

**Wahpeton City Council**  
**September 6, 2022**  
**5:00 p.m.**

**Present:** Schillinger, Perdue, Goltz, Lambrecht, and Bohn, McNary, and Unruh

**Present Via Teleconference:** Fobb

**Absent:** Woods

**Also Present:** Huwe, Miranowski, Broadland, DeVries, Bakken, Thorsteinson, Anderson, Amos, and O'Meara

**CALL TO ORDER**

Meeting called to order by Mayor Lambrecht. The Pledge of Allegiance was then recited.

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

**Approval of minutes of regular meeting held August 15, 2022**

**Approval of minutes of special meeting held August 17, 2022**

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

Tri-State Safety Association – Raffle Permit

Wahpeton FFA – Raffle Permit

Chahinkapa Zoo Assoc. – Raffle Permit

**Presentation/Approval of Reports**

Wahpeton Fall Festival & Bull Bash September 15<sup>th</sup>-17<sup>th</sup>

NDSOS Homecoming September 26<sup>th</sup>-October 1<sup>st</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 McNary, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**2023 Budget Ordinance No. 1039 first reading and motion to set a public hearing for Sept. 19<sup>th</sup>** – Huwe said the 2023 Budget is available for review on the City website and will be reviewed in summary at the September 19<sup>th</sup> Council meeting. The current year budget was adopted on September 20<sup>th</sup>, 2021 with projected revenues of \$14.3 million and expenses estimated at \$12.9 million. Both revenues and expenses are benchmarking at acceptable levels year to date. The total revenue projected for 2023 is just over \$15 million with an estimated \$14 million of expenses. The 9% increase in expenses is attributed to a combination of compensation and operating expenses in addition to deferred equipment replacement costs of \$450,000. Major capital improvement projects are addressed in the capital improvement planning process and typically not included in the budget ordinance. She requested a motion to offer first reading of Ordinance number 1039 and to schedule a public hearing for September 19<sup>th</sup>, 2022, at 5:00 pm.

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

**ORDINANCE NO. 1039**

**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF  
WAHPETON, NORTH DAKOTA FOR THE YEAR 2023**

**Motion by Bohn, seconded by Goltz, to approve scheduling a Public Hearing for September 19<sup>th</sup>, 2022 at 5:00 p.m. for the 2023 Budget review. Motion carried with all voting ‘aye’.**

**Wahpeton Baseball Update – request referral to Finance Cmt.** – Huwe said on September 4, 2018 the Council approved funding up to \$400,000 from Sales Tax for Economic Development for player/spectator safety amenities as part of the John Randall Field Improvement Project. Council member McNary has been contacted by Joe Schreiner on behalf of Wahpeton Baseball to provide a recap of the project and future plans for John Randall Field. She requested this topic be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Folder Inserter Machine Replacement – request referral to Finance Cmt.** – Huwe explained the City Hall folder inserter machine was purchased in April of 2015 and is used to process approximately 5,000 units per month. The estimated useful life for a folder/inserter machine is approximately 7 years. Frequent jams and the inability to find repair parts require the replacement of the machine. She requested this topic be referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Funds Management – request referral to Finance Cmt.** – Huwe said the Federal Reserve Bank has increased interest rates 3 times in 2022 in an effort to promote maximum employment and stable prices in the US economy. It is estimated the Federal Funds rate will increase to 3.25% or 3.5% by the end of the year from the current 2.5% today. In an effort to capture potential interest earnings and proactively manage bank fees she requested this topic referred to the Finance Committee. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Bois de Sioux Golf Clubhouse Damage Repairs – request referral to PW Cmt.** – Huwe said the golf clubhouse has incurred vandalism damages that exceed the \$1,000 threshold that can be approved by staff from the clubhouse maintenance fund. She requested this be referred to the Public Works Committee. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

### **ASSESSOR/BUILDING CODES**

**Special Assessment Commission Update** – Broadland said the Special Assessment Commission met August 29<sup>th</sup> to review improvement projects: John Randall Field Parking Lot & Parts of RJ Hughes Drive, Edgewood Park, Central School Site, Woodland Drive Mill & Overlay, and Prairie Flats. The projects were reviewed with the City Engineer, letters were mailed to the registered owners, and a hearing was set for September 20<sup>th</sup> at 5:30 p.m. Anyone interested is welcome to attend.

### **ATTORNEY**

**Qualified Immunity and First Amendment Issues for Local Government – request referral to Finance and PW Cmt.** – In Hatting’s absence, Huwe requested this agenda item 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.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Win Column** – This issue featured the new sculpture in the Chahinkapa Sculpture Garden.

### **Planning Commission Recommendations**

#### **1<sup>st</sup> Reading Ordinance 1038 Rezone Rosewood 2<sup>nd</sup> Addition**

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

#### **ORDINANCE NO. 1038**

#### **AN ORDINANCE REZONING FROM RESIDENTIAL R-3 MULTIPLE FAMILY TO B-3 HIGHWAY**

**(Reserve Lot B, Rosewood 2<sup>nd</sup> Addition)**

**Walkabout Dakota Review** – DeVries said Mayor Lambrecht, Kory Kaste of SVEDA and himself visited several downtown businesses to provide them with information regarding programs available through the City for their business and to inform them of upcoming events.

**Block Party Review** – DeVries felt the Block Party at NDSCS was very successful for the first year. He said it was good to see Wahpeton residents interacting with the college students.

**Fall Festival/Bull Bash** – DeVries reviewed the many events planned for the Fall Festival September 15-17, which include a Classy & Classic Car Show on Thursday, Movie in the Park on Friday, Games at the Wahpeton Event Center on Saturday followed by the Bull Bash Saturday evening. Then on Sunday morning the Wahpeton Booster Club will be holding their annual Breakfast of Champions.

DeVries said in a combined effort of the Southern Valley Economic Development Authority, City of Wahpeton, and the Wahpeton Breckenridge Chamber of Commerce they have put together a business challenge for the City of Wahpeton. The application is available online. The challenge is being done in the hope of getting a lot of interested parties to basically pitch a business idea, including a location and business type. SVEDA is offering a prize package for a business start-up to be awarded to the winner.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported September is library card sign up month with a goal to surpass their average monthly new member counts. She listed the many items/services available to library card holders. The card is free to Wahpeton/Richland residents with a valid ID. Fall programming has begun with the schedule of events available on their website. Outreach story times to daycares are also scheduled. The library will again be open Saturdays from 9:00 a.m. to 1:00 p.m. Friends of the Library have scheduled Chocolate Chocolate Day for October 13<sup>th</sup>. They are also looking for volunteers to help set up the book sale on Monday, October 10<sup>th</sup>.

### **PUBLIC WORKS DIRECTOR**

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

1. **Contract Change Order No. 2 for 2021 Lime Lagoon Dredging Proj. W21-260** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.
2. **Final Pay Application and Balancing Change Order for 2021 Lime Lagoon Dredging Proj. W21-260** – 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**

#### **Process for Comprehensive Community Recreation Planning**

A small group met last week to continue discussion on moving forward with the feasibility of the construction of a community recreation center. There are many organizations and individuals coming forward to participate in the process. Strategic planning will include site considerations, building design, project budget and community outreach. To move forward with the strategic planning, it is time to formalize the scope and timeline. It was asked if someone would like to offer a motion to direct Chris DeVries and Darcie Huwe to reach out to JLG to create a proposal for big picture project planning with cost estimates. **Motion by McNary, seconded by Schillinger, to approve directing Chris DeVries and Darcie Huwe to contact JLG to create a proposal along with cost estimates for comprehensive community recreation planning. Motion carried with all voting ‘aye’.**

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

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

Bohn said Finance, Personnel & Economic Development met at 5:00 p.m. on August 29<sup>th</sup>.

**Rosewood 3<sup>rd</sup> Addition Development Agreement – motion to approve – Motion by Bohn, seconded by Goltz, to approve the Rosewood 3<sup>rd</sup> Addition Development Agreement. Motion carried with a roll call vote of 7-0.**

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3838**  
**RESOLUTION CREATING ROSEWOOD 3<sup>RD</sup> ADDITION**  
**PROJECT NO. ST22-269 WATER, STREETS, STREET LIGHTS,**  
**STORM/SANITARY SEWER IMPROVEMENT DISTRICT**

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

**Prairie Flats Townhomes Development Agreement – Motion by Bohn, seconded by Unruh, to approve the Development Agreement for Hohenstein Homes Twin Home Housing Project in Prairie Flats contingent upon the Richland Wilkin Joint Powers Authority’s final approval of their guaranty. Motion carried with a roll call vote of 7-0.**

**Homestead Development Agreement – discussion**

**Public Works & Public Safety Committee Report**

McNary said the Public Works & Public Safety Committee met at 5:00 p.m. on August 23<sup>rd</sup>.

**Special Policing at Events – discussion**

**CCO #1 Sellin Brothers E. Side Sanitary Sewer Ph. B Part 2 Proj. SS18-243 – motion to approve \$66,464 – Motion by McNary, seconded by Perdue, to approve Change Order #1 for Sellin Bros. Eastside Sanitary Sewer Phase B Part 2, Project #SS18-243, in the amount of \$66,464.00. Motion carried with a roll call vote of 7-0.**

**Bid Award 2022 Lime Lagoon Dredging Proj. W22-270 – motion to award to Comstock Construction \$115,400 – Motion by McNary, seconded by Schillinger, to approve awarding the WTP 2022 Lagoon Lime Dredging Project W22-270 to Comstock Construction at a cost of \$115,400.00. Motion carried with a roll call vote of 7-0.**

**Central School Site Redevelopment Proj. ST20-256 – discussion**

**Yard Junk/Clutter Updates – discussion**

**Building Official Updates – discussion**

**Referrals – See PW Director’s Report**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Finance Committee September 12<sup>th</sup>, 5:00 PM
- b. Public Works Committee September 13<sup>th</sup>, 5:00 PM

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

---

Mayor Brett Lambrecht

---

Lynelle Amos, Finance Assistant