

**City of Wadena
Regular City Council Minutes
Tuesday, November 15, 2022**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, November 15, 2022. Mayor Deiss called the meeting to order at 5:00 p.m.

2. Roll Call

Comprising a quorum of the City Council, the following members were present: George Deiss, Jessie Gibbs, Wade Miller, Mark Lunde, 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. City Council Meeting Minutes
 - 1. October 11, 2022, Regular Meeting
- D. Action Memorandum 22-90: 2022-2025 City of Wadena and Wadena Chamber of Commerce Public Purpose Use Agreement
- E. Action Memo 22-92: Approve Renewing Tobacco Licenses
- F. Action Memo 22-93: Approve Renewing Liquor, Beer, Wine Licenses
- G. Action Memo 22-94: Approve Renewing Massage Licenses
- H. Action Memo 22-95: Approve Renewing Refuse Hauling Licenses
- I. Action Memo 22-96: Approve Renewing Kennel Licenses
- J. Action Memo 22-97: Approve Renewing Salvage Licenses
- K. Action Memo 22-98: Approve Renewing Tattoo Licenses
- L. Action memo 22-102: Accept Dean Kallevig's Resignation from Planning Commission Board

Action Motion: Approved the Consent Calendar Items by unanimous vote.

Moved by:	Lunde	Seconded by:	Miller
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

4. New Business

Item A – Ordinance No. 240: Amend City Code Section 51.03(B)(2) of Ordinance 51, Sewer Service

Action Motion: Approved by unanimous vote amending Ordinance No. 240 Section 51.03(B)(2) of Ordinance 51, Sewer Service.

Moved by:	Gibbs	Seconded by:	Uselman
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item B – Ordinance No. 241: Add City Code Section 90.04G of Ordinance 90, Ice & Snow Removal, General Time Limits

Action Motion: Approved Ordinance No. 241 adding Section 90.04G of Ordinance 90, Ice and Snow Removal, General Time Limits.

Moved by:	Uselman	Seconded by:	Miller
Opposed by:	Gibbs		
Roll call vote:	Deiss, Lunde, Miller, Uselman		

Item C – Ordinance No. 242: Amend City Code Section 71.04 of Ordinance 71, Recreational Vehicle & Trailer Parking, Unlawful Acts

Action Motion: Approved by unanimous vote amending Ordinance No. 242 Section 71.04 of Ordinance No. 71, Recreational Vehicle & Trailer Parking, Unlawful Acts.

Moved by:	Lunde	Seconded by:	Gibbs
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item D – Ordinance No. 243: Amend City Code Section 130.04 and Add Section 130.24 of Ordinance 130, Public Protection, Crimes, and Offenses

Mayor Deiss read the first reading. Following discussions, it was decided to include language in A.2. asking private property owners to notify Wadena Police Department of hunters, and A.4. requiring the application for permit be for city owned property only. The revised version will be brought to the December 13, 2022, regular city council meeting for review and second reading.

Item E – Ordinance No. 244: 2023 Fee Schedule

First review of ordinance. A motion, second and unanimous vote was made, however, not recorded as the second reading will occur at the December 13, 2022, regular meeting.

Item F – Action Memorandum 22-91: TCHC/Greenwood Ave/3rd Street Project Assessment Rolls

City Council approved:

- Remove the water and sewer main assessed portions per original project discussions not to assess;
- Deferment length of bare land at 5 years or until property ownership changes for any reason. MN statutes for all other deferred requirements will be followed;
- Interest rate set at 4.56%, 2% above bond rate; and
- Repayment schedule of 10 years.

Action Motion: Approved by unanimous vote TCHC/Greenwood Ave/3rd Street Project assessment rolls with edits.

Moved by:	Gibbs	Seconded by:	Lunde
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item G – Action Memorandum 22-99: Final Plat Approval, Mid-Minnesota Addition

Action Motion: Approved by unanimous vote to approve the Mid-Minnesota Addition Final Plat.

Moved by:	Gibbs	Seconded by:	Miller
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item H – Action Memorandum 22-100: Part-Time Wages

Action Motion: Approved by unanimous vote to approve a 2.5% increase for all part-time wages.

Moved by:	Lunde	Seconded by:	Miller
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item I – Action Memorandum 22-101: Review David Evans Interim City Administrator Pay

It was decided Evans is still influential and continues to be needed to assist with ongoing administrative needs for high prioritized projects and city items the new administrator did not participate in or with. The Mayor and City Administrator will determine when to bring future decreases in interim pay back to the council for review.

Action Motion: Approved by unanimous vote to decrease the current differential in pay by half.

Moved by:	Gibbs	Seconded by:	Miller
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Item J – Action Memorandum 22-103: City of Wadena and Wadena County ARPA Grant Agreement.

Action Motion: Approved by unanimous vote the City of Wadena and Wadena County ARPA Grant Agreement.

Moved by:	Lunde	Seconded by:	Gibbs
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

5. Meeting Open to the Public at 6:30 pm

▪ MnDOT Highway 10 Project

Incoming elected councilmember Dan Sartell addressed the council representing business owners along the 2025 Highway 10 project corridor. He references a meeting held by MnDOT and city staff along with his attendance, informing the council that MnDOT will start acquiring right-of-way following the upcoming December 8th open house. Further indicating it's the final phase with no further changes. That business owners and himself along the corridor feel the access points are illogical and don't make sense. Stating the city should be advocating for the businesses to get the access point the business owners want and desire and not MnDOT's decisions.

Councilmember Miller weighed in stating we're barely over 24 hours past the meeting that Sartell references. There are trade-offs that can be made to negotiate entrances and access points. The process is still ongoing and was stated at that meeting. There were discussion points and follow-up actions to be completed, along with information that took place in city hall right before this regular meeting that staff has to bring to the council for discussion and future action.

Administrator Schroeder weighed in providing MnDOT's process is like a funnel. The project design team begins the process and needs to establish the layout prior to the acquisition team

making connections with property owners. It's MnDOT's intent to hold the open public house to gather more information and hear further concerns along with make any necessary changes or updates following that. However, at some point in the near future, they need the design layout determined in order to continue with their processes and the timelines projected. The December 8th meeting is not the final layout.

The new layout currently establishes a full access point at the proposed 9th Avenue intersection and another full access point at Hide and Fur's west entrance. Hide and Fur and Merickel Lumber owners are asking for a full access crossing at the east entrance of Hide-and-Fur, across from Merickel Lumber's current main entrance. MnDOT will not allow two full access points in proximity, at 9th Avenue and Hide and Fur's east entrance. Schroeder was to report back to staff and council to find out if the city desires a full access point at the proposed 9th Avenue intersection or allow it to be at the location business owners request.

In addition, a full access point is proposed at what's known as Birch Avenue intersection at the county's fairgrounds property due to Merickel Lumber requesting full access to their leased retail space to the south. MnDOT's setback requirements again position the full access ideally at Birch Avenue.

Tom Paper was present expressing concerns not having full accesses to both his entrances, forcing customers to travel out of their way when needing to re-enter his business.

It was determined a collective meeting with MnDOT, city staff, and property owners along the corridor should occur. Schroeder will set this up, preferably

▪ **Odd/Even Parking**

Daryl Matthes asked how the odd/even parking will work for cul-de-sacs. Public Works Director Dan Kovar explained each home has a house number. There is a split for odd/even which will still need to be followed. As to how the streets department will plow will be determined as they continue the new process.

6. Department Reports

Item A - Public Works Department – Dan Kovar

- First time plowing for the new odd/even winter parking went well.

Item B – Utilities Department - Superintendent David Evans

- Christmas decorations will begin to be put up soon.
- Overhead work continues on Greenwood Avenue. Two dead end feeds will get reconnected before winter.
- The cellular antenna was installed back on the water tower.
- A street light pole was broke off at the southeast corner of Bryant Avenue and 1st St SW. There was plans not to replace it, since then he's working to find a suitable replacement.

Item C - Wadena Development Authority & Planning and Zoning – Dean Uselman

WDA

- Had a meeting with Mikaela Huot of Bakertilly municipal advisors to explore options to fund the Folkestad East development. More information will come at a later meeting.
- AmeriCorps conservation crew has approx. one-third of the Folkestad East trail rough cut and making good progress.

Item D - Police Department – Naomi Plautz

- The trailer park property has been roped off and appears to be making good progress on clean-up efforts. Plautz will continue to discuss with the city attorney of the next steps for selling the property or any further actions.

Item E – Fire Department – Cody Yglesias

Cody Yglesias was absent.

Item F - Wadena Liquor Store - Tim Booth

Tim Booth was absent.

Item G - Maslowski Wellness and Research Center – Lisa Anderson

Lisa Anderson was absent. Administrator Schroeder gave an update of a request to the newly promoted director to provide weekly updates and progress at the Maslowski center. Also updated that she's been good with communicating and bringing forward ideas such as reviewing fees to bring back to the council for approval. She's also been tasked to start heavily promoting and advertising the center for use and memberships. That's the reason when the council sees that budget increase.

Item H – Whitetail Run Golf Course – Kevin Ross

Kevin Ross was absent.

Item I – City Administrator – Kim Schroeder

- Updated the council that the trailer park assessment and nuisance issue has been negotiated and executed.

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 hired Chamber of Commerce director, Dana Cantleberry. Start date is December 7, 2022.

Item K - Mayor's Report – George Deiss

Mayor George Deiss will be attending the Greater MN Coalition conference in Alexandria November 17-18 along with Administrator Schroeder.

Congratulated Dan Sartell on his election.

Expressed disappointment that the local sales tax didn't pass. Shared data that City of Staples passed a .50% sales tax to 7.88%, Fergus Falls passed two .50% sales tax to 8.38%. Brainerd's at 8.38%, Baxter's at 7.88%, Walker's at 8.38%. Wadena was only requesting .25%.

Adjournment

Action Motion: Adjourn at 6:17 p.m. by unanimous vote

Moved by:	Gibbs	Seconded by:	Miller
Roll call vote:	Deiss, Gibbs, Lunde, Miller, Uselman		

Kim Schroeder, City Administrator

George Deiss, Mayor