

**City of Wadena
Regular City Council Minutes
Tuesday, October 10, 2023**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, October 10, 2023. 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, Mark Lunde, Wade Miller, Jessie Gibbs, and Dan Sartell.

3. Consent Calendar

- A. Claims as Presented for Payment
- B. City Administrator's Monthly Financial Report
- C. City Council Meeting Minutes:
 - 1. September 12, 2023, Regular Meeting
- D. Resolution 2023-33: Recognize National Pregnancy and Infant Loss Remembrance Day
- E. Resolution 2023-35: Wedge Lane Agreement of Assessment and Waiver of Irregularity and Appeal

Action Motion: Unanimously approved the consent calendar items.

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

4. Old Business

Item A – Action 23-79: Library Meeting Room Policy

Library director Renee Frethem is on vacation and didn't see the minor edits and final version before the meeting. Council members approved the policy contingent on Renee reviewing when she returns. If she has edits, she can bring it back to the council for consideration.

Action Motion: Unanimously approved the Library Meeting Room Policy.

Moved by:	Gibbs	Seconded by:	Lunde
Vote:	Deiss, Gibbs, Lunde, Miller, Sartell		

5. New Business

Item A – Erik Simonson, Coalition of Greater MN Cities (CGMC) Visit and Update

Mr. Simonson updated the council on legislative issues. CGMC doesn't advocate for any individual city, its focus is across the board representing all cities, specifically rural or greater MN. Local Government Aid (LGA) is at the top of the list every year. Other CGMC legislative priorities are environment and energy, economic development, transportation, childcare, annexation and land use, and labor and employment.

A presentation was provided going over the state's budget forecasts showing historic surpluses. It's CGMC's goal to get legislation to allocate money to greater MN rather than past practice of dominated metro-areas. His main emphasis was regarding LGA. Several different options were presented with CGMC proposing the highest formula. The final approved outcome brought more money to cities, CGMC asked for \$150M over the current formula, legislation approved \$80M.

CGMC is hosting a fall conference November 16-17 in Willmar, MN. Administrator Schroeder is registered to attend.

Item B – Resolution 2023-34: Authorization to Execute MnDOT Grant Agreement for Airport Improvement Excluding Land Acquisition

The city and MnDOT will enter into a beacon replacement project agreement with an expiration date of December 31, 2027. If not completed by then the grant dollars are no longer available. The city entered into an engineering agreement with SEH earlier this year to assist with the design and execution.

The total cost of the project is \$191,592.00 with cost participation as follows:

Federal share is 90% committed dollars, \$172,432.00, State share is 5% committed dollars, \$9,580.00, and Local share is 5% committed dollars, \$9,580.00.

City share will be paid with current and 2024 budgeted airport capital outlay dollars.

Action Motion: Unanimously approved Resolution 2023-34 Authorizing to execute MnDOT grant agreement for airport beacon improvement excluding land acquisition.

Moved by:	Sartell	Seconded by:	Miller
Role call vote:	Deiss, Gibbs, Lunde, Miller, Sartell		

Item C – Action 23-83: Midcontinental Lease Agreement

Midcontinental Communications requests to lease a portion of city owned property. Midco has agreed to \$4,200 annual lease payments with a 3% annual increase for a 20-year term. It may be extended an additional 10 years with the agreement of both parties. The Public Works department will take care of mowing and snow removal as needed. Midco is responsible for paying real estate taxes assessed to the property and removal of the building and equipment at the end of the lease. The agreement has been reviewed and approved by city attorney Jeff Pederson.

Action Motion: Unanimously approved a 20-year Midcontinental lease agreement.

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

Item D – Action 23-84: Request to Close a Portion of Aldrich Ave for Halloween Parade

A Trunk or Treat committee was established. The Chamber and a few businesses request to block off Aldrich Ave SW from Jefferson to 1st St SW from 3pm-6pm, October 31st and use the "U" driveway of the Depot.

The parade will begin at Magnifi Financial, walking along the sidewalks south to Colfax, crossing Hwy 71 and walking back north to the Brewery. Trick or treaters can end the parade in front of the Depot where businesses can also set up with a trunk or treat.

Volunteers will be inside the blocked off area, allowing vehicles that were parked on the street to leave the area safely. Vehicles will not be required to move or not park prior to 3pm.

Action Motion: Unanimously approved closing a portion of Aldrich Ave October 31, 2023, from 3:00-6:00 pm for Trick-or Treating event.

Moved by:	Sartell	Seconded by:	Miller
Vote:	Deiss, Gibbs, Lunde, Miller, Sartell		

Item E – Action 23-85: Airport Agriculture Lease Agreements

Leases expire at year end. Letters were sent to the current tenants and advertisements placed in the local paper requesting bids for a three-year lease. Two responses were received for two of the parcels, both from current tenants. The high bids were received from Steve and Jeff Kincade

at \$58.00 per acre for the 71 acres on the Halliwill property and \$55.00 per acre for the 180 acres on the Airport property.

One bid was received for the non-tillable acreage however, it was after the deadline and not ready for the regular meeting. The proposal will be on November's agenda.

Action Motion: Unanimously approved a 3-year lease with Steve and Jeff Kincade for crop years 2024-2026, 71 acres of Halliwill property at a rate of \$58.00 per acre and 180 acres of Airport property at a rate of \$55.00 per acre.

Moved by:	Miller	Seconded by:	Lunde
Vote:	Deiss, Gibbs, Lunde, Miller, Sartell		

Item F – Action 23-86: Consider New Website Host

Apptegy (Thrillshare) is a website platform that offers a wide variety of options, some of which CivicPlus doesn't provide.

Staff members from city departments and the Chamber received a presentation. All were very impressed with the ease, straightforward, and effortless ways to upload information. Apptegy also has unlimited training and support. Equally important, there are publishing and marketing platforms to communicate and notify residents and the community through mobile applications, social media, live feeds, news feeds, and a calendar of events keeping the city and community up to date, informed, and mobile friendly.

Also included in the annual Apptegy fee is public record and data protections ensuring privacy and security practices and policies in accordance with applicable law(s). This is not currently available through CivicPlus unless purchased as an add-on or through a third-party vendor.

At no additional cost, this platform also allows eight (8) additional businesses or entities such as the Maslowski Center, Chamber of Commerce, Library, Economic Development/WDA, Golf Course, Liquor Store, etc. to have separate website rebuild and hosting capabilities just like the city, keeping their current domain name. The entities would be linked on our website, and vice versa.

When first approached, Apptegy was offering a one-time development cost of \$9,500. A discounted offer was provided and reduced to \$6,450; a savings of \$3,050. The annual renewal going forward is \$6,450 and subject to a 5% annual increase.

The cost of the one-time development will be paid from [unexpected] revenues over budget.

The annual fee will be split between department and funds in the same manner it has currently been.

Council member Dan Sartell shared concerns with not keeping website development and hosting local. Arvig Communications had stopped in the administrator's office prior to the meeting, and conceded they cannot offer what Apptegy can. Administrator Schroeder will contact West Central Telephone Association (WCTA) to see if they can.

Action Motion: Unanimously approved terminating website host CivicPlus effective December 2023 and enter into an agreement with Apptegy (Thrillshare) for a one-time fee of \$6,450. Contingent on contacting WCTA to see if they can offer the same or similar services and pricing.

Moved by:	Lune	Seconded by:	Miller
Vote:	Deiss, Gibbs, Lunde, Miller, Sartell		

Item G – Action 23-87: Consider Employer Contribution for 2024 Health Insurance

Recommended 2024 monthly employer contributions are \$620.00 for single coverage, \$850.00 for Employee +1 coverage, and \$1,100.00 for family coverage.

Council members shared concerns of approving employer contributions before union negotiations have settled. Schroeder indicates the city needs to start with a basis for budgeting purposes and can bring it back to the council for consideration if the unions do not approve.

Action Motion: Approved the 2024 health insurance employer contribution at \$620.00 single, \$850.00 employee+1, and \$1,100.00 family.

Moved by:	Lunde	Seconded by:	Miller
Vote:	Deiss, Gibbs, Lunde, Miller		
Opposed:	Sartell		

6. Meeting Open to the Public at 5:43 pm

Wally Gedde residing at 604 2nd St SE brought forward a parking issue at his property. The city recently installed a sidewalk in the right-of-way of his property near a one-stall garage. The garage is built closer to the right-of-way than most properties. He is now forced to park on the sidewalk when parking outside of the garage. Additionally, he has three vehicles. Per city ordinance he's not allowed to park off the driveway. As possible solutions, he provided alternative parking concepts, posing challenges for each. As a recommended solution, he provided photos for a visual, and at his cost requests to add concrete angled on both sides of the apron to widen his driveway and approach to allow better parking.

Public Works Director Dan Kovar shared there are other properties in city limits with similar situations and willing to work something out between Mr. Gedde and the city.

Len Worthington of Brandon MN, studies opioid and cannabis products seeking to open a store in Wadena. He went on to explain and educate benefactors, what's been done incorrectly and what can be done better. His focus is on health, wellness, and educating the use of products appropriately along with working with local farmers to know correct seeds to use and grow and sell product properly.

7. Department Reports

Item A – Public Works Department – Dan Kovar

- Winter parking ordinance will go into effect Nov 1. Advertised signage has been installed on the main roads coming into the city. Mail stuffer went into the most recent utility bill mailing and has been posted on the city's Facebook page.
- Tapley park play system is still supposed to be delivered and installed this year. Waiting for delivery.

Item B – Utilities Department - Superintendent David Evans

- Winterizing fire hydrants. Asked that he be notified if anyone knows of a hydrant used so they can remove the water again.
- The drought minimize water usage notification is still on the city's website. DNR has not indicated to remove the notice as surface water levels are still low.

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

WDA

- A ribbon cutting and lot sale was completed at Pinewood Estates October 2, 2023. Happily, reported 7 lot sale commitments with both single and multi-family housing units.

P & Z

- Nothing to report.

Item D - Police Department – Naomi Plautz

- Nothing to report.

Item E - Fire Department – Cody Yglesias

- Not present.

Item F - Wadena Liquor Store – Tim Booth

- Not present.

Item G - Maslowski Wellness and Research Center – Lisa Anderson

- Nothing to report.

Item H - Whitetail Run Golf Course – Kevin Ross

- Not present.

Item I - City Administrator – Kim Schroeder

- Updated the council regarding October's meeting with Lysa Fawber nuisance cleanup property issue. Lysa is tasked with bringing facts and a list of items with dollar amounts to the city to provide to the city attorney. Lysa also indicated she's going to follow up with the police department on items I found to be inconsistent with what Chief Plautz provided on the police department's timeline and notifications and what Fawber claims the police department did or didn't do. Fawber is asked to report back to Schroeder. As of this meeting nothing's been received.

Item J – Council Reports

Dan Sartell: Requests that every department head provides a monthly report for council review.

Wade Miller: Nothing to report.

Mark Lunde: The main hangar tenant will be moving in once the contract is signed. Also reports the newly designed airport committee is meeting at the end of the month.

Jessie Gibbs: Nothing to report.

Item K – Mayor's Report – George Deiss

- The opening meeting for the Partner's for a Healthier Wadena is November 6, at The Depot beginning at 7:00 pm.

8. Closed Meeting, pursuant to Minnesota Statute 13B.05 Subd.3(b): Attorney-Client Privilege for Report and Discussion Pending Litigation

9. Upcoming Meetings

- A. October 23, 2023, 4:00 pm, Hwy 10 Final Layout Public Hearing and Municipal Approval
- B. November 14, 2023, Regular City Council Meeting

10. Adjournment

Action Motion: Adjourn at 6:44 p.m., by unanimous vote.

Moved by:	Gibbs	Seconded by:	Miller
Vote :	Deiss, Gibbs, Lunde, Miller, Sartell		

Kim Schroeder, City Administrator

George Deiss, Mayor