

Wahpeton City Council
January 3, 2023
5:00 p.m.

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

Absent: Woods and Fobb

Also Present: Huwe, Budke, Miranowski, Broadland, Bakken, Anderson, Appell, Johnson, 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.

Landlord Tenant Concerns – Hollie Rivers – Hollie Rivers addressed the Council regarding civil issues she felt she has encountered with landlords related to discrimination for those with disabilities, transportation issues for medical purposes, and the lack of affordable counseling availability. Lambrecht provided her with a tenants rights for rental housing resource along with his contact information in case she had any further questions.

Oaths of Office – Police Dept. Promotions – Mayor Lambrecht along with Assistant City Attorney Will Budke administered Oath of Office to Police Officers who recently received promotions: Matthew Anderson to Chief of Police; Tim Appell to Deputy Chief of Police; Brittany Canton to Police Sergeant; Rick Teberg to Police Sergeant; and Chris Huard to Police Investigator. All were congratulated and appreciation was shown through a round of applause.

CONSENT AGENDA ITEMS (presented by the Mayor) –

Approval of minutes of regular meeting held December 19, 2022

Games of Chance Licenses, Site Authorizations & Special Permits:

Trista Hodges – Raffle Permit

Wahpeton Baseball Association – Raffle Permit

Presentation/Approval of Reports

City of Wahpeton Audit Report December 31, 2021 <https://www.nd.gov/auditor/wahpeton-city>
68th Legislative Session Pre-filed Bills & Committee Assignments as of December 28, 2022

Mayor Lambrecht asked if there were any items to be removed from the consent agenda and there were none.

Motion by Goltz, 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 Budget Amendments – request referral to Finance Cmt. – Huwe said as part of the City’s fiscal year end and preparation of the final financial statements a reconciliation of budgeted expenditures to actual costs is prepared. The final fund transfers will also be incorporated into the budget to actual statement. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

2022 Updated Fiscal Year End Transfers – request referral to Finance Cmt. – Huwe explained financial transactions will be accrued back to 2022 through January 11th, and fiscal year end balances will not be known until the accruals are completed. Preliminary estimates will be available by January 9th. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

Public Works Administrative Assistant Position Description – request referral to Finance Cmt. – Huwe said the 2023 adopted budget includes the addition of a Public Works administrative assistant here at City Hall, a position that was vacated with the retirement of Jerrilyn Cain in April of 2019. The need for a higher level of segregation of duties and position backup indicate it is time to fill this vacancy. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

68th Legislative Session Information – Huwe reported the 68th Legislature convened today with 239 pre-filed bills listed. The ND League of Cities is tracking the hearing schedules of 38 bills with topics relating to cities such as infrastructure funding, bidding requirements, and administration of charitable gaming. The deadline for House members to present bills is January 16th, and Senate members have until January 23rd. The ND League of Cities will host MicroSoft Teams meetings each Friday afternoon at 2:00 p.m. The link is available on the NDLC page or Huwe can be contacted for the link.

City Hall Closed January 16th in observation of Martin Luther King Jr. Day

COMMUNITY DEVELOPMENT DIRECTOR

A moment of silence was taken in memorial of Jim DeVries. In Community Development Director DeVries absence, Mayor Lambrecht presented a recommendation for appointment of a City representative to the Southern Valley Economic Development Authority of Amanda Miller Fisher who would replace recently retired Brad Pauly. **Motion by Unruh, seconded by Schillinger, to approve appointing Amanda Miller Fisher to the Southern Valley Economic Development Authority as a City of Wahpeton representative.** It was questioned whether the City representative needs to be a city resident. Lambrecht said he had checked with Justin Neppel who reviewed the SVEDA bylaws and there was nothing that says the City of Wahpeton representative needs to be a City resident. He also noted she has purchased a lot in Wahpeton. **Motion carried 5-1, with Unruh, Schillinger, Perdue, Bohn, and McNary voting ‘aye’; and Goltz voting ‘nay’.**

LIBRARY DIRECTOR

Library Report – Bakken reported children’s programming has resumed this week, and the schedule includes a teen advisory group meeting, outreach to home daycares, story times, preschool fun days, and a family movie. Times can be found on the library’s website. She gave a big ‘Thank you’ to the community for their donations to the Sock Tree with 1,759 socks and undergarment items received that will be donated to Three Rivers Crisis Center. The library will be closed January 16th in observance of Martin Luther King Jr. Day.

PUBLIC WORKS DIRECTOR

Public Works Report – Miranowski requested referral to Public Works Committee **of Review of City Hall Vehicle Bids received.** 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.

Recommendations from Planning Commission on Rosewood 3rd Addition Revised Plat and Rezone –

Miranowski presented the recommendations from the Planning Commission regarding Rosewood 3rd Addition. The first was regarding the plat. The owner of the adjacent hotel purchased the entire property, and the plat being presented has been reconfigured from 23 residential lots to 18 lots, with one large commercial lot abutting 210 Drive, and a single cul-de-sac proposed at 637’ which will require an updated ordinance. Two ordinances were presented for approval. Ordinance No. 1041 is proposing the rezoning of Rosewood 3rd Addition from Residential R-3 back to Business B-3, and Ordinance No. 1042 has a proposed change to Section 38-145 Streets to the paragraph that reads no cul-de-sac shall be longer than 600’ and shall be provided by a closed ended turn around. This language will remain the same and an exception will be added that cul-de-sacs in a proposed plat that measures more than 600’ shall maintain their alternate emergency exits for law enforcement, fire department and ambulance services and the City of Wahpeton Planning Commission shall take note of the written comment from the Wahpeton Police Chief, Wahpeton Fire Chief, and Ambulance Department head prior to discussion or approval of the proposed plat. No cul-de-sac shall exceed 1,000’ in length under this exception.

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

ORDINANCE NO. 1041
**AN ORDINANCE REZONING FROM RESIDENTIAL R-3 MULTIPLE-FAMILY TO
BUSINESS B-3 HIGHWAY
(Portions of Valley First Addition)**

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

ORDINANCE NO. 1042
**AN ORDINANCE REPEALING AND REPLACE SECTION 38-145
STREETS**

Motion by Bohn, seconded by Unruh, to approve scheduling a Joint Public Hearing with the Planning Commission on January 17th, 2023 at 5:00 p.m. on the Rezone of Rosewood 3rd Addition from R-3 to B-3. Motion carried with all voting ‘aye’.

Motion by Bohn, seconded by Unruh, to approve the Preliminary Plat for Rosewood 3rd Addition and to schedule a Joint Public Hearing with the Planning Commission on January 17th, 2023 at 5:00 p.m. Motion carried with all voting ‘aye’.

COMMUNICATIONS FROM THE MAYOR & COUNCIL

McNary expressed appreciation to the Public Works Department for the efforts they have made in keeping the city streets cleared of snow.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

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

Public Works & Public Safety Committee Report (No meeting held)

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee January 9th, 5:00 PM
- b. Public Works Committee January 9th, 4:00 PM

Motion by Goltz, seconded by Schillinger, to adjourn at 5:41 p.m. Motion carried.

Mayor Brett Lambrecht

Lynelle Amos, Finance Assistant