

**Wahpeton City Council**  
**December 19, 2022**  
**5:00 p.m.**

**Present:** Schillinger, Perdue, Woods, Lambrecht, Bohn, McNary, and Fobb

**Absent:** Goltz and Unruh

**Also Present:** Huwe, Hatting, 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.

**PUBLIC HEARINGS/CITIZEN CONCERNS/ETC.**

**A Joint Public Hearing will be held with the Planning Commission to consider the following:**

**Plat of Prairie Flats 2<sup>nd</sup> Addition – Resolution No. 3846** – DeVillers said the Planning Commission was reconvened and referred to Miranowski who explained the final plat for Prairie Flats 2<sup>nd</sup> Addition, which is a replat from the first addition in which three lots are being platted into one condominium lot and townhomes will be constructed. A map of the area was provided and referenced. The roads and utilities will be private. Jon Lowry, representing the developer, spoke regarding the project. When asked, Huwe said there have been no inquiries or protests, either written or otherwise, in reference to the proposed final plat. It was asked if there was anyone present to speak about the final plat and there was none. The Planning Commission was asked for their recommendation. **Motion by Sedler, seconded by Wolfgram, to recommend to the City Council to approve the Final Plat of Prairie Flats 2<sup>nd</sup> Addition contingent upon a clear title. Motion carried with all voting ‘aye’.**

Council member Bohn offered the following and moved its adoption:

**RESOLUTION NO. 3846**  
**RESOLUTION APPROVING**  
**THE PLAT OF PRAIRIE FLATS SECOND ADDITION**  
**AND REQUESTING THAT IT BE RECORDED**  
**WITHOUT AUDITOR’S CERTIFICATE**

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember Schillinger. Motion carried with a roll call vote 6-0.

**Zoning Change/Planned Unit Development Prairie Flats 2<sup>nd</sup> Addition – Ordinance 1040** – Hatting explained Prairie Flats 1<sup>st</sup> Addition is a Planned Unit Development (PUD) already with its own unique set of zoning classifications, and are now looking at amending the PUD with some very minor changes to allow for the uses the end users are likely going to have. It was asked if there was anyone present to speak about the zoning change/PUD of which there was none. When asked, Huwe said there have been no inquiries or opposition to the proposed zoning change. The Planning Commission was asked for their recommendation. **Motion by Wolfgram, seconded by Sedler, to recommend to the City Council to approve the Zoning Change and Planned Unit Development for Prairie Flats 2<sup>nd</sup> Addition. Motion carried with all voting ‘aye’.**

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

**ORDINANCE NO. 1040**  
**AN ORDINANCE AMENDING SECTION 46 ZONING**  
**ARTICLE III – ZONING DISTRICTS DIVISION 5 OTHER DISTRICTS**  
**(CREATING PLANNED UNIT DEVELOPMENT ZONING FOR**  
**LOT 1 BLOCK 1**  
**OF PRAIRIE FLATS SECOND ADDITION)**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Fobb. Motion carried with all roll call vote of 6-0. The Public Hearing was then concluded.

**Motion by Sedler, seconded by Wolfram, to adjourn the Planning Commission meeting at 5:10 p.m. Motion carried with all voting ‘aye’.**

**Oath of Office – Police Officer Christopher Weber** – Acting Police Chief Anderson provided an introduction and administered Oath of Office to recently hired Wahpeton Police Officer Christopher Weber who was congratulated and welcomed by a round of applause. His father, Deputy Jason Weber, pinned his badge and was recognized and thanked for his years of service as he will be retiring at the end of the year.

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

**Approval of minutes of regular meeting held December 5, 2022**

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

Wahpeton Buffalo Club – Raffle Permit

Devin Michael Benefit – Raffle Permit

Wahpeton Music Dept. – Raffle Permit

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

Breckenridge Lutheran Church – Raffle Permit

Hope for Hodges Benefit – Raffle Permit

**Presentation/Approval of Reports**

November 2022 Financial Statements

November 2022 Bill Pay Report \$2,914,048.87 (See below)

ND DOT Hwy 13 Construction Project Notice

Governor Burgum Executive Budget Address 2023-25

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**2022 Summary of Tax Levy** – Huwe explained the Richland County Auditor provides an abstract of all taxes that are levied upon residents in the City of Wahpeton totaling approximately \$8.3 million, an increase of \$517,000 levied for this year. The amount levied for state and county services increased \$134,000. The school increased \$345,000 and the park levy increased \$38,000. The levy for city services remained level at \$2,008,500. The total mill rate levied within the city decreased from 360.33 mills to 350.43 or 3%. The city decreased the number of mills levied 8.2 mills or 9%. **Motion by Bohn, seconded by McNary, to approve acknowledging receipt of the 2022 Tax Levy Summary. Motion carried with all voting ‘aye’.**

**2022 Grants & Donations Received** – Huwe said the City received \$731,186 in grants and donations so far in 2022. This amount is \$35,878 more than 2021 with the most notable gains in contributions to the Leach Public Library. City departments continue to seek out grant opportunities to leverage local monies to benefit city services. **Motion by Perdue, seconded by Woods, to approve acknowledging the receipt of the 2022 Grants and Donations Report. Motion carried with all voting ‘aye’.**

**2022 Municipal Indebtedness** – Huwe reported the Statement of Municipal Indebtedness reflects the repayment of \$1,400,621 or 12% of the debt outstanding in 2022. New debt was issued for six special assessment projects totaling \$7,424,849. Total indebtedness increased from \$11,728,137 to \$17,752,365. The \$6,024,228 increase will be reflected in fixed assets in 2022, 2023 and 2024 as construction projects are completed. Moody’s Investor Services provides an annual credit overview and describes Wahpeton’s credit position as solid assigning it the rating of A1. Credit strengths include a robust financial position with very strong cash reserves, moderate debt, and additional unused revenue capacity. **Motion by Fobb, seconded by Bohn, to approve acknowledging the receipt of the 2022 Statement of Municipal Indebtedness. Motion carried with all voting ‘aye’.**

**2023 Business Licenses** – A listing of the 2023 city license renewals was presented for approval. Huwe said the number of licensees remains consistent with 2022, with no additional applicants and no non-renewals. Auditor’s Assistant Cheryl O’Meara has collected the information for each of the applicants that have been submitted for renewal. **Motion by Woods, seconded by McNary, to approve the 2023 Business Licenses contingent upon satisfaction of all licensing requirements by all applicants. Motion carried with all voting ‘aye’.**

**City Hall Closed December 26<sup>th</sup> and January 2<sup>nd</sup>** – Huwe said City Hall will be closed December 26<sup>th</sup> in observance of the Christmas Holiday and on Monday January 2<sup>nd</sup> in observation of the New Year’s Holiday. The next City Council meeting will be Tuesday, January 3<sup>rd</sup>.

### **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report – Win Column** – This issue thanked those who helped to make this a bright and successful holiday season.

DeVries then provided some year end updates, saying the Wahpeton Community Development Corporation continues to move forward with Homestead Addition. The Southern Valley Economic Development Authority has been busy, and it is suspected the City will need to make a recommendation for a city representative to board after the first of the year as Brad Pauly is retiring and stepping down from the board. It is hoped Southern Valley Lifestyle gets some attraction in the new year. The Convention and Visitors Bureau wants to change things up and set goals in a post-Covid world. For the Business Lighting Challenge, it is planned to announce the winners by Wednesday. The Business Start-Up Contest will be narrowed down to three for the final judging. Wahpeton Winter Wonderland will be held February 17<sup>th</sup> & 18<sup>th</sup>, 2023, with a pond hockey tournament, comedian, and movie night at the Community Center planned.

### **LIBRARY DIRECTOR**

**Library Report** – Bakken reported take and make Christmas craft kits are available while supplies last. New Year’s take and make craft bags will be available next week. Family movies will be shown this Friday and next Friday. Leach Reads Book Club will meet. Bakken thanked the Council for the support they have provided. She also thanked the citizens of Wahpeton and Friends of the Library for their support throughout the year. She announced the library will be closed this Saturday, Sunday and Monday for the Christmas holiday, and next Monday for the New Year’s holiday.

## **PUBLIC WORKS DIRECTOR**

### **PW Report –**

**E. Side Sanitary Ph B Part 2 Proj. SS18-243 Contract Change Order #1 Summerville Electric \$16,045** – Rogahn explained Change Order No. 1 with Summerville Electric for the East Side Sanitary Sewer Phase B Part 2 Project is for the installation of temporary control panels at lift stations #2, #3 and #12 which are needed to run the lift stations while the new control panels are being made. The cost is \$16,045. **Motion by McNary, seconded by Schillinger, to approve the East Side Sanitary Phase B Part 2 Project SS18-243 Contract Change Order #1 with Summerville Electric in the amount of \$16,045.** Discussion held. **Motion carried with a roll call vote of 6-0.**

**JR Field Parking Lot & Parts of Hughes Dr. Recon. Proj. ST19-245 Contract Change Order #2 [Final] Northern Improvement Co. (60,881.77)** – Rogahn explained the final pay application and balancing change order for the John Randall Field Parking Lot and Hughes Drive Improvements. He said the final pay application amount was \$1,848,373.71 with the final amount due being \$10,000. The balancing change order due on this project is a decrease of -\$60,881.77. **Motion by Schillinger, seconded by Fobb, to approve the John Randall Field Parking Lot & Parts of Hughes Drive Reconstruction Project ST19-245 Contract Change Order #2 [Final] with Northern Improvement Co. (60,881.77).** **Motion carried with a roll call vote of 6-0.**

Miranowski then provided an update on operational items that the Public Works Department is currently working on or have completed in the past two weeks.

## **COMMUNICATIONS FROM THE MAYOR & COUNCIL**

Mayor Lambrecht congratulated Police Chief Thorsteinson on his retirement and thanked him for his over 40 years of service. Gratitude was shown through a standing ovation.

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

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

Bohn said the Finance, Personnel & Economic Development Committee met at 5:00 p.m. on December 12<sup>th</sup>.

#### **2022 Summary of Tax Levy**

**Fixed Assets 2022 – motion to approve – Motion by Bohn, seconded by Fobb, to approve accepting the Fixed Asset Listing for 2022 in the amount of \$4,771,899.** **Motion carried with a roll call vote of 6-0.**

**Preliminary Fiscal Year End Transfers – motion to approve \$588,298.67 – Motion by Bohn, seconded by Schillinger, to approve the Preliminary 2022 Fiscal Year End Transfers totaling \$588,298.67 as presented.** **Motion carried with a roll call vote of 6-0.**

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

McNary said the Public Works & Public Safety Committee met at 4:30 p.m. on December 12<sup>th</sup>.

#### **Estimated Special Assessments for Dakota Ave. Side Streets Ph. II Proj. ST21-259 – discussion**

**Midstates Equipment Melter Rental Agreement – motion to approve \$6,995 – Motion by McNary, seconded by Fobb, to approve \$6,995.00 for rental of the Novo Gap Melter from Midstates Equipment.** **Motion carried with a roll call vote of 6-0.**

#### **City Hall Fleet Vehicle Replacement RFP - discussion**

#### **Engineering Design/Development Standards – discussion**

## Building Official Updates

### Referrals – see PW Director Report

November 2022 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$272,084.21	\$43,505.28	\$315,589.49
201 WATER OPERATING FUND	\$56,731.84	\$46,031.28	\$102,763.12
202 SANITARY SEWER OPERATING FUND	\$62,688.56	\$29,129.48	\$91,818.04
203 WASTE REMOVAL OPERATING FUND	\$29,727.12	\$1,299.86	\$31,026.98
204 WASTE REDUCTION FUND	\$4,368.52		\$4,368.52
205 VECTOR CONTROL FUND	\$317.37	\$1,398.64	\$1,716.01
206 STREET LIGHTING	\$15,531.09		\$15,531.09
207 STORM WATER UTILITY	\$340.00		\$340.00
209 LIBRARY LEVY FUND	\$14,451.92	\$15,715.90	\$30,167.82
216 AIRPORT 4-MILL LEVY FUND		\$897.06	\$897.06
227 ANNUAL RESERVE WH FUND	\$50,564.10		\$50,564.10
229 CAPITAL IMPROVEMENTS FUND	\$8,333.33		\$8,333.33
234 SPECIAL STREET MAINT FUND	\$9,945.24		\$9,945.24
236 LEVEE MAINTENANCE	\$1,427.25	\$9,493.23	\$10,920.48
253 METER DEPOSITS TRUST FUND	\$676.99		\$676.99
271 ECONOMIC DEVEL DEPT FUND	\$4,636.36	\$12,006.62	\$16,642.98
272 URBAN FORESTRY GRANT PROGRAM	\$15,050.00		\$15,050.00
303 MISCELLANEOUS FUND	\$9,739.20		\$9,739.20
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
319 LODGING TAX FUND	\$1,286.74		\$1,286.74
320 SALES TAX OPERATING FUND	\$21,978.67		\$21,978.67
321 SALES TAX RESERVE FUND	\$2,500.00		\$2,500.00
323 SALES TAX DEVELOPERS AGMNT RES	\$520.00		\$520.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
329 BULL RIDING EVENT	\$4,189.35		\$4,189.35
365 PD SPEC EQUIP SINKING FUND	\$108.38		\$108.38
390 CLUBHOUSE MAINTENANCE	\$29.99		\$29.99
393 1% RESTAURANT TAX FUND	\$14,227.34		\$14,227.34
460 R/I #11415 SERIES 2015	\$2,337.50		\$2,337.50
471 R/I# 12521 BND INFRAST. LOAN	\$5,973.65		\$5,973.65
666 E.SIDE SANITARY PART B PH II	\$1,575,687.60		\$1,575,687.60
668 JR FIELD PARKING LIT & HUGHES DR	\$14,850.00		\$14,850.00
670 EDGEWOOD PARK ST18-239	\$3,558.00		\$3,558.00
673 LOY AVE & 12TH ST PROJ ST19-249	\$449,019.35		\$449,019.35
677 CENTRAL SCHOOL SITE ST20-256	\$90,894.00		\$90,894.00
682 PRAIRIE FLATS 1ST ST21-261	\$9,131.18		\$9,131.18
<b>TOTAL</b>	<b>\$2,754,571.52</b>	<b>\$159,477.35</b>	<b>\$2,914,048.87</b>

### SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee – See January Calendar
- b. Public Works Committee – See January Calendar

### ADJOURNMENT

**Motion by Woods, seconded by Schillinger, to adjourn at 5:51 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant