

**City of Wadena
Regular City Council Minutes
Tuesday, July 13, 2021**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, July 13, 2021. Mayor Deiss called the meeting to order at 5:00 p.m. Due to the Emergency Order declared by Governor Walz, this meeting was held as provided by Minnesota Statute 13D.021. The meeting was open to the public and was held by electronic means.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present: George Deiss, 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. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Action Memorandum 21-80: Authorize Hiring Whitetail Run Golf Course Employee
4. City Council Minutes
 - a. June 8, 2021, Regular Meeting
 - b. June 13, 2021, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Unfinished Business

5. New Business

Item A – 2020 Auditor's Report

Courtney Richmond, Audit Manager at Eide Bailly, reviewed the Executive Summary for 2020.

Item B – Trailer Park Update – Buildings Inspection

Interim City Administrator David Evans expanded on buildings inspection to determine if they were in safe, livable condition.

Item C – Action Memorandum 21-79: Preliminary Approval of Tax Abatement for Tri-County Health Care

Interim City Administrator David Evans expanded on TCHC's score of 40 out of 48 points for the Exhibit C Business Assistance Review Worksheet for Commercial/Industrial Projects which determines project eligibility to move into the next step of the tax abatement process of due diligence, including an economic impact evaluation and determining need (but for analysis) as required by Statute and the Wadena Tax Abatement policy. The Business Subsidy Committee will meet to prepare a recommendation to the City Council.

Main motion: Approve Action Memorandum 21-79

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

Item D – Resolution No. 2021-24: Set Public Hearing for TCHC Tax Abatement

City Council set public hearing on Tri County Health Care Tax Abatement for August 31, 2021, at 5:30 pm.

Main motion: Approve Resolution No. 2021-24

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

Item E – Action Memorandum 21-77: Authorize Purchasing Security Cameras for the Veteran's Museum

David Goetz (Representing David Anderson from Veteran's Museum):

- Expanded on the new quote received for \$515.00 from Contact Radios Communications for the security camera at the Veteran's Park Museum;
- Expanded on previous council action to include this in the 2020 budget; and
- Expanded on camera recording ability.

Council discussed budget options for 2022 and decided to take the funds out of 2021.

Main motion: Approve Action Memorandum 21-77

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

Item F – City Administrator Position Selection Process Update ~ Gary Weiers, DDA Human Resources, Inc.

Gary Weiers gave an update on the hiring process.

Council selected 5 finalists to interview on August 4, 2021, at 1:00 pm.

Main motion: Approve 5 finalists and reimburse interview candidates for one night hotel stay in Wadena.

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

Item G – Action Memorandum 21-78: Authorize Entering into a Purchase Agreement with Hunke Realty, LLC for Lot 5, Block 1, Wadena Business Park Addition to Wadena

WDA Director Dean Uselman stated the WDA Board recommended approval of the sale of Lot 5, Block 1 to Hunke Realty, LLC to expand service area and construct a truck wash.

Main motion: Approve Action Memorandum 21-78

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

Item H – Action Memorandum 21-76: Authorize Hiring Mechanic Maintenance Worker for Public Works Department

Public Works Director Dan Kovar recommended hiring Seth Ament at Step 3 of the pay scale with a start date of July 26, 2021.

Main motion: Approve Action Memorandum 21-76

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

Item I – Part-time Pay Rate Discussion

Interim David Evans:

- Spoke of difficulty finding part-time employees at the liquor store due to some other businesses starting pay at \$15.00; and
- Stated some of the City's part-time employees start at \$10.15.

6. Meeting Open to the Public

7. Department Reports

Phil Martin, Bolton & Menk, gave an update on the Whistle Free Quiet Zone.

Item A - Public Works Department

Public Works Director Dan Kovar:

- Expanded on the completion of the sidewalk on the westside of BN Park;
- Stated the dust control was completed; and
- Spoke of the Lions Club wanting to build another open shelter in Tapley Park.

Item B – Utilities Department

Superintendent David Evans:

- Spoke of Arvig Communications installing fiber in Wadena; and
- Stated the water plant was keeping up with the increase in water use by customers.

Item C - Wadena Development Authority & Planning and Zoning

1. WDA Minutes, June 10, 2021

WDA Director Dean Uselman:

- Spoke of the WDA purchasing the tax forfeited lot in the industrial park;
- Spoke of small cities' development projects; and
- Expanded on the housing shortage projects.

Planning & Zoning Director Dean Uselman spoke of the Planning Commission holding a public hearing on July 27, 2021, for variance setback for a multi-family project and a public hearing to update the zoning map to include A1 Zoning for Kent Sheer's project.

Item D - Police Department

Police Chief Naomi Plautz:

- Expanded on recent burglaries at Erica's Wellness and M-State;
- Spoke of VFW and Iron Corral's Street Dance on July 24, 2021; and
- Spoke of no issues arising from the previous 4th of July event held by the Epicenter Church.

Item E – Fire Department

1. July 7, 2021, Minutes
2. June Activity Report
3. Monthly Calls for Service

Fire Chief Cody Yglesias:

- Expanded gas-powered fan purchased with grant money;
- Stated the vent fan in the north fire hall was not working;
- Expanded on planned house burn;
- Spoke of \$1,500 equipment donation from Hoffman Farms;
- Expanded on request for thermal imaging quotes; and
- Expanded on possible new hire.

Item F - Wadena Liquor Store

1. June Liquor Revenue

Liquor Store Manager Tim Booth was not present.

Item G - Maslowski Wellness and Research Center

1. June MWRC Revenue

MWRC Manager Eric Robb expanded on recent liquor committee meeting for the MWRC.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I – Interim City Administrator

David Evans:

- Spoke TCHC weekly meetings and progress on new construction site;
- Spoke of reviewing TCHC's Tax Abatement;
- Stated Hilltop Regional Kitchen's request for \$4,000 donation which is the same amount as last year; and
- Set special meeting for August 17, 2021, for the 2022 budget.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs was absent.

Item K - Mayor's Report

George Deiss:

- Expanded on City Administrator hiring process;
- Spoke of TCHC's Tax Abatement and the effects on the city and taxpayers; and
- Spoke of 2% higher sales tax in Brainerd than Wadena.

Adjournment

Main motion: Adjourn at 6:40 p.m.

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

David Evans, Interim City Administrator

George Deiss, Mayor