

**Wahpeton City Council**  
**May 1, 2023**  
**5:00 p.m.**

**Present:** Schillinger, Perdue, Woods, Goltz, Lambrecht, Fobb, and Unruh

**Absent:** Bohn and McNary

**Also Present:** Huwe, Hatting, Miranowski, Broadland, DeVries, Anderson, Appell, and O'Meara

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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 April 17, 2023**

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

Fire & Iron 126 Motorcycle Club – Raffle Permit

Three Rivers Gymnastics – Site Authorization Boiler Room

Three Rivers Gymnastics – Site Authorization Prante's

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

Wahpeton Lions Club – Raffle Permit

**Presentation/Approval of Reports**

Q1 2023 Restaurant Tax Report

Spring Cleanup Week May 15-19, 2023

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

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Bois de Sioux Golf Board Member Resignation & Appointment** – Huwe said Tony Diemert has resigned from the Golf Board. The Board requests confirmation of the appointment of Scott Albertson to fill the remainder of Diemert's term ending in November 2024. **Motion by Unruh, seconded by Woods, to approve confirming the appointment of Scott Albertson to fill the remainder of Tony Diemert's term ending in November 2024 on the Bois de Sioux Golf Board. Motion carried with all voting 'aye'.**

**2024-2028 Capital Improvements Plan – refer to Finance & PW Cmts. & request public hearing on June 5<sup>th</sup> at 5:00 p.m.** – Huwe said the 5-year Capital Improvement Plan is a key tool in the development of the annual City budget and cash flow forecasting. She requested the CIP plan be referred to the Finance and PW Committees for input with the target date for approval in June.

Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee and also to the Public Works & Public Safety Committee.

**Development Agreement Process – Refer to Finance Cmt.** – Huwe explained development agreements are contractual agreements that allow the City and developers to partner on projects. The competition for funds and cost of infrastructure will require updates to our approval process. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Position Description Updates – referral to Finance Cmt.** – Huwe said last fall the Council reviewed and approved 8 unique position descriptions within the Police Department. The format is precise, succinct, and easily conveyed into a position specific evaluation. There are 24 additional position descriptions for the City that have been revised to this format. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**68<sup>th</sup> Legislative Session** – Huwe reported the 68<sup>th</sup> Legislative Assembly completed seventy-five legislative days as of yesterday when they adjourned at 2:54 a.m. Lawmakers introduced approximately 1,000 bills, and Governor Burgum has signed 538 bills with 45 pending. Income tax relief, Legacy Fund earnings, and the public employees’ pension fund closure were all key topics. The ND League of Cities will provide recaps of the session by conducting regional meetings. The SE Region meeting is scheduled for Thursday, June 29<sup>th</sup> in Fargo. Additional information on registration will be provided closer to the date.

## **COMMUNITY DEVELOPMENT DIRECTOR**

### **Community Development Report**

DeVries explained the Housing Entry-Level Program (HELP) was created in 1997. It could be used for assistance to entry-level homebuyers, as well as providing assistance with replacement of water and sewer lines for lots platted before 1947. The program was underused for a number of years, and recently it was used for appraisal assistance for HIPP program applicants. HELP has a fund balance of \$315,000. Recently a homeowner on 4<sup>th</sup> Street North had an incident, and as we prepare for the upcoming federal lead and copper service line compliance requirements through the EPA and the anticipated funding that has not been received as of yet, this homeowner is in need of some financial assistance to make the necessary repairs. DeVries requested a modification to HELP for up to a \$5,000 grant for replacement of water and sewer lines which the program does allow, and for an allowance of up to \$15,000 of repair costs, as approved by the Public Works Director, to be special assessed. **Motion by Perdue, seconded by Unruh, to approve modifying the Housing Entry-Level Program (HELP) to allow for up to a \$5,000 grant for water and sewer line replacement and to allow up to \$15,000 of repair costs, as approved by the Public Works Director, to be special assessed. Motion carried with a roll call vote of 6-0.**

DeVries then presented a holiday lighting contract amendment. The City contracted with Dakota Designs for the holiday lights on Dakota Avenue and some on 16<sup>th</sup> Avenue. In talking to Mr. Tischer of Dakota Designs suggestion was made to leave the lights on the trees through the summer for one year which should not harm the trees as long as the light wires are loosened around the trunk, which Tischer will do. This would bring the cost of the lights down from \$20,350 to \$10,500. **Motion by Goltz, seconded by Fobb, to approve the amendment to the holiday lighting contract with Dakota Designs to allow the lights to remain on the trees for one year at the cost of \$10,500. Motion carried with a roll call vote of 6-0.**

DeVries requested the scheduling of a joint public hearing with the Planning Commission to review the Comprehensive Plan 2045 on Monday, June 5<sup>th</sup> at 5:00 p.m. The plan will be provided to Council members this week for review prior to the hearing. **Motion by Woods, seconded by Schillinger, to approve scheduling a Joint Public Hearing with the Planning Commission on Monday, June 5<sup>th</sup> at 5:00 p.m. to review the Comprehensive Plan 2045. Motion carried with all voting ‘aye’.**

In lieu of a Win Column, DeVries said the new Wahpeton Convention & Visitors Bureau brochure was provided. This new format is meant to encourage day trips to Wahpeton.

## **POLICE CHIEF**

**Police Dept. Report** – Police Chief Anderson reported with the spring thaw the clean up of vehicles at the impound has begun. There are 31 vehicles that are being dealt with and letters have been sent giving the owner 15 days to respond. After that time the vehicles will be disposed of as necessary.

**Street Closure Requests** – Anderson presented requests for street closures as follows: for Dakota Avenue on June 3<sup>rd</sup> for Blue Goose Days parade, for July 8<sup>th</sup> and 9<sup>th</sup> for Chalkfest on 2<sup>nd</sup> Avenue and 4<sup>th</sup> Street, and on August 19<sup>th</sup> for Operation Zero on Dakota Avenue. **Motion by Schillinger, seconded by Woods, to approve the Street Closures as presented for Dakota Avenue on June 3<sup>rd</sup> for Blue Goose Days Parade, on July 8<sup>th</sup> and 9<sup>th</sup> for Chalkfest on 2<sup>nd</sup> Avenue and 4<sup>th</sup> Street, and on August 19<sup>th</sup> for Operation Zero on Dakota Avenue. Motion carried with all voting ‘aye’.**

Chief Anderson requested referral of the Purchase of Body Cameras to the Public Works Committee. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

## **PUBLIC WORKS DIRECTOR**

### **Public Works Report** –

Miranowski requested referral to Public Works Committee **of Discussion on One-Way Streets**. 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 asked that residents assist with clean-up of any garbage/debris they may find following the thaw of the snow.

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

Fobb said the Public Works & Public Safety Committee met on April 24 at 4:00 p.m.

**Fire Department Truck Committee – motion to approve formation of FD Cmt. – Motion by Fobb, seconded by Woods, to approve allowing the Wahpeton Fire Department to form a Truck Committee to explore options for replacement of the 1998 Pierce Pumper Truck. Motion carried with all voting ‘aye.’**

**Right-of -Way License 10<sup>th</sup> St. S. – discussion**

**Keeping of Poultry – discussion**

**Problem Properties – discussion**

**Planters on Dakota Ave. – motion to approve up to \$9,600 for 24 planters – Motion by Fobb, seconded by Goltz, to approve moving forward with ordering 24 planters for Dakota Avenue at a cost up to \$9,600.00. Motion carried with a roll call vote of 6-0.**

**Requests from Police Department for Road Closures – see Police Chief Report**

**Early Warning Signage/Radar Trailer and Water Filled Jersey Barriers – motion to approve up to \$33,000 – Motion by Fobb, seconded by Perdue, to approve up to \$33,000.00 for the purchase of 16 barriers, trailer and portable warning sign to be used for event safety. Motion carried with a roll call vote of 6-0.**

**Fire Hydrants Located on Private Property – motion** to offer first Reading Ord. 1053 –  
Council member Fobb offered the first reading of the following Ordinance:

**ORDINANCE NO. 1053**  
**AN ORDINANCE GOVERNING PRIVATE HYDRANT MAINTENANCE**

**Disposal of S-77-1 1977 2-Ton Chevy Truck – motion** to approve – **Motion by Fobb, seconded by Schillinger, to approve disposing of the S-77-1 1977 2-Ton Chevy Truck at the Midwest Auto Auction. Motion carried with all voting ‘aye.’**

**Building Official Updates – discussion**

**Referrals – see PW Director Report**

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

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

Goltz said Finance, Personal & Economic Development met on April 25 at 5:00 p.m.

**Development Agreement Request 11<sup>th</sup> St. N. - discussion**

**BND PACE Loan Funding HowCo – motion** to approve up to \$85,714.33

**BND PACE Loan Funding Driftwood Lounge – motion** to approve up to \$8,826.90

**BND PACE Loan Funding Dakota Hurd – motion** to approve up to \$32,263.78

**BND PACE Loan Funding Burkett Family Custom Knives – motion** to approve up to \$46,179.82

**– Motion by Goltz, seconded by Unruh, to approve the four requests for Bank of ND PACE Loan Interest Buydowns for the total City’s share of up to \$172,984.83 with repayment to begin after 5 years: HowCo Properties, LLC for up to \$85,714.33, Driftwood Lounge LLC for up to \$8,826.90, Dakota Hurd Co. LLC for up to \$32,263.78, and Burkett Family Custom Knives for up to \$46,179.82. Motion carried with a roll call vote of 6-0.**

**Homestead Addition Development Agreement – motion** to approve counteroffer – **Motion by Goltz, seconded by Unruh, to approve the counteroffer of Exhibit X: Written Notice to Proceed Pursuant to the Development Agreement between the City of Wahpeton and the Wahpeton Community Development Corporation Dated May 10, 2022 Homestead Addition Improvements, in its original form. Motion carried with a roll call vote of 6-0.**

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee May 8<sup>th</sup> 4:00 p.m.
- b. Finance Committee May 8<sup>th</sup> 5:00 p.m.

**Motion by Goltz, seconded by Schillinger, to adjourn at 5:44 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant