

**City of Wadena
Regular City Council Minutes
Tuesday, September 14, 2021**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, September 14, 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. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Action Memorandum 21-90: Approve Drastic Measures Temporary On-Sale Liquor License for Oktoberfest
4. Action Memorandum 21-91: Acknowledge the Receipt of Monies from Minnesota Board of Firefighter Training and Education
5. City Council Minutes
 - a. August 4, 2021, Special Meeting
 - b. August 10, 2021, Regular Meeting
 - c. August 17, 2021, Special Meeting

Main motion: Approve the Consent Calendar Items

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

4. Unfinished Business

5. New Business

Item A – Resolution No. 2021-31: Accepting MnDOT TH10 Grant Agreement #1048005 for Stormwater Drainage Improvements

Utilities Superintendent David Evans expanded on the MnDOT TH10 grant agreement.

Main motion: Adopt Resolution No. 2021-31

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

Item B – Action Memorandum 21-92: Award Library Construction Contractors

Travis Fuechtmann & Justin Thorne, Contegrity Group:

- Expanded on the draft budget for the library and with alternate #1 – acoustical ceiling; and
- Expanded on quotes received.

Interim City Administrator David Evans:

- Expanded on the alternate #1 – acoustical ceiling; and
- Recommended alternate #1, due to age of the ceiling tiles and recessed lighting.

Main motion: Approve Action Memorandum 21-92 with alternate #1

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

Main motion: Approve bids as presented

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

Item C – Action Memorandum 21-93: Award Library Asbestos Abatement Contractor

Interim City Administrator David Evans recommended to award the bid to lowest bidder Titan Environmental, Inc., for \$39,780.

Main motion: Approve Action Memorandum 21-93

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 – Resolution No. 2021-32: Approving Issuance of General Obligation Capital Improvement Bond for Library Improvements

Interim City Administrator David Evans:

- Expanded on fundraising balance and pledges; and
- Expanded on the total cost of \$2,300,000 for the project.

George Eilertson, Managing Director at Northland Securities:

- Expanded on Northland Securities bond sale; and
- Expanded on the local sales tax option.

Main motion: Adopt Resolution No. 2021-32

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

Item E – Action Memorandum 21-94: Approving Northland Securities, Inc. to be the Dissemination Agent for the Library Capital Improvement Bond

George Eilertson, Managing Director at Northland Securities expanded on the Library Capital Improvement Bond and their role as dissemination agent.

Main motion: Approve Action Memorandum 21-94

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

Item F - Resolution No. 2021-33: Adopting the Preliminary 2022 Tax Levy

Interim City Administrator David Evans expanded on the preliminary 2022 Tax Levy.

Main motion: Adopt Resolution Mo. 2021-33

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

Item G - Resolution No. 2021-34: Approving the 2022 Wadena Housing and Redevelopment Authority Tax Levy

Interim City Administrator David Evans expanded on the WHRA Tax Levy.

Main motion: Adopt Resolution No. 2021-34

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

Item H – Resolution No. 2021-35: Authorizing the 2022 Wadena Development Authority Mandatory Tax Levy

Interim City Administrator David Evans expanded on 2022 Wadena Development Authority Mandatory Tax Levy.

Main motion: Adopt Resolution No. 2021-35

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

Item I – Resolution No. 2021-36: Authorizing the 2022 Wadena Development Authority Discretionary Tax Levy

Interim City Administrator David Evans expanded on 2022 Wadena Development Authority Discretionary Tax Levy.

Main motion: Adopt Resolution No. 2021-36

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

Item J – Resolution No. 2021-37: Approve Special Law Allowing Local Sales Tax to Fund the Library Capital Improvement Project

Mayor George Deiss:

- Stated this was the next step required to offer the local sales tax option;
- Stated this would be on the voting ballot in November of 2022; and
- Spoke of projected increase in the sales tax.

Interim City Administrator David Evans spoke of the requirement for local sales tax to only be used for the library project.

Main motion: Adopt Resolution No. 2021-37

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

Item K – Action Memorandum 21-95: Approve Closing of a Portion of Aldrich Ave for Drastic Measures Oktoberfest

Interim City Administrator David Evans:

- Stated there were no issues with previous road closure for Oktoberfest in 2019; and
- Explained location of closure.

Main motion: Approve Action Memorandum 21-95

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

Item L – Action Memorandum 21-96: Approve Changing Stop Sign Locations at 8th & Kingsley SW

Mayor George Deiss expanded on Police Chief's recommended changes to stop signs.

Bill Schaefer, ex-police officer spoke of cars speeding and driving thru stop signs.

Main motion: Approve Action Memorandum 21-96

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

Item M – Action Memorandum 21-97: Approve Waiving City Assessments on County Tax Forfeited Properties for Sale

Interim City Administrator David Evans:

- Expanded on request received for waiving the city assessments on tax forfeited property located at 517 Colfax Ave SE;
- Expanded on property value; and
- Stated he didn't recommend waiving the assessment.

No action taken.

Item N – Action Memorandum 21-98: Approve Change Order to Overseed and Fertilize grass on Airport Cross Wind Runway

Interim City Administrator David Evans:

- Explained the drought conditions which effected the germination of the grass seed that was planted last fall; and
- Expanded on the cost split between the city and the engineering firm.

Main motion: Action Memorandum 21-98

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

Item O – Approving City Employee Pay Adjustments due to Longer City Administrator Position Vacancy

Interim City Administrator David Evans expanded on the extra workload on employees and recommended a temporary pay increase until City Administrator was hired.

Main motion: Approve pay adjustments

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

Mayor George Deiss thanked employees for taking on the extra workload.

Item P – Appoint Committee Members for the Distribution of ARPA Monies

Council discussed acceptable distribution of monies.

Mayor George Deiss, Council Member Wade Miller, Interim City Administrator David Evans, WDA Director Dean Uselman, and possibly Executive Director of West Central Economic Development Katie Heppner will serve on the committee.

Item Q – Request for Road Improvements at Folkestad’s East Addition

Interim City Administrator/Utilities Superintendent David Evans:

- Expanded on request received from the public for streets to be improved in Folkestad’s East Addition;
- Spoke of new housing available located behind the new addition to Homecrest;
- Spoke of trees and stumps previously cleared out of the roadway;
- Expanded on need for additional housing in Wadena; and
- Suggested installing water and sewer before street improvement.

Planning & Zoning Director Dean Uselman:

- Expanded on Folkestad’s East Addition’s platted lots (approx. 14,000 sq ft) designed for sewer and water infrastructure; and
- Spoke of City Code not allowing private wells and septic on a lot less than 22,000 sq ft; and
- Stated from Planning & Zoning standpoint these lots need to be serviced with sewer and water.

Item R – Action Memorandum 21-99: Authorize Repairs at the Maslowski Wellness & Research Center

MWRC Manager Eric Robb:

- Expanded on the background issues with the HVAC system;
- Expanded on proposal from UHL to repair continuous issues with the HVAC units; and
- Stated the expenses would be covered in construction budget fund.

Main motion: Approve Action Memorandum 21-99

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

Item S – Action Memorandum 21-100: Authorize Closing a Portion of Franklin Ave SE for St. Ann’s Festival on September 19, 2021

Interim City Administrator David Evans stated there have been no issues with this in the past.

Main motion: Approve Action Memorandum 21-100

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

6. Meeting Open to the Public

Mayor Deiss opened the meeting for public input at 6:21.

7. Department Reports**Item A - Public Works Department**

Director Dan Kovar:

- Expanded on call received on the 120-minute parking;
- Expanded on the progress of the overlay project; and
- Stated most summer tasks are completed.

Item B – Utilities Department

Superintendent David Evans:

- Announced Missouri River’s Policy Makers meeting September 23, 2021, in Detroit Lakes; and
- Spoke of hiring a part time worker to help with increased number of locates per day due to Arvig Communications digging and boring in town.

Item C - Wadena Development Authority & Planning and Zoning

1. WDA Minutes, August 12, 2021

WDA Director Dean Uselman:

- Expanded on joint efforts with Wadena County Housing Task Force to get more housing available in Wadena;
- Spoke of a couple developers inquiring about tax break incentives on vacant lots;
- Spoke of businesses looking to sell their land and build new; and
- Reminder for the Salsa Festival in Burlington Northern Park at 7:00 pm on September 17, 2021.

P & Z Director Dean Uselman spoke of permits issued and locating property corners.

Item D - Police Department

1. August Activity Report

Police Chief Naomi Plautz:

- Stated she had been working with MnDOT about the streetlights on Hwy 10 & 2nd St;
- Spoke of Homecoming Parade route in reverse of June Jubilee Parade;
- Spoke of upcoming police training courses;
- Expanded on four very large police organizations that filed lawsuits against Governor Walz on the use of force, which the legislature put into play. The judge granted a temporary injunction.

Item E – Fire Department

1. August Activity Report
2. Monthly Calls for Service

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. August Liquor Revenue

Manager Tim Booth spoke of increase in sales.

Item G - Maslowski Wellness and Research Center

1. August MWRC Revenue

Manager Eric Robb:

- Expanded on policies and staffing required to allow liquor at the MWRC; and
- Thanked Council for approval on UHL proposal.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item I – Interim City Administrator

David Evans had nothing to report.

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:

- Announced Kitchigami Regional Library meeting on September 23, 2021;

- Reminder for upcoming Enterprise Funds Budget meeting;
- Reminder for Oktoberfest on September 25, 2021; and
- Reminder for Rossy Round Up Golf Tournament on September 18, 2021.

Adjournment

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

Moved by:	Miller
Seconded by:	Lunde
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