City of Wadena
Regular City Council Minutes
Tuesday, November 9, 2021

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, November 9, 2021. 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. Action Memorandum 21-112: Approve Renewing Drastic Measures' Brewers/Tap House/Sunday License
D. Action Memorandum 21-113: Approve Renewing Little Round Still's Liquor License
E. Action Memorandum 21-114: Approve Renewing Comes Investments, Inc., dba, Pizza Hut's 3.2 Beer License
F. Action Memorandum 21-115: Approve Renewing Iron Corral's On-Sale Liquor License, with Sunday Sales
G. Action Memorandum 21-116: Approve Renewing Oma's Bread LLC's On-Sale Liquor License, with Sunday Sales
H. Action Memorandum 21-117: Approve Renewing Whitetail Run Golf Course's Liquor License
I. Action Memorandum 21-118: Approve Renewing Wadena Liquor Store's Liquor & Tobacco Licenses
J. Action Memorandum 21-119: Approve Renewing Holiday Station Stores, LLC's 3.2 Beer License and Tobacco Products License
K. Action Memorandum 21-120: Approve Renewing Walmart Inc.'s 3.2 Beer License and License to Sell Tobacco Products
L. Action Memorandum 21-121: Approve Renewing Casey's General Store #1782's Tobacco Products License
M. Action Memorandum 21-122: Approve Renewing John's Car Care Center, Inc.'s Tobacco License
N. Action Memorandum 20-123: Approve Renewing King Tobacco Wadena, Inc's. Tobacco License
O. Action Memorandum 21-124: Approve Renewing AAA Roll Off Service, LLC's Commercial Refuse Collection License
P. Action Memorandum 21-125: Approve Renewing G&T Sanitation's Commercial Refuse Collection License
Q. Action Memorandum 21-126: Approve Renewing Long Prairie Sanitation Inc.'s Commercial Refuse License

R. Action Memorandum 21-127: Approve Renewing Missy Ament's Massage Therapy Business License
S. Action Memorandum 21-128: Approve Renewing Charity Crosby's Massage Therapy Business License
T. Action Memorandum 21-129: Approve Renewing Jamie Erckenbrack's, dba Inner Balance Massage Therapy Business License
U. Action Memorandum 21-130: Approve Renewing Nikki Dykhoff's Massage Therapy Business License
V. Action Memorandum 21-131: Approve Renewing Savanna Schoon's Massage Therapy Business License
W. Action Memorandum 21-132: Approve Renewing Wadena Hide & Fur Co., Inc.'s Salvage Yard Dealer and Recycling License Application
X. City Council Minutes
    a. October 12, 2021, Regular Meeting
    b. October 26, 2021, Special Meeting

Main motion: Approve the Consent Calendar Items

Moved by:	Gibbs
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 – Second Reading – Ordinance No. 2021-237, 3rd Series: Adopting the City of Wadena 2022 Fee Schedule

Interim City Administrator David Evans expanded on the fee schedule changes for 2022.

Main motion: Adopt Ordinance No. 2021-237, 3rd Series

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

Item B – Action Memorandum 21-134: Accept Phil Hasting's Letter of Resignation from Wadena Liquor Store

Mayor George Deiss expanded on filling the open position.

Main motion: Approve Action Memorandum 21-134

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

Item C – Action Memorandum 21-135: Accept Officer Blake Petrich Letter of Resignation from Wadena Police Department

Mayor Deiss expanded on advertising for the open position.

Main motion: Approve Action Memorandum 21-135

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

Item D – Action Memorandum 21-133: Approve City Council Members Contribution to PERA

Interim City Administrator David Evans expanded on PERA.

No action taken.

Item E – Action Memorandum 21-136: Approve Hiring Carlson SV to Provide the City Financial Auditing Services for Years 2021, 2022 and 2023

Interim City Administrator David Evans:

- Spoke of RFP’s sent to 6 auditing firms and the advertisement posted in the newspaper; and
- Recommended hiring Carlson SV the low bid.

Main motion: Approve Action Memorandum 21-136

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 21-137: Approve Hiring Region Five Development to Assist with Applying for a Federal EDA Grant for Utility Extensions

Interim City Administrator David Evans expanded on the previous council approval to apply for the Federal EDA grant to include contracting with Region Five Development Commission for grant writing services.

WDA Director Dean Uselman:

- Spoke to the need to contract with Region Five Development Commission for their grant writing services.
- Explained that through initial conversations with Darrin from Federal EDA, they prefer to work through regional development organizations on all grant applications. Working through the regional organizations follows a standard flow or chain of command and ensures uniformity and properly completed applications which will save precious time in this project application.
- Discussed the experience that Region Five staff brings to the process, and that their service is a good value for the price quoted.

Main motion: Approve Action Memorandum 21-137

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

Item G - Action Memorandum 21-138: Accept Donation of a Bench to be Placed at the Sledding Hill by the Softball Complex

Public Works Director Dan Kovar expanded on email received from Erin Pierce about the bench donation and sated the Park Board would make final approval on the design used.

Main motion: Approve Action Memorandum 21-138 contingent up Park Board approval on working of plaque and bench style

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

5. Meeting Open to the Public

Mayor Deiss opened the meeting for public input at 5:20.

6. Department Reports

Item A - Public Works Department

1. November 2, 2021, Park Board Minutes

Director Dan Kovar spoke of the royalty float needing a storage place. A contract/agreement with the Fairgrounds needs to be in place and decide who will pay for storage.

Item B – Utilities Department

Superintendent David Evans:
- Stated the Merickel's cut over was finished; and
- Started putting up Christmas decorations and winter projects.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:
- Expanded on cleaning up tax forfeit lot in the industrial park;
- Expanded on proposal for WDA Board to purchase Folkestad's East Addition; and
- Spoke of attracting a childcare operator to Wadena.

P & Z Director Dean Uselman spoke of issuing fence permits.

Item D - Police Department

Police Chief Naomi Plautz was absent.

Item E – Fire Department

1. October Activity Report
2. Monthly Calls for Service
3. November 3, 2021, Minutes

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. October Liquor Revenue

Manager Tim Booth spoke of increase in sales with deer hunting weekend.

Item G - Maslowski Wellness and Research Center

1. October MWRC Revenue

Manager Eric Robb was absent.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item I – Interim City Administrator

1. Nominations to Serve on Sourcewell Board

David Evans expanded on terms for serving on the Sourcewell Board.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Item K - Mayor's Report

George Deiss spoke of setting a meeting after the first of the year for American Rescue.

Adjournment

Main motion: Adjourn at 5:40 p.m.

Moved by:	Gibbs
Seconded by:	Miller
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