

**City of Wadena
Regular City Council Minutes
Tuesday, March 8, 2022**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, March 8, 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

B. City Administrator's Monthly Financial Report

C. Resolution 2022-17: Confirming the Mayor's Appointment of Becky Costner to the Wadena City Library Board

D. Action Memorandum 22-30: Approve a Temporary Liquor License for the Church of St. Ann of Wadena

E. City Council Minutes

1. February 8, 2022, Regular Meeting

2. February 24, 2022, Special Council Meetings

Main motion: Approve the Consent Calendar Items

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

4. New Business

Item A – City Administrator Position Selection Process Update – Pat Melvin DDA Human Resources, Inc.

Pat Melvin gave an update on the hiring process; and

Council selected 6 finalists to interview on April 4, 2022.

Main motion: Approve interviewing candidates 2, 3, 4, 5, 6, & 9 with 8 being an alternate if needed, excluding 1 & 7

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

Item B – Resolution No. 2022-16: Establishing Precincts and Polling Place

Interim City Administrator David Evans expanded on a letter from Otter Tail County regarding the changes in the Congressional Districts for Compton Township. The State Senate Districts changed from District 8 to District 9, the State House District changed from District 8B to District 9B, and the US House remained District 7. No Congressional District changes within the city limits of Wadena in Wadena County.

Main motion: Adopt Resolution No. 2022-16

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

Item C - Action Memorandum 22-21: Approve Recording a Declaration on the Property Records of the Wadena Landfill in Section 30 of Leaf River Township

Interim City Administrator David Evans expanded on restrictions on the property at the old Wadena Landfill per MN Pollution Control Agency.

Main motion: Approve Action Memorandum 22-21

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

Item D - Action Memorandum 22-22: Approve Transfer of Funds from Capital Projects “Business Park” to the General, Water, and Sewer Funds

Interim City Administrator David Evans expanded on transferring the remaining funds in the Capital Project Funds from the Business Park to the General, Water and Sewer Funds.

Main motion: Approve Action Memorandum 22-22

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

Item E – Action Memorandum 22-23: Approve Transfer from General Fund Reserves to Capital Project Fund for Improvements 2009A

Interim City Administrator David Evans expanded on transferring from the General Fund Reserves to the Capital Project Fund from the Improvement 2009A Hwy 71 S Project.

Main motion: Approve Action Memorandum 22-23

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

Item F – Action Memorandum 22-24: Approve Purchase of Aerial Lift Truck for the Utilities Department

Interim City Administrator David Evans:

- Expanded on limited time that the ordering window was open from the manufacturers;
- Requested the authority to compare state bid pricing from vehicle manufactures that meet the specs required and then be able to order the vehicle when the ordering window was open; and
- Expanded on the budgeted amount and the likelihood of staying within the budget of \$300,000.

Main motion: Approve Action Memorandum 22-24 contingent upon staying under budget

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

Item G – Action Memorandum 22-25: Approve the Authority to Purchase Replacement Pickup for the Utilities Department when Ordering Window is Open

Interim City Administrator David Evans:

- Expanded on limited time that the ordering window was open from the manufacturers;
- Requested the authority to compare state bid pricing from vehicle manufactures that meet the specs required and then be able to order the vehicle when the ordering window was open; and
- Expanded on the budgeted amount and the likelihood of staying within the budget of \$35,000.

Main motion: Approve Action Memorandum 22-25

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

Item H – Action Memorandum 22-26: Approve the Purchase of Skid Loader Trailer for Public Works

Public Works Director Dan Kovar expanded on the \$12,000 budgeted for skid loader trailer and difficulties with ordering. Stated he found one with a locked in total price of \$7,850 after trade in.

Main motion: Approve Action Memorandum 22-26

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

Item I – Action Memorandum 22-27: Approve the Authority to Purchase Replacement Pickup for Public Works when Ordering Window is Open

Public Works Director Dan Kovar expanded on the budget of \$50,000 for sewer dept truck and \$25,000 for the public works truck, doesn't think he will get the public works truck under budget.

Main motion: Approve Action Memorandum 22-27 with an increase in the public works truck budget to \$29,000

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

Item J – Action Memorandum 22-28: Approve the Hiring of Ryan Grendahl for a Summer Internship with the Police Department

Police Chief Naomi Plautz:

- Expanded on the summer internship program paid thru Sourcewell;
- Explained on Ryan Grendahl was seeking a Bachelor of Arts degree in Criminology and well as a minor in psychology and his degree requires him to complete an internship; and
- Stated if Sourcewell doesn't pay the wage's the position would be unpaid.

Main motion: Approve Action Memorandum 22-28

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

Item K – Resolution No. 2022-18: Approve the State of Minnesota Joint Powers Agreements with the City of Wadena on Behalf of the City Attorney and Police Department

Police Chief Naomi Plautz stated this was a 5-year required renewal for the State of MN to be able to pay them to use their services.

Main motion: Approve Resolution No. 2022-18

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

Item L – Action Memorandum 22-29: Approve the Joint Powers Agreement to Continue Using the BCA Systems and Tools for Criminal Data Access

Police Chief Naomi Plautz stated council approval gives the police department access to the BCA System.

Main motion: Approve Action Memorandum 22-29

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

Item M – Discussion Item to Issue Tax Abatement Bonds for the Folkestad's East Utility Extension Project

WDA Director Dean Uselman

- Expanded on possible funding options for the utility extension project;
- Stated the cost estimate of infrastructure was originally \$1.2M and recently the County agreed to provide ARPA Funding, however; new cost estimated at \$2.4M;
- Spoke of Mikaela Huot's recommendation tax abatement bond sale;
- Expanded on the gap in funding of about \$800,000-\$1M with the city and the county providing ARPA Funds; and
- Asked the council if there was general support for agreeing to tax abatement to cover bond debt service. In general, the council was supportive of the concept if no other source of grant funding or appropriation was available.

5. Open to the Public

Mayor George Deiss opened the meeting to the public at 6:10 p.m.

Morgan Brown, 1239 Jefferson St S, inquired about his recent snow removal bill from February 17, 2022. He wanted to see documentation or proof that his sidewalk was cleaned by the city. He informed the council he kept his sidewalk cleared, even though he was sick with COVID.

6. Department Reports**Item A - Public Works Department**

1. February 7, 2022, Minutes

Director Dan Kovar:

- Expanded on the snow removal policy;
- Expanded on receiving the limited use permit for the crossroads project at Hwy 71 & Hwy 10; and

- Expanded on the application from the local snowmobile club for a DNR Grant for the trail bridge getting denied due to them not being a government entity.

Item B – Utilities Department

Superintendent David Evans expanded on Incode 10 upgrade changes which will possibly take place in June of 2022.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman expanded on the amount of time spent on the infrastructure project.

P & Z Director Dean Uselman spoke of receiving the first new home permit for this upcoming summer, and he was expecting 8-10 new homes.

Item D - Police Department

1. February Activity Report

Police Chief Naomi Plautz had nothing to report.

Item E – Fire Department

1. March 2, 2022, Minutes
2. February Activity Report
3. February Call Percentages

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. February Revenue

Manager Tim Booth was absent.

Item G - Maslowski Wellness and Research Center

1. February Revenue

Manager Eric Robb was absent.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item I – Interim City Administrator

David Evans:

- Spoke of Parking Committee meeting on March 9, 2022;
- Spoke of the Tax Abatement Committee meeting scheduled for March 15, 2022;
- Spoke of preliminary plans for Hwy 10 & Hwy 71;
- Expanded on the Whistle Free Quiet Zone

Item J – Council Reports

Bruce Uselman spoke of the effects of increased gas prices.

Wade Miller had nothing to report.

Mark Lunde spoke of compliment received from construction manager at TCHC about how accommodating the City of Wadena staff had been.

Jessie Gibbs had nothing to report.

Item K - Mayor's Report

George Deiss:

- Expanded on recent tour of the future library building; and
- Commented about the increase in gas prices and recommended to shop local.

Adjournment

Main motion: Adjourn at 6:40 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

David Evans, Interim City Administrator

George Deiss, Mayor