

**Wahpeton City Council**  
**September 16, 2024**  
**5:00 p.m.**

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

**Absent:** None

**Also Present:** Finance Director Darcie Huwe, Assistant City Attorney Will Budke, 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, Engineering Project Manager Kyle Rogahn, 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 recited.

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

**2025 Budget Hearing – Ord. 1066** – Finance Director Huwe reviewed a summary presentation of the 2025 budget. The City intends to levy a tax of \$2,285,034 assuming a hold level property tax rate for city services while capturing the growth in valuations. The property tax formula application rate for city services is projected to hold level at 84.09. It was noted there have been 235 unique views on the budget compared to 120 at this time last year.

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

**ORDINANCE NO. 1066**  
**AN ORDINANCE MAKING AN APPROPRIATION FOR THE CITY OF**  
**WAHPETON, NORTH DAKOTA FOR THE YEAR 2025**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Goltz. Motion carried with a roll call vote of 8-0.

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

**Approval of minutes of regular meeting held September 3, 2024**

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

Chahinkapa Zoo Association – Raffle Permit

Head of the Red Youth Activities Association – Site Authorization Amendment

City Brew Hall Amusement Device License

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

North Dakota Community Foundation FBO Richland Wilkin Comm. Foundation – Raffle Permit

St. John's Church – Raffle Permit

**Presentation/Approval of Reports**

August 2024 Bill Pay Report \$1,413,071.68 (see below)

August 2024 Financial Statements

Bull Bash September 21<sup>st</sup>

Fall Clean Up Week October 14<sup>th</sup> to 18<sup>th</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 Schillinger, to approve the Consent Agenda items as presented. Motion carried with all voting 'aye'.**

**REPORTS FROM CITY OFFICERS AND STAFF**

**FINANCE DIRECTOR**

**Smoking in Public Places & Tobacco Retailers Ord. 1069 – refer to Finance Cmt.** – Huwe said the Finance Cmt. report tonight will include an update on the draft ordinance to prohibit the sale of electronic smoking devices (vapes) and to limit the number of smoke shops licensed in the city. She was contacted by the owner of a smoke shop requesting an opportunity to provide input on the proposed ordinance. She requested Ordinance 1069 be referred to the Finance Cmt. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Request for Proposals for Audit Services – refer to Finance Cm.t** – Huwe said Requests For Proposals were sent to three firms with responses due Friday, September 20<sup>th</sup>. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Refunding Improvement Bonds Series 2024 – refer to Finance Cmt.** – Huwe said Colliers has prepared a funding solution to permanently finance the 8<sup>th</sup> Avenue North Project, and the Downtown Side Streets Phase 1 and Phase 2 Projects. Mayor Lambrecht will refer this item to the Finance, Personnel & Economic Development Committee.

**Disposition of Fire Truck 1988 GMC Equipment Truck – refer to PW Cmt.** – Huwe said this truck is no longer needed with the new pumper truck on order. The regional dive team is in need of a newer truck with a mounted Cascade air system and has requested consideration for the truck to be transferred to the dive team. Mayor Lambrecht will refer this item to the Public Works & Public Safety Committee.

**ND League of Cities Annual Conference Sept. 18-20, 2024** – Huwe said the 2024 ND League of Cities Conference will be held September 18<sup>th</sup> to 20<sup>th</sup> at the Alerus Center in Grand Forks. The Mayor, Deputy Auditor, and Huwe plan to attend. She looks forward to sharing newfound ideas after the conference. Mayor Lambrecht noted Huwe is doing a presentation at the conference.

**ATTORNEY**

**Forestry Ordinance 1067 – request motion to approve and offer second reading** – Assistant City Attorney Budke explained this ordinance was an amendment, declaring dead trees a public nuisance, with only a definition change.

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

**ORDINANCE NO. 1067**

**AN ORDINANCE AMENDING**

**CHAPTER 12, ARTICLE VII – DECLARING DEAD TREES A PUBLIC NUISANCE**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Unruh. Motion carried with a roll call vote of 8-0.

**Alarm Systems Ordinance 1068** – Budke explained this was an alarm system ordinance getting rid of some outdated and unused sections.

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

**ORDINANCE NO. 1068**

**AN ORDINANCE AMENDING**

**CHAPTER 10, ARTICLE III – ALARM SYSTEMS**

The motion for the adoption of the foregoing Ordinance was duly seconded by Councilmember Goltz. Motion carried with a roll call vote of 8-0.

## **COMMUNITY DEVELOPMENT DIRECTOR**

**Community Development Report** – DeVries said the Council approved some changes to the PACE and Flex PACE interest buydown programs. He has contacted local banks and plans to complete those visits this week, making the local lenders aware of the changes the City has made to the program.

Regarding the tree removal grant program, with the goals of urban forestry, DeVries reported the City received the grant through the State for removal of diseased or damaged trees in the boulevard. A number of applications have been received with a number of trees having been removed. The contractor is currently working on the tree removals. With some funding still available, applications will continue to be accepted until October 11<sup>th</sup>.

Regarding the HIPP program, DeVries said it has slowed but applications will continue to be accepted until the end of October.

DeVries reported the Classy and Classic Car Show, which is featured in this edition of the Win Column, was held last Thursday and was successful with about 80 cars participating. He felt the spectator count was up from previous years. The food vendors were not able to show up for the event but alternatives will be looked at in the future. Pictures can be viewed on [www.wahpetonevents.com](http://www.wahpetonevents.com).

DeVries announced he and Auditor's Assistant O'Meara will be assisting with the Career Expo on October 2<sup>nd</sup>, which will showcase the kind of jobs that are available in our community. About 400 local high school students are expected to attend. The City will have a table set up, with representatives from the Police Department and Fire Department present.

The Wahpeton Fall Festival is scheduled for October 11<sup>th</sup> and 12<sup>th</sup>. Events include a haunted house, Spooktacular 5K sponsored by Essentia Health, a pumpkin patch, face painting, kids' games, and horse and carriage rides. Volunteers are needed and anyone interested should contact DeVries.

## **LIBRARY DIRECTOR**

**Library Report** – Bakken reported the Friends of the Library have scheduled the Chocolate Chocolate event for October 10<sup>th</sup> from noon to 5:00 p.m. The library is still accepting book donations for the sale, with the exclusion of encyclopedias or textbooks. Reminder postcards will be going out this week if you are a Friend of the Library, and anyone interested in a poster for their place of business should contact the library. September is library card month, so anyone in need of a library card just needs to bring in an ID that shows your current address. Programming at the library includes story time for preschoolers, Leach Reads Book Club will meet, a family movie will be shown on Saturday, and the Library Board will meet.

## **POLICE CHIEF**

**Police Dept. Report** – Police Chief Anderson reported on Tuesday, Richland County is looking to switch on the 800 Megahertz system to start running some tests. Two squad cars have been outfitted with 800 Megahertz all new radios and handhelds so will be testing in different spots the next couple of weeks to work out any issues before the Police Department, Fire Department and Public Works Departments start using the radio. Anderson announced the Police Department received a \$17,000 grant from the ND DOT for 2025 which allows them to work speed saturation, impaired driving saturation, and server training to businesses who sell alcohol. He provided an update on the incident from last Friday where a vehicle was stolen with juvenile kids in the car. He said there have been ten stolen vehicles this year with keys left in the vehicle with 6 occurring since August. He encouraged everyone not to leave their running vehicles unattended and to remove their keys when exiting their vehicles. Goltz then thanked law enforcement for their efforts in a standoff that occurred recently, saying the fact that it was resolved peacefully shows law enforcement's dedication for public safety.

## **PUBLIC WORKS DIRECTOR**

### **Public Works Report** –

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.

Miranowski requested suspension of the rules to discuss an item not on the agenda. **Motion by Fobb, seconded by Goltz, to suspend the rules to discuss an item not on the agenda. Motion carried with all voting ‘aye’.** Engineering Project Manager Rogahn said information was provided regarding the 8<sup>th</sup> Avenue North special assessments. He requested approval of an additional \$300,000 from sales tax for infrastructure to go into the project to bring the assessments closer to what was presented in the preliminary assessment a few years ago as well as the amount of sales tax dollars that were proposed for the project. He explained when he was preparing the final assessments the wrong spreadsheet had been used when preparing the special assessment letters for mailing. Regarding the information provided, Rogahn said the amount of sales tax dollars included in the final assessment letters that were recently mailed had a buydown amount of \$1,604,395.86, and the new proposed sales tax dollars to get assessments closer to the original estimates has a buydown amount of \$1,904,395.86. Discussion held. **Motion by Bohn, seconded by Woods, to approve an additional \$300,000 of Sales Tax for Infrastructure Buydown for the 8<sup>th</sup> Avenue North Project ST19-248. Motion carried with a roll call vote of 8-0.**

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

Mayor Lambrecht shared a thank you message to City staff in appreciation of all that they do.

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

Fobb said the Public Works & Public Safety Committee met on September 9<sup>th</sup> at 4:00 p.m.

**Special Assessment of 8<sup>th</sup> Ave. N. Proj. ST19-248, Downtown Side Streets Ph I Proj. ST20-255 and Ph. II Proj. ST21-259, and Rosewood 3<sup>rd</sup> Addition Proj. ST22-269 – discussion**

**Flag Protocol - discussion**

**Oliver Etal Property – discussion**

**Building Official Updates**

**Referrals (see PW Director Report)**

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

Bohn said the Finance, Personnel & Economic Development Committee met September 9<sup>th</sup> at 5:00 p.m.

**Chamber of Commerce Funding Request for Holiday Promotion – motion to approve up to \$10,000 – Motion by Bohn, seconded by Unruh, to approve the Wahpeton Breckenridge Chamber of Commerce request for Funding of up to \$10,000 from Sales Tax for Economic Development for the 2024 Holiday Promotions. Motion carried with a roll call vote of 8-0.**

**Industrial Park Land Purchase Inquiry – motion to proceed to negotiate purchase agreement with Wallner Excavating, Inc. – Motion by Bohn, seconded by Schillinger, to approve proceeding with negotiating a Purchase Agreement with Andy Wallner for \$7,200/acre for a 5.5 acre parcel of property located in the North Industrial Park to include the additional stipulations, reversionary clause, and right of first refusal as discussed. Motion carried with a roll call vote of 8-0.**

**Fireworks Advisory Vote – discussion**

**Ord. 1069 Smoking in Public Places & Tobacco Retailer Licenses – motion to proceed with notification – Motion by Bohn, seconded by Goltz, to approve moving forward with the Notification to Wahpeton Retail Tobacco License Holders, and to Amend Ord. 1069 to remove Sec. 22-533 (e) Sunset on Tobacco Store Licenses, and add August 1<sup>st</sup>, 2025 as the deadline for the sale of vaping inventory. Discussion held. Motion carried with all voting ‘aye’.**

**Mayor’s Ad Hoc Cmt. on Recreation & Wellness Ctr. Ballot Question – motion to recommend postponing the Dec. 10<sup>th</sup> special election – Motion by Bohn, seconded by Goltz, to approve Postponing the December 10<sup>th</sup>, 2024 Special Municipal Election regarding the Community Recreation and Wellness Facility until after November 5<sup>th</sup>, 2024. Motion carried with all voting ‘aye’.**

**2025 Preliminary Budget – discussion**

August 2024 Bill Pay Report

<b>DISBURSEMENTS FUND</b>	<b>ACCOUNTS PAYABLE</b>	<b>PAYROLL &amp; GL</b>	<b>TOTAL</b>
101 GENERAL FUND	\$308,128.20	\$48,611.50	\$356,739.70
201 WATER OPERATING FUND	\$105,610.79	\$50,413.96	\$156,024.75
202 SANITARY SEWER OPERATING FUND	\$56,021.34	\$39,564.89	\$95,586.23
203 WASTE REMOVAL OPERATING FUND	\$35,493.36	\$2,687.50	\$38,180.86
204 WASTE REDUCTION FUND	\$1,113.97		\$1,113.97
205 VECTOR CONTROL FUND	\$9,671.03	\$5,272.31	\$14,943.34
206 STREET LIGHTING	\$14,554.28		\$14,554.28
207 STORM WATER UTILITY	\$126.48		\$126.48
209 LIBRARY LEVY FUND	\$7,469.63	\$18,412.57	\$25,882.20
216 AIRPORT 4-MILL LEVY FUND		\$1,076.32	\$1,076.32
226 EMPLOYEE SAFETY COMMITTEE	\$176.99		\$176.99
229 CAPITAL IMPROVEMENTS FUND	\$2,554.15		\$2,554.15
234 SPECIAL STREET MAINT FUND	\$9,611.40		\$9,611.40
236 LEVEE MAINTENANCE	\$3,358.99	\$14,645.87	\$18,004.86
271 ECONOMIC DEVEL DEPT FUND	\$1,393.97	\$14,074.30	\$15,468.27
272 URBAN FORESTRY GRANT PROGRAM	\$13,900.00		\$13,900.00
303 MISCELLANEOUS FUND	-\$72.98		-\$72.98
315 TAX INCREMENT FUND	\$1,250.00		\$1,250.00
318 WEED MAINT LEVY FUND	\$1,887.99		\$1,887.99
319 LODGING TAX FUND	\$542.24		\$542.24
320 SALES TAX OPERATING FUND	\$26,208.34		\$26,208.34
321 SALES TAX RESERVE FUND	\$5,500.00		\$5,500.00
325 SALES TAX H.E.L.P. HOUSING FUND	\$5,310.00		\$5,310.00
326 REVOLVING LOAN FUND	\$416.67		\$416.67
329 BULL RIDING EVENT	\$840.53		\$840.53
330 JULY 4TH FIREWORKS	\$608.27		\$608.27
365 PD SPEC EQUIP SINKING FUND	\$5,940.38		\$5,940.38
390 CLUBHOUSE MAINTENANCE	\$1,580.30		\$1,580.30
393 1% RESTAURANT TAX FUND	\$13,520.02		\$13,520.02
401 BDSGC CART SUBLEASE	\$6,488.00		\$6,488.00
465 R/I #11918 SERIES 2018A DWSRF	\$18,800.00		\$18,800.00
466 R/I #12018 SERIES 2018B CWSRF	\$43,350.00		\$43,350.00
468 R/I# 12219 DWSRF 2018 SERIES C	\$25,350.00		\$25,350.00
469 R/I# 12319 CWSRF 2018 SERIES D	\$57,000.00		\$57,000.00
470 R/I# 12421 CWSRF SERIES 2021A	\$176,860.00		\$176,860.00
472 R/I# 12622 SERIES 2021 B&C	\$95,775.41		\$95,775.41
475 R/I# 12923 BND 2023A	\$37,508.63		\$37,508.63
672 8TH AVE. N PROJ. ST19-248	\$69,942.32		\$69,942.32
675 WELL FIELD RECLO PROJ W19-251	\$100.00		\$100.00
686 DOWNTOWN S STREETS2 ST21-259	\$36,584.94		\$36,584.94
688 ROSEWOOD 3RD ADDTN ST22-269	\$17,483.12		\$17,483.12
693 EAST CENTRAL & SE ST PROJ ST23-278	\$353.70		\$353.70
<b>TOTAL</b>	<b>\$1,218,312.46</b>	<b>\$194,759.22</b>	<b>\$1,413,071.68</b>

**NEW BUSINESS**

Mayor Lambrecht announced there are new businesses that are locating downtown filling some of the vacant spaces, and was excited for this positive news.

**SCHEDULING OF COMMITTEE MEETINGS**

The following Committee Meetings were then scheduled:

- a. Public Works Committee September 23, 2024, 4:00 p.m.
- b. Finance Committee September 23, 2024, 5:00 p.m.

**Motion by Unruh, seconded by Schillinger, to adjourn at 6:16 p.m. Motion carried.**

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Mayor Brett Lambrecht

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Lynelle Amos, Finance Assistant