agreement with Burchill Construction for the construction of 3 spec homes on 19th Street North. Contractor Barry Burchill has requested an amendment to the development agreement. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Special Election Nov. 7th, 2023 – Huwe said information about the November 7th special election to continue the current 2% local sales tax is available on the City’s website homepage under public notices. There will be a single polling location here at City Hall. Residents interested in voting absentee can contact or visit City Hall.

ND League of Cities Annual Conference Sept. 20-22 – Huwe reported the 2023 ND League of Cities Conference was held September 20th to 22nd at the Bismarck Civic Center. Over 185 cities participated in the three-day conference. Notable presentations included perspectives on effective leadership, adapting to changing needs in workforce development, and new expectations in the regulation of charitable gaming. Friday morning included the annual business meeting, election of executive board members, and approval of the NDLC continuing resolutions. She asked that anyone interested in attending any League training or conferences, to please contact her to get registered.

Public Hearing on Oct. 16th at 5:00 p.m. confirming Special Assessments – Huwe said the Special Assessment Commission met September 19th and confirmed \$4,019,924.13 in improvement project special assessments for the East Side Sanitary Sewer Project Phase B, the Loy Avenue & 12th Street North Reconstruction Project, and the Westdale 3rd Addition. No property owners disputed the proposed assessments. Property owners will be notified by letter and may pre-pay the special assessment prior to November 1st certification to the County. **Motion by Schillinger, seconded by Goltz, to approve scheduling a Public Hearing on October 16, 2023 at 5:00 p.m. confirming the Special Assessments for the East Side Sanitary Sewer Project Phase B Part II Improvement District SS18-243, the Loy Avenue & 12th Street North Reconstruction Improvement District ST19-249, and the Westdale 3rd Addition Improvement District ST21-264. Motion carried with all voting ‘aye’.**

COMMUNITY DEVELOPMENT DIRECTOR

Community Development Report – Downtown Greenspace – refer to Finance Cmt. – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries announced upcoming events include the Classy & Classic Car Show this week in conjunction with NDSCS Homecoming week and all of their scheduled activities. The Fall Festival will be held October 12-14 with activities to include hayrides through the park, fall craft and farmers market vendor fair, and Gallery on the Go. Chocolate Chocolate Day and Book Sale will also be held that Thursday.

LIBRARY DIRECTOR

Library Report – Bakken reported this week there will be regularly scheduled programming at the library. October 12th the Chocolate Chocolate Day and Book Sale will be held. The library will be closing at 11am on Wednesday, October 11 to allow staff to attend a seminar in Fargo. Children’s Librarian Kercher will be hosting a “Solar Eclipse” viewing on Saturday, October 14th from 10am-1pm with free eclipse glasses available for attendees.

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee **of the Lead and Copper Rule Update**. 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

Lambrecht encouraged community support of NDSCS by attending their sporting events and Homecoming activities.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Public Works & Public Safety Committee Report

McNary said the Public Works & Public Safety Committee met on September 25 at 4:00 p.m. **Supplemental Engineering Agreement with Interstate Engineering on the Dakota Ave. Side Streets Proj. Ph. I ST20-255 – motion to approve \$12,046.76 – Motion by McNary, seconded by Woods, to approve the Supplemental Engineering Agreement #2 with Interstate Engineering for the Dakota Avenue Side Streets Phase I Project ST20-255 at a cost of \$12,046.76. Motion carried with a roll call vote of 8-0.**

Contract Change Order with Ti-Zack Concrete, Inc. on the Dakota Ave. Side Street Proj. Ph. I ST20-255 – motion to approve \$8,647.04 – Motion by McNary, seconded by Unruh, to approve the Change Order #2 net increase of \$8,647.04 for Dakota Avenue Side Streets Project Phase I with Ti-Zack Concrete, Inc. Motion carried with a roll call vote of 8-0.

Traffic Control Box Artwork – discussion

Building Official Updates – motion to Schedule a Public Hearing Oct. 16, 2023 at 5:00 p.m. in regard to Notice & Order on the Property at 802 Center St. S. – Motion by McNary, seconded by Perdue, to approve setting a Public Hearing on October 16, 2023, at 5:00 p.m., in regard to the Building Official’s Orders on the Property at 802 Center Street South. Motion carried with all voting ‘aye.

Referrals

Finance, Personnel & Economic Development Committee Report

Bohn said Finance, Personal & Economic Development met on September 25 at 5:00 p.m. **Request for Property Tax Exemption – T & G Sanitation - discussion**

North Loop Development Agreement - discussion

Placer Data Services – motion to approve up to \$8,000 – Motion by Bohn, seconded by Schillinger, to approve up to \$8,000 from Sales Tax for Economic Development to proceed with engaging services with Placer Data Services. Discussion held. Motion carried with a roll call vote of 8-0.

Bank of ND PACE Interest Loan Buydown Requests – motion to approve up to \$40,550.78 for Tri-State Aviation – Motion by Bohn, seconded by Goltz, to approve the BND Flex PACE Interest Buydown Application for Tri-State Aviation, Inc. located at 1251 Pegasus Rd for the Community Buydown amount of up to \$40,550.78 with repayment to begin in 10 years. Motion carried with a roll call vote of 8-0.

Position Description Updates - discussion

Referrals

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Public Works Committee October 9th 4:00 p.m.
- b. Finance Committee October 9th 5:00 p.m.

Motion by Unruh, seconded by McNary, to adjourn at 5:50 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant