

Mayor George Deiss
Council Member Mark Lunde
Council Member Wade Miller
Council Member Mac Nelson
Council Member Dan Sartell



Special City Council Meeting Agenda
September 24, 2024
4:30 pm

1. New Business

- A. Action Memo 24-73: Wadena Elks Club, Temporary Liquor License
- B. Resolution 2024-30: Proposed 2025 General Fund Tax Levy

**City of Wadena
Action Memorandum 24-72**

Subject: Elks Club, 1-4 Day Temporary Liquor License

From: Dan Sartell

Agenda of: September 24, 2024

Action Requested:

Approve temporary liquor license for Wadena Elks Club event October 12, 2024

Council Action: ☐ **Approved**

☐ **Defeated**

☐ **Amended:** _____



**License Check List
Temporary Liquor**

Business Name: WADENA ELKS LODGE dba WADENA ELKS CLUB
Owner's name: SAME ↑
Event and Event Date(s): BRAD CANTLEBERRY BENEFIT - OCT. 12.24
Date Application Forms Received: _____
Date Forwarded for Background Check: _____
Date Background Check Completed: _____
Council Agenda Date: _____
Council Approved? Yes ☐ No ☐
Date Forwarded to State: _____
State Approved? Yes ☐ No ☐
Fee Amount: \$ 75.00
Fee Received? Yes ☐ No ☐

Required Documents: State A&G Temporary Liquor License Application
Certificate of Insurance with Liquor Liability covering date of event
Background Investigation Authorizations for every person listed on
application
License Fee

NOTE: A business is allowed a temporary liquor license a total of 12 days annually. NOT 12 events. If an event lasts 3 days, all three days count against the 12 total.

NOTE: MUST get County approval form signed if event is on county Property e.g. all fair grounds events.

SUBMITTED TO
COUNTY 9.17.24



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7513 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization WADENA ELKS LODGE		Date organized JULY 1967	Tax exempt number 41-0920110
Address 210 South Jefferson	City Wadena	State MN	Zip Code 56482
Name of person making application DAN SARTELL		Business phone 218.640.1952	Home phone 218.640.1952
Date(s) of event OCT. 12, 2024	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name DAN SARTELL	City WADENA	State MN	Zip Code 56482
Organization officer's name LINDA YOUNGBAUER	City WADENA	State MN	Zip Code 56482
Organization officer's name MARK JOHNSON	City WADENA	State MN	Zip Code 56482

Location where permit will be used. If an outdoor area, describe.

4-H Building - Wadena Co. Fairgrounds - Wadena MN 56482

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

~~ACCORD~~ ~~cert. 1081520134~~ WADENA ELKS LODGE 210 So. Jefferson
Wadena MN 56482

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

ACCORD Coverage \$1,500,000
cert. 1081520134

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
Signature City Clerk or County Official	City or County Phone Number

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 2850 Golf Rd Rolling Meadows IL 60008		CONTACT NAME: Elks Insurance Program PHONE (A/C, No, Ext): 800-421-3557 E-MAIL ADDRESS: GGB.Elksinsurance@ajg.com FAX (A/C, No):		
INSURED Benevolent and Protective Order of Elks of U.S.A., its Subordinate Lodges State Associations and the National Foundation, Inc. 2750 N. Lakeview Avenue Chicago IL 60614-1889		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Old Republic Insurance Company		24147
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1881520134

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Occurrence		MWZY31289223	3/31/2023	3/31/2024	EACH OCCURRENCE	\$ 1,500,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$ 1,500,000
						GENERAL AGGREGATE	\$ 1,500,000
						PRODUCTS - COMP/OP AGG	\$ 1,500,000
						LIQUOR LIABILITY AGG	\$ 1,500,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		MWTB31289123	3/31/2023	3/31/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,500,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N	N/A			PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insured Lodge: Elks Lodge #2386
Location: 210 Jefferson St. S. Wadena, MN 56482
Date: Coverage is Continuous until Cancelled.

CERTIFICATE HOLDER**CANCELLATION**

City of Wadena
222 2nd Street SE
Wadena MN 56482

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Legislative History

Agenda date: September 24, 2024

Action:

Vote:

Yes:	No:	Absent:

CITY OF WADENA, MINNESOTA

Resolution No. 2024-30

Adopting the Preliminary 2025 General Fund Tax Levy

Whereas, the City of Wadena is required by Minnesota Statute 275.065 Subdivision 1, "to certify to the county auditor the proposed property tax levy payable in the following year".

Now therefore be it resolved, by the City Council that the following sums of money be levied for collection in 2025 upon the taxable property in the City of Wadena, County of Wadena and County of Ottertail for the following purposes:

General Fund:	\$	486,590.00
Bonded Indebtedness:		
GO Capital Improvement Library Bond 2021	\$	144,060.00
GO Equipment Certificate – 2019B	\$	112,705.00
GO Bonds PFA – SE Project Sewer 2015	\$	199,315.00
GO Bonds PFA – SE Project Storm Water 2015	\$	279,421.00
GO Bonds PFA – SE Project Water 2015	\$	179,832.00
Total bonded indebtedness:	\$	915,333.00

Total property tax levy: \$ 1,401,923.00

The City Administrator is instructed to transmit a copy of this resolution to the Wadena County Auditor, Ottertail County Auditor, and Minnesota Department of Revenue.

Adopted by the City Council of the City of Wadena, Minnesota this 24th day of September 2024.

George Deiss, Mayor

Kim Schroeder, City Administrator