

**Wahpeton City Council**  
**February 5, 2024**  
**5:00 p.m.**

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

**Absent:** Chad Perdue

**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, 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. Lambrecht announced the meeting would be livestreamed on the City's YouTube channel.

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

**Lighting Contest Winners** – Community Development Director DeVries announced the Holiday Lighting Contest winners for businesses was Bobcat/Doosan and the Driftwood Lounge, and residential winners were Melodie LaTraille and Jacob Prochnow. Winners received Chamber Bucks.

**Continuation of the Joint Public Hearing with Planning Commission on OTPCO Rezone Request Ord. 1063** – This hearing request was withdrawn at this time.

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

**Approval of minutes of regular meeting held January 16, 2024**

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

NDSCS Culinary Arts – Raffle Permit

Breckenridge Lutheran Church – Raffle Permit

Wahpeton Baseball Association – Raffle Permit

**Other Games of Chance and/or Special Permits:**

Benefit for Fallon Miller – Raffle Permit

Minndak RMEF Inc. – Gaming Site Authorization at the Wahpeton Event Center

Richland-Wilkin Ladies Ag Night – Raffle Permit

**Presentation/Approval of Reports**

December 2023 Fiscal Year End Financial Statement – Schedule of Fund Activity

Wahpeton Winter Wonderland February 16-17

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none. **Motion by Fobb, 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**

**2022-2023 Audit Update** – Huwe reported the North Dakota State Auditor's Office typically performs the City of Wahpeton's annual financial audit in February/March each year. The State Auditor's Office has requested to conduct a consolidated 2-year local government audit for the City of Wahpeton's 2022 and 2023 fiscal years. It is anticipated the combined audit will take place in May of this year. The State Auditor's Office has historically been a strong partner in Wahpeton's public financial reporting. The new format will hopefully provide streamlined efficiencies for both the auditors and the city.

**2024 House Movers License Schmidt & Sons Building Movers, Inc.**

Huwe explained Schmidt and Sons Building Movers, Inc. was hired to move a home constructed at NDSCS on January 24<sup>th</sup>. An application for a 2024 City of Wahpeton House Moving License including the necessary bond and proof of insurance was complete and submitted on January 17, 2024. Due to the timing of council meetings in January, the retroactive approval of a 2024 House Mover License for Schmidt and Sons Building Movers Inc. was requested. **Motion by Bohn, seconded by Fobb, for the ratification and approval of a 2024 House Mover License for Schmidt and Sons Building Movers Inc. Motion carried with all voting ‘aye’.**

**Update on WCDC Westside Development Land – refer to Finance Cmt.** – Huwe said the Wahpeton Community Development Corporation approved a purchase agreement with the Richland Wilkin Joint Powers Authority for the purchase of approximately 130 acres south of 16<sup>th</sup> Avenue and west of the Hwy. 210 By-pass on October 4, 2023. A real estate closing is anticipated by March 15<sup>th</sup>. The JPA would like to update the Council on development concepts for the area. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Election 2024** – Huwe said the City of Wahpeton contests on the June 11<sup>th</sup>, 2024, ballot include Ward 2, Ward 4, and (2) At-large positions. The ballot will also include 3 At-large Park Board Commissioners. She has received and approved the candidate filing submittal from Jason Goltz, the Ward 2 incumbent. Candidacy filings are due to City Hall by 4:00 PM on April 8<sup>th</sup>. Information and the required filing forms are available on the City’s website and at City Hall.

**City Hall Closed February 19<sup>th</sup> in observation of Presidents Day** – Due to this holiday it was noted the next Council meeting will be held Tuesday, February 20<sup>th</sup>.

**COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries said the Planning Commission received a request from Contitech for the rezone of land that they are purchasing from OtterTail Power Company and their recommendation to the City Council is to offer first reading of the ordinance rezoning the property from Ag to B-2 Heavy and to schedule a public hearing for March 4<sup>th</sup>.

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

**ORDINANCE NO. 1063**

**AN ORDINANCE REZONING PORTIONS OF MISCELLANEOUS TRACTS  
9<sup>TH</sup> STREET NORTH & 4<sup>TH</sup> STREET NORTH**

**Motion by Goltz, seconded by Schillinger, to approve scheduling a Joint Public Hearing with the Planning Commission on March 4, 2024 at 5:00 p.m. on the zoning classification changes requested on behalf of OtterTail Power Company in favor of Contitech and Interstate Engineering. Motion carried with all voting ‘aye’.**

**BND Flex PACE Loan Request – refer to Finance Cmt.** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Rural Workforce Housing Grant – refer to Finance Cmt.** – Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

DeVries also requested an update on the new Placer Software 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.

DeVries then gave a reminder of the Wahpeton Winter Wonderland event scheduled for February 16-17, 2024. Events include a comedian on Friday night, a movie at Leach Public Library on Saturday along with bouncy houses at Wahpeton Middle School. The Neil E. Heitkamp youth ice fishing derby is also scheduled for that day.

**Planning Commission Recommendation to Set a Public Hearing on March 4<sup>th</sup> on the Rosewood 4<sup>th</sup> Addition Plat** – The Planning Commission also requested to set a public hearing on the Rosewood 4<sup>th</sup> Addition plat for March 4<sup>th</sup>. **Motion by Bohn, seconded by Woods, to approve scheduling a Joint Public Hearing with the Planning Commission on March 4, 2024 at 5:00 p.m. on the Rosewood 4<sup>th</sup> Addition Plat. Motion carried with all voting ‘aye’.**

### **LIBRARY DIRECTOR**

**Library Report** – Library Director Bakken reported the library will have some new programs starting in the next few weeks along with the regularly scheduled activities. Included are story time, Teen Anime Club, a presentation on understanding graphic novels, a kids’ Valentine crafternoon, the Friends of the Library will meet to discuss the library’s 100<sup>th</sup> celebration, a crafty adults craft session on origami will be held, and in conjunction with the Wahpeton Winter Wonderland event the library will host a family movie. The library will also be closed on February 19<sup>th</sup> on observation of Presidents Day.

### **POLICE CHIEF REPORT**

**Police Dept. Report** – Police Chief Anderson said “SEMCA Drug Task Force” has changed its name to “End of the Woods Task Force” and a copy of its Memorandum of Understanding was provided, which is comprised of the Wahpeton Police Department, Richland, Ransom, Sargent and Traverse Counties, the Cities of Lisbon and Breckenridge, and the North Dakota Bureau of Criminal Investigation. **Motion by Schillinger, seconded by Woods, to approve name change from “SEMCA Drug Task Force” to “End of the Woods Task Force”, and approve the End of the Woods Task Force Memorandum of Understanding as presented. Motion carried with all voting ‘aye’.**

**2023 Wahpeton Police Dept. Annual Report** – Police Chief Anderson noted this has been a year of transition for the police department, and reviewed the highlights of the Wahpeton Police Department 2023 Annual Report which included the Chief’s Message, their Mission Statement, Chain of Command flowchart, information on the 2023 Hourly Call Volume, Call Volume by Year, Types of Crimes, Crime Statistics, Use of Force, Community Engagement, and a Thank You along with the department’s contact information. Anderson then thanked the Council for putting their faith in him as Police Chief, and Lambrecht thanked Anderson for his support and what he has done for the City.

### **PUBLIC WORKS DIRECTOR**

**Public Works Report** –

**Vector Control Building Bid Award – refer to PW Cmt.** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

Miranowski requested referral to Public Works Committee **for Review of the Golf Course Pedestrian Bridge Inspection Findings**. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**2024 Sealcoat Project, approve and authorize receipt of bids – refer to PW Cmt.** – Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**Assessment District for 4<sup>th</sup> Street and 4<sup>th</sup> Avenue S. Reconstruction Project – refer to PW Cmt.** – Miranowski said this item would not be referred at this time.

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**

**End of the Woods Task Force Memorandum of Understanding** – This was covered earlier in the meeting.

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

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

Fobb said the Public Works & Public Safety Committee met on January 22 at 4:00 p.m.

**Facility Study for Well Field Proj. W19-251 – motion to approve and proceed – Motion by Fobb, seconded by Unruh, to approve moving forward with the Facility Study for Well Field Project W19-251 as presented. Motion carried with all voting ‘aye’.**

**Heritage Sq. Parking Lot Proj. ST22-272 – tabled to next meeting**

### **Building Official Updates**

**Referrals (see PW Director Report)**

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

Bohn said Finance, Personal & Economic Development met on January 22 at 5:00 p.m.

**Police Dept. Position Description Updates – Detective & Taskforce Agent – motion to approve – Motion by Bohn, seconded by Schillinger, to approve revising the Detective and Taskforce Agent Position Descriptions as presented. Motion carried with all voting ‘aye’.**

**Mayor’s Ad-hoc Cmt. on Recreation Center Update on NDSCS Land Lease – tabled**

**2023 Fiscal Year End Transfers & Budget Amendments – motion to approve – Motion by Bohn, seconded by Unruh, to approve the 2023 Fiscal Year End Transfers & Budget Amendments as presented. Motion carried with a roll call vote of 7-0.**

**Broadcast of Council Meetings on Social Media – discussion**

## **NEW BUSINESS**

Council member Goltz asked that the Wahpeton Waste Water Treatment capacity planning be referred to both committees for discussion. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee, and also to the Public Works & Public Safety Committee.

## **SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee February 12<sup>th</sup>, 2024 4:00 p.m.
- b. Finance Committee February 12<sup>th</sup>, 2024 5:00 p.m.

**Motion by Bohn, seconded by Fobb, to adjourn at 5:56 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant