



**Regular City Council Minutes
Tuesday, July 9th, 2024**

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

Comprising a quorum of the City Council, the meeting was called to order at 5:00 pm with the following members present: Mayor George Deiss, Council Members Mark Lunde, Wade Miller, and Dan Sartell.

Consider Filling Council Vacancy, Potential Swear In of Appointed Member

Mac Nelson was sworn in as an appointed council member to complete Jessie Gibbs term.

CONSENT CALENDAR

Action Motion: Approved the consent calendar items.

- A. Claims Register Summary
- B. Monthly Financial Reports
- C. City Council Meeting Minutes:
 - a. June 4, 2024, Special Meeting
 - b. June 11, 2024, Regular Meeting
 - c. June 24, 2024, Special Meeting
- D. Action 24-50: Salsa Festival Park Use & Street Closure Request

Moved by:	Lunde	Seconded by:	Miller
Roll call vote:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-43: Approve City of Wadena Adverse Weather Conditions Policy

Moved by:	Sartell	Seconded by:	Lunde
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

UNFINISHED BUSINESS

Ordinance 248: Mobile Food Units

The first reading of the ordinance was held. It is yet to be reviewed with attorney Pederson. Once that's done the second reading and publication will be brought back for council approval.

NEW BUSINESS

Action Motion 24-51: Approve Apprentice Line Worker Job Description

Utility Superintendent Dave Evans stated that contract negotiations determined that Apprentice line workers would be on a separate grade from Journeyman line workers. In prior years the

position was on the same pay scale with Apprentice workers capped at year 4. The new contract and pay scale places Apprentice workers on Grade 7 and Journeyman line workers on Grade 8. Apprentice workers cannot work energized power lines, or much that relates to construction of overhead, underground transmission distribution, and high-level electrical duties. With the newly implemented Grade 7 and 10 step table there's no need for an apprentice longer than the number of years to achieve journeyman licensing, typically four years. After discussion and negotiations with the union, the contract will allow one additional year, to step (year) 5 for the employee to achieve journeyman licensure.

Once journeyman is achieved the employee will move to Grade 8 with a negotiated step on the grade that doesn't impact a deduction in pay.

If the apprentice hasn't received journeyman after the fifth year, the contract has provisions allowing the city the right to terminate said employee. This language has been agreed upon by the union.

Dave also noted the job description changed slightly for this position and requires council approval.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-52: Approve Police Department to Apply for Sourcewell Grant

Sourcewell has changed their grant process for public safety creating a new and separate \$50,000 grant specific to public safety opening July 15th on a first come first served basis. Chief Plautz wants to be proactive and receive permission to apply for the grant right away. Also stating she intends to shop locally as much as possible, if granted.

Moved by:	Miller	Seconded by:	Nelson
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-53: Approve TH10/71/29 MnDOT Appraisals and Property Interest Offers of Compensation for City Owned Property Contingent on Clarification Regarding Land Swap.

During the upcoming MnDOT Hwy 29/71/10 projects several city owned properties will be affected either by construction impact or purchase requirement. MnDOT has provided documentation and monetary compensation loss values for the city to consider.

Public Works Director Dan Kovar wanted to confirm that a land swap that was previously mentioned was not part of this deal. The council wanted to approve this contingent on the land swap not being included in the memorandum.

Moved by:	Lunde	Seconded by:	Sartell
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-54: Approve to install sewer wyes at the main for developable properties along the 9th street sewer installation Approve to not run water main the entire length of 9th street, servicing only parcels currently in need.

When estimate costs came in high, a water main and services were estimated in anticipation of future developments. Water Superintendent Dave Evans does not need to install water main along the entire portion of 9th street. To reduce costs and assessments it's noted to install only what's necessary to service the homes along 9th Street and a short distance past that.

Public Works Director Dan Kovar would like to continue with wyes and risers installed for each lot. This will save the integrity of the main and make future maintenance easier should future development occur.

Moved by:	Sartell	Seconded by:	Lunde
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-55: Approve 2024 Street Overlay Project.

Public Works Director Dan Kovar sent out requests for three overlay projects:

Ferguson Asphalt Paving was the lowest bidder for all three alternate projects. Using Fergusons bids each overlay cost is, 1st Street SW from Irving to Lincoln \$63,393; King Ave SW from Hwy 71 to 2nd St SW, \$22,806; and Jackson Ave SW from Hwy 71 to 2nd St SW, \$22,806 for a total project cost of \$109,005.

Dan states this is over the \$100,000 budgeted amount. He'll cut other areas of the budget in order to stay within budget if necessary.

Moved by:	Miller	Seconded by:	Nelson
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-56: Approve Conflict of Interest Waiver for SCDP funds for Evan Lachowitzer contingent on letter of confirmation from Jeff Pederson.

WDA Director Dean Uselman explained that the Small Cities Development Program has been advertised with DEED reaching out to several residences.

The funds expire the end of August. The program has been in place for over 3 years, with an already approved one-year extension. DEED has told Dean a second extension will not be granted. It is better not to let it expire and for future programs to receive similar funding amounts.

City Employee Evan Lachowitzer has a rental property in town that funds could be used for. Attorney Jeff Pederson will develop a conflict-of-interest waiver document. It was noted that conflict-of-interest waivers have been used for past employees.

Moved by:	Nelson	Seconded by:	Lunde
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-57: Approve hiring Louie Roggenkamp as Water Foreman starting at Grade 8, step 3.

Following the union contract, the Water Foreman position was posted internally for 10 days. One application was received from Louie Roggenkamp, the current Water Operator. Utility Director Dave Evans had discussion .with Roggenkamp regarding the duties expected of the position. He has the necessary licensure and experience. Both felt good about the position moves.

Evans recommends starting Roggenkamp on Grade 8, Step 3.

City Administrator Schroeder states that a pay study was recently conducted and suggests starting him on a lower step with a 90-day probation period, then moving to step 2 or 3. Dave reiterated that Roggenkamp is coming in with expertise of the city systems and necessary licensures. That his recommendation remains at step 3. Dave also relayed that he is not certain that Roggenkamp would accept a lower step.

Moved by:	Lunde	Seconded by:	Nelson
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-58: Approve the updated Water Operator/Maintenance Worker Job Description

Dave Evans states there are no internal candidates for this job and ready to advertise the position externally. Before then, updates to the job description are needed. In the past this position has been primarily 50/50 water and electric. Through the course of the years, it has switched to

approx. 90% water, where the positions duties are needed. Minor changes were made to prioritize water maintenance over electrical duties in the descriptions. He recommends adding a license requirement to operate utility department equipment such as the backhoe and digger trucks.

Moved by:	Nelson	Seconded by:	Sartell
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

Action Motion 24-59: Approve a Forgivable MIF Loan to a Confidential and Potential Business Expanding from Winnipeg Manitoba, Canada to Wadena.

WDA Director Dean Uselman states he met with the CEO of a manufacturing company based in Winnipeg, Canada looking for a second location in Midwest USA. He believes it would create multiple jobs to the area and drive spinoff business as well.

Uselman reached out to DEED asking what they can provide to bring this business to Wadena. DEED is willing to provide a \$450,000 forgivable MIF loan, contingent on the city agreeing to additionally forgive its 20% portion of the payback. This deal would hold no liability to the city.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Lunde, Miller, Nelson, Sartell		

MEETING OPEN TO THE PUBLIC AT 6:06 PM

Jim Stoneman asked the council if there are still plans to assess his 9th St. property. He went on to ask the council about Greenwood Ave, noting that the new walking trail may have caused his shrubs to die along with the grass. Public Works Director Dan Kovar stated that that road is owned by Wadena County, that he needs to connect with the County about this.

Jim also stated that 4-5 years ago the city removed a couple of his trees. He was told someone would be out to grind the stump, he noted that nobody ever came, and he completed it himself.

DEPARTMENT REPORTS

Public Works Department – Dan Kovar

- Wadena County held a public hearing in June to discuss the Hwy 101 reconstruction project. Two options were proposed for a walk/bike trail. One option is to create a wider shoulder, which the county would maintain. This option requires very little in terms of easements or securing property. The second option is a grass median with a separate walking path similar to Greenwood. The plan they wanted to go with was the grass median and separate trail. With that, they need easements to complete it. They were hoping the city would give them an easement. The second item they requested was to have the city do the maintenance on that walking trail. They would pay the city a maintenance fee to do the maintenance on the path. The noted path is partially in and partially outside city limits. Dan wanted to bring this to the council to let them be aware.

Utilities Department - Superintendent David Evans

- Good progress out at the Astera Cancer Center with their project.
- Started an underground utility project with Arvig.

Wadena Development Authority and Planning & Zoning – Dean Uselman

- Updated that the Meraki Bakery owner has moved to Idaho and closed their doors. Dean has not heard back from them with an update.
- Currently working with four housing developers looking at substantial housing projects in the area.
- Completed the permit process for the new O'Reilly's store.
- The prospective buyers for the library building declined to go through with the purchase based on cost. Continuing the search for purchase or lease options.

Police Department – Naomi Plautz

- Along with asking organizations to donate for the remainder of the balance they need for sirens, Naomi ordered the sirens and Dave ordered the poles.
- Have had inquiries on Police Officer position, and a couple applications.

Fire Department – Cody Yglesias

- Not Present

Wadena Liquor Store – Tim Booth

- Nothing to add

Maslowski Wellness and Research Center – Lisa Anderson

- Nothing to add

Whitetail Run Golf Course – Kevin Ross

- Not present.

City Administrator – Kim Schroeder

- The City has discussed acquiring property for a future industrial park. MnDOT has purchased property located at 12280 Hwy 10 and recently discussed turning the property back to the City. This property is not located within city limits. MnDOT is questioning if the City is still interested in the turnback and whether or not the city will annex the property. The City will have to make a decision if it wants this property for industrial purposes.
- Spoke with Eric Schiller recently about lighting on the future Hwy 71 walking path. They are interested to know if this is happening in conjunction with the project or completing it separately.
- City signs on each side of town might be moved to reflect the actual city limits.
- There have been misunderstanding about the length of the highway 10 project, George confirmed it will stem to a 2-year project.
- Hwy 71/29/10 Project Updates: There is cost to the city to do these projects. The city will be responsible for approx. \$890,000. A rapid reflection test will be staged at the Hwy 71 and Bryant Ave intersection this year to determine if street light signals are still warranted.
- It's been determined there's not a lot of property owner requests to enhance the amenities zone along Hwy 71 sidewalk areas.
- Has been hearing feedback from people that they have not heard a lot of information regarding the highway projects and the idea of an informational meeting has been brought up. Working with MnDOT and staff to determine how to provide information.

COUNCIL REPORTS

Dan Sartell: Shout out to the Wadena Lions for donating funds to the new Tapley Park shelter.

Mark Lunde: The annual Fly-In served 270 meals and raised almost \$4,000 for scholarship programs. Wanted to thank Naomi, Dan, Dave, and the Chamber for their help making the project a success.

Mac Nelson: Thanked the council for trusting that he will do a good job for the city.

Wade Miller: Stated he's read good feedback on facebook from two different families about Wadena being a great place to visit, noting how well the parks are maintained and looking good, and how well the city is run.

Mayor George Deiss: Had dinner with the presidents from the area concert association and gave praise to the association.

ADJOURNMENT**Action Motion: Unanimously Adjourned at 6:42pm.**

Moved by:	Nelson	Seconded by:	Lunde
-----------	--------	--------------	-------

Vote in favor: | Deiss, Lunde, Miller, Nelson, Sartell

George Deiss, Mayor

Attest:

Kim Schroeder, City Administrator