City of Wadena
Regular City Council Minutes
Tuesday, June 14, 2022

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, June 14, 2022. Mayor Deiss called the meeting to order at 5:00 p.m.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present: George Deiss, Jessie Gibbs, Mark Lunde, Wade Miller, and Bruce Uselman.

3. Consent Calendar

Notice to Public – All matters listed in the consent calendar are considered routine by the Council and will be enacted by one motion. There will be no separate discussion of these items unless good cause was shown prior to the time the Council votes on the motion to adopt the consent calendar.

A. Claims as Presented for Payment
   1. R. L. Pay Request #1
   2. Fairgrounds Project Pay Request #3

B. City Administrator's Monthly Financial Report

C. City Council Meeting Minutes
   1. May 10, 2022, Regular Meeting
   2. June 1, 2022, Special Meeting

Main motion: Approve the Consent Calendar Items

Moved by:	Gibbs
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

4. New Business

Item A – Resolution No. 2022-35: TCHC Bond Sale

George Eilertson, Northland Securities:

- Expanded on tabulation of bids received;
- Expanded on pricing summary; and
- Expanded on the levy schedule.

Main motion: Adopt Resolution No. 2022-35

Moved by:	Lunde
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item B – Discussion on Tevin Eskew's Cookout-Ballout Event

Tevin Eskew:
- Stated he was a 2011 Graduate at WDC;
- Expanded on his background and growing up in the community;
- Expanded on donation items needed;
- Expanded on games, tournaments, and age levels; and
- Spoke of a portion of the proceeds donated going to a local charity or organization in need.

City Administrator Kim Schroeder recommended Tevin contact following the meeting and present a list of requested items from the city to be presented to the City Council at future meeting.

Item C - Action Memorandum 22-54: Approve Taxicab License Application

William Slater:
- Spoke of the City of Wadena's requirement to carry liability insurance of $1 million and requested it to be lower; and
- Expanded on plans to transport those in need from Staples and Motley area to places in Wadena.

City Administrator Kim Schroeder stated she would complete research and bring back to the council whether the liability limit should be lowered.

Mayor George Deiss:
- Expanded on licensing in the State of MN requirements;
- Expanded on the city of Minneapolis' requirements for Uber to operate; and
- Stated the City Administrator may contact the City Attorney to find out more information before the next meeting.

Council Member Mark Lunde inquired about William Slater being licensed.

Postponed Action Memorandum 22-54.

Item D - Action Memorandum 22-53: Approve ARPA Funds Allocation

- $298,000 Infrastructure for Folkestad Development
- $50,000 Wellness Center Revenue Loss Subsidy
- $10,000 Food Service
- $25,000 Public Health
- $10,000 Telework Remote Laptop Purchases for Wadena Council & Staff
- $25,000 Chamber of Commerce, Support Local Business
- <u>$30,000</u> Childcare
- $448,000 - Total ARPA Funds Received

City Administrator Kim Schroeder:
- Expanded on the Chamber of Commerce's portion of the funds assisting with hiring a full-time employee; and
- Expanded on the ARPA funds from the County used for infrastructure in the Folkestad East Addition.

WDA Director Dean Uselman spoke of other communities allowing ARPA funds for childcare.

Main motion: Approve Action Memorandum 22-53

Moved by:	Lunde
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item E - Discussion on Drastic Measures Brewing, Off-Sale License Update

City Administrator Kim Schroeder stated this is for informational purposes, no additional licensing required from the city.

Item F – Action Memorandum 22-52: Approve 2022 Election Judges

Mayor George Deiss expanded on the 2022 election judges.

Main motion: Approve Action Memorandum 22-52

Moved by:	Gibbs
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item G – Action Memorandum 22-56: Approve Administrative Office Staff & Utility Supervisor Temporary Interim Pay Adjustment

Mayor George Deiss spoke of adjusting temporary pay increases back to normal for everyone except David Evans, his will be reduced by half to continue assisting the new administrator until brought back to the council, per Kim Schroeder's recommendation and request.

Main motion: Approve Action Memorandum 22-56

Moved by:	Lunde
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item H – Action Memorandum 22-57: Approve Campground Host Change in Compensation

Public Works Director Dan Kovar expanded on details of the change in compensation and hiring Mary Shul.

Main motion: Approve Action Memorandum 22-57

Moved by:	Uselman
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item I – Discussion on Carlson SV, 2021 Draft Audit Report

Postponed, the draft audit was not received in time for this meeting.

Item J – Action Memorandum 22-55: Approve Crazy Burrito Liquor License

Mayor George Deiss stated the location is in the former El Mariachi building along Hwy 10.

Main motion: Approve Action Memorandum 22-55

Moved by:	Lunde
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item K – Resolution No. 2022-36: Appointing Dana Damm to the Planning & Zoning Commission

WDA Director Dean Uselman recommended appointing Dana Damm to the Planning & Zoning Commission.

Main motion: Approve Action Memorandum 22-36

Moved by:	Miller
Seconded by:	Lunde
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item L – Action Memorandum 22-58: Approve the Promotion for Richard Flores from Part-time to Full-time Clerk for Wadena Liquor Store

Liquor Store Manager Tim Booth recommended promoting Richard Flores to full-time at Step 3 of the pay scale, he has 11 years of part-time experience. Advertising for the position was completed, and the internal employee was interested in the promotion and accepted.

Main motion: Approve Action Memorandum 22-58

Moved by:	Miller
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Item M - Resolution No. 2022-37: Approving a Gambling Site Permit for the Deer Creek Lions Club at The Uptown/Hagen & Hagen, LLC

Steve Techum, Deer Creek Lions, expanded on the gambling site permit.

Main motion: Adopt Resolution No. 2022-37

Moved by:	Gibbs
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

5. Meeting Open to the Public at 5:55

No one present.

6. Department Reports

Item A - Public Works Department

1. June 2, 2022, Minutes

Director Dan Kovar spoke of a request from the Park Board to place an army truck at the Veteran's Memorial Park which will be on the City Council agenda in July.

Item B – Utilities Department

1. Electric Bucket Truck Order Update

Superintendent David Evans

- Explained his previous quote received for the chassis freight liner lift expired, he found a chassis for $119,700 and a lift for $156,500, which is under the budgeted amount of $300,000; and
- Spoke of draining the water for the water tower project next week.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:

- Spoke of the preliminary engineering for the Folkestad East Addition;
- Expanded on board approval for the GAP loan for a new business in Jefferson Square; and
- Spoke of a meeting he had with a convenience store chain.

P & Z Director Dean Uselman spoke of several permits issued.

Item D - Police Department

1. May Activity Report

Police Chief Naomi Plautz was absent.

Item E – Fire Department

1. May 2022, Minutes
2. Blotter
3. Monthly Recap

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. May Revenue

Manager Tim Booth thanked the council for promoting Richard Flores.

Item G - Maslowski Wellness and Research Center

1. May Revenue

Manager Eric Robb was absent.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Mayor George Deiss spoke of the Friends of the Golf Course reconstructing half of the cart paths this year and half next year.

Item I – City Administrator

Kim Schroeder:

- Spoke highly of all the city staff; and
- Expanded on action needed by the council regarding the family medical leave act being on a future agenda.

Item J – Library

Renee Frethem:

- Stated the new physical address was 210 1st St SW;
- Spoke of the final furnishing going into the library by the end of June; and
- Expanded on the HVAC system.

Item K – Council Reports

Bruce Uselman had nothing to report.

Wade Miller thanked the city departments for helping with June Jubilee and the school banners.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Item L - Mayor's Report

George Deiss spoke of the successful June Jubilee weekend.

Adjournment

Main motion: Adjourn at 6:16 p.m.

Moved by:	Lunde
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
Roll call vote:	Gibbs, Lunde, Miller, Uselman, Deiss
Opposed:	None

Kim Schroeder, City Administrator

George Deiss, Mayor