

**City of Wadena
Regular City Council Minutes
Tuesday, October 11, 2022**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, October 11, 2022. 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, Wade Miller, and Bruce Uselman. Absent: Mark Lunde

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. September 6, 2022, Regular Meeting

D. Action Memorandum 22-84: Accept Allen Uselman's Fire Department Resignation

Action Motion: Approve the Consent Calendar Items by unanimous vote

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

4. New Business

Item A – Bill Stearns, Wadena County Sales Tax and Fairgrounds Drainage Project Updates

Bill Stearns:

- Gave an update on the County Local Option Sales Tax for roads and bridges;
- Provided since 2017 the county has used approx. \$2.2 million dollars to improve CSAH roads in and immediately surrounding Wadena;
- Expected costs for the upcoming CSAH 104 paving project is expected to be between \$750,000 and \$1,000,000 with income to support from sales tax revenues;
- Update on the \$5 million legislative appropriation for stormwater improvements and treating polluted groundwater. As part of the 2021-2022 Hwy 10 Project, \$2.8 million was used to improve stormwater infrastructure and treat polluted groundwater. Approximately \$1.1 million was used to divert stormwater from the fairgrounds to flow north into Leaf River and approx. 1 million gallons redirected from city stormwater infrastructure; and
- Approximately \$2.1 million remains that could be used for future city projects; however, the grant expires December 31, 2022. Will need to work with city engineer Phil Martin and county engineer Darrin Fellbaum for a state legislative extension request and re-allocation of funds.

Ryan Odden:

- Spoke of an opportunity for the addition of a bike path along the route; and
- Explained if the City of Wadena is interested, they should reach out to county engineer Darrin Fellbaum to provide input and officially request inclusion in the project.

Item B – Tom Paper, MnDOT Hwy 10 Project, Citizen’s Petition

Tom Paper:

- Voiced concerns regarding maintaining good business access and low speeds through the commercial areas;
- Spoke of public support of a petition addressing concerns of the upcoming Hwy 10 4-Lane expansion project; and
- Thanked the Council for hearing their concerns and requested the Council work closely with MnDOT to design a project that will address the concerns be supportive of local businesses.

Jason Merickel

- Spoke of the negative impacts coming from the previous Hwy 10 Project, specifically the Hwy 10 & 71 Intersection, and reduced accesses on their property from what they were told they would have; and
- Spoke of safety concerns about speed and businesses that have property on both sides of Hwy 10. Their business has employees and customers frequently crossing Hwy 10.

Neil Juers:

- Spoke of access issues related to his business on Hwy 10 East, stating his business deals with high large truck traffic. That they can’t access his business from Harry Drive & Rich Drive due to vehicle length and uneven terrain. His business will suffer if he loses access on Hwy 10; and
- Emphasized the importance of good business access in attracting consumers to come to Wadena and support local businesses.

Jeff Nardello:

- Spoke of safety concerns when commercial traffic is forced to use streets designed for residential traffic, due to not having good commercial access to businesses, citing Birch Avenue as a prime example; and
- Spoke of increased commercial traffic creating congestion and safety concerns due to the lack of open access at 1st Street NE and 1st St NW.

Item C – Action Memorandum 22-81: Approve Airport Engineering & Planning Services with Short Elliott Hendrickson, Inc (SEH)

City Administrator Kim Schroeder recommended SEH for engineering and planning at the airport. Good working history for previous projects and has been the city’s airport engineering firm since inception. They were the only firm to submit a proposal.

Action Motion: Approve Action Memorandum 22-81 by unanimous vote

Moved by:	Uselman	Seconded by:	Miller
Roll Call Vote:	Gibbs, Miller, Uselman, Deiss		

Item D – Action Memorandum 22-82: Approve Sale of Lots 1 & 2, Block One, Wadena Business Park

WDA Director Dean Uselman stated the city attorney was satisfied with the language in the purchase agreement for the sale of Lots 1 & 2, Block One. Wadena Business Park and the WDA would be reimbursed for the billboard and loss of revenue from the billboard.

Action Motion: Approve Action Memorandum 22-82 by unanimous vote

Moved by:	Miller	Seconded by:	Gibbs
Roll Call Vote:	Gibbs, Miller, Uselman, Deiss		

Item E – Action Memorandum 22-83: Administrative Office Job Descriptions Updates and Recommended Hourly Pay Compensations

- a. Customer Service Secretary**
- b. Assistant to City Administrator/Billing Clerk**
- c. Assistant to Finance Officer/Lead Billing Clerk**

City Administrator Kim Schroeder:

- Expanded on shifting duties and job descriptions effective September 12, 2022;
- Recommended the Assistant to Finance Officer/Lead Billing Clerk start at Step 4 on the pay scale with a new anniversary start date of September 12, 2022;
- Recommended the Assistant to City Administrator/Billing Clerk receive a \$.25 increase in pay for additional duties; and
- Recommended the Customer Service Secretary receive a \$.10 increase in pay for additional duties.

Action Motion: Approve Action Memorandum 22-83 by unanimous vote

Moved by:	Uselman	Seconded by:	Gibbs
All in favor:	Gibbs, Miller, Uselman, Deiss		

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

Public Works Director Dan Kovar spoke of the City taking ownership from the sewer laterals to the right of way and how this would give us more control over repairs.

Mayor Deiss read Ordinance No. 240.

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

Public Works Director Dan Kovar:

- Expanded on snow removal process for previous years; and
- Spoke of a possible new process to help safely remove snow, reduce time and expenses.

Several people voiced concerns about no street parking due to lack of driveways, garages, or parking spaces on their lot, and asked for clarification on odd/even parking.

Mayor Deiss read Ordinance No. 241.

Action Motion: Approve 1st reading of Ordinance No. 241 by unanimous vote

Moved by:	Uselman	Seconded by:	Miller
All in Favor:	Gibbs, Miller, Uselman, Deiss		

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

Police Chief Naomi Plautz expanded on the ongoing parking issues with trailers and recreational vehicles parked on the city streets.

Mayor Deiss spoke of several parked on the street near 3rd St SE and Irving Avenue.

Bruce Uselman expanded on the committee's recommendation.

City Administrator Kim Schroeder expanded on repeat offenders.

Several people voiced concerns about not allowing on street parking for recreational vehicles and trailers and enforcing current ordinance versus implementing a new one.

Mayor Deiss read Ordinance No. 242. No motion necessary for approval of 1st reading.

Item I – Resolution No. 2022-48: Approving 2023 Wadena Housing and Redevelopment Authority Tax Levy

Mayor George Deiss explained Resolution No. 2022-48

Action Motion: Approve Resolution 2022-48 by unanimous vote

Moved by:	Gibbs	Seconded by:	Miller
All in Favor:	Gibbs, Miller, Uselman, Deiss		

Item J – Resolution No. 2022-49: Authorizing 2023 Wadena Development Authority Mandatory Tax Levy

WDA Director Dean Uselman explained Resolution No. 2022-49.

Action Motion: Approve Resolution 2022-49 by unanimous vote

Moved by:	Miller	Seconded by:	Uselman
All in Favor:	Gibbs, Miller, Uselman, Deiss		

Item K - Resolution No. 2022-50: Authorize 2023 Wadena Development Authority Discretionary Tax Levy

WDA Director Dean Uselman explained Resolution No. 2022-50.

Action Motion: Approve Resolution 2022-50 by unanimous vote

Moved by:	Uselman	Seconded by:	Miller
All in Favor:	Gibbs, Miller, Uselman, Deiss		

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

No one present.

6. Department Reports

Item A - Public Works Department – Dan Kovar

1. October 3, 2022, Minutes
 2. Sanitary Sewer Maintenance Policy Update
- Stated the Sanitary Sewer Maintenance Policy Update will be on the agenda for the November meeting.

Item B – Utilities Department - Superintendent David Evans

- Spoke of difficulties ordering from the material supply chain, everything appears to have a 6 month wait.

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

1. September 8, 2022, WDA Minutes
2. Planning Commission, August 30, 2022
3. Planning Commission, October 4, 2022

WDA

- Thanked the Council for action on sale of lots;
- Spoke of the preliminary engineering report for the Folkestad East Addition; and
- Spoke of potential interest to purchase a lot in the Business Park.

Planning & Zoning

- Spoke of vacant positions on the Planning Commission Board;
- Spoke of preliminary platting, which will come to council at a later date;
- Expanded on amending the City Ordinance on the size of homes to allow for tiny homes; and
- Spoke of allowing archery hunting on more rural parcels of land within the city limits.

Item D - Police Department – Naomi Plautz

1. Monthly Activity Report
- Spoke of upcoming training for Police Department personnel at Knobhill Sportsman's Club;
 - Spoke of obtaining property access from the property owner for the house fire on 2nd St SE to inspect and collect samples for hazards materials testing.

Item E – Fire Department – Cody Yglesias

Cody Yglesias was absent.

Item F - Wadena Liquor Store - Tim Booth

1. Monthly Revenue

Tim Booth was absent.

Item G - Maslowski Wellness and Research Center – Eric Robb

1. Monthly Revenue

Eric Robb was absent.

Item H – Whitetail Run Golf Course – Kevin Ross

1. Monthly Revenue

Kevin Ross was absent.

Item I – City Administrator – Kim Schroeder

1. Reschedule November Regular Meeting (Falls on Election Day)

Item J – Council Reports

Bruce Uselman, nothing to report.

Wade Miller, nothing to report.

Mark Lunde was absent.

Jessie Gibbs spoke of the 2nd interview process for the Chamber of Commerce Director.

Item K - Mayor's Report – George Deiss

Mayor George Deiss, nothing to report.

Adjournment

Action Motion: Adjourn at 6:42 p.m. by unanimous vote

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

Kim Schroeder, City Administrator

George Deiss, Mayor