

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

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, December 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, 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.

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Action Memorandum 21-139: Approve Renewing El Mariachi's Liquor License
4. Action Memorandum 21-140: Approve Renewing Wadena Lane's Inc.'s Liquor License
5. Action Memorandum 21-141: Approve Renewing VFW #3922, dba Elmer Goche Post's Liquor License
6. Action Memorandum 21-142: Approve Renewing Miner's Incorporated's 3.2 Beer License and Tobacco License
7. Action Memorandum 21-143: Approve Renewing Waste Management's Commercial Refuse Collection License
8. Action Memorandum 21-144: Approve Courtney Kern's Massage Therapy Business License
9. Action Memorandum 21-145: Approve Renewing Michelle Krotzer's Massage Therapy Business License
10. Action Memorandum 21-146: Approve Kylee Wright's Massage Therapy Business License
11. Action Memorandum 21-147: Approve Renewing Avery Kelderman's Massage Therapy Business License
12. Action Memorandum 21-148: Approve Renewing Dana Eberhardt's Massage Therapy Business License
13. Action Memorandum 21-149: Approve Renewing Bryniarski Tattoos Tattoo License
14. Action Memorandum 21-150: Approve Renewing Wadena County Humane Society's Kennel License
15. Action Memorandum 21-151: Approve Renewing Let Love Live's Kennel License

Main motion: Approve the Consent Calendar Items

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

4. Unfinished Business

5. New Business

Item A – Action Memorandum 21-152: Approve Rental Contract Changes for Special Events at the Maslowski Wellness & Research Center

Interim City Administrator David Evans expanded on the rental contract changes.

MWRC Director Eric Robb commented on the 60-day noticed required prior to the event.

Main motion: Approve Action Memorandum 21-152

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

Item B – Action Memorandum 21-153: Approve the 2021 Write-offs

Interim City Administrator David Evans expanded on the write-offs for 2021.

Main motion: Approve Action Memorandum 21-153

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

Item C – Action Memorandum 21-154: Accept Cindy McCullough’s Resignation from the WDA Board

Mayor George Deiss expanded McCullough’s resignation

Main motion: Approve Action Memorandum 21-154

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

Item D – Action Memorandum 21-155: Approve the Purchase of Infrared Camera for the Fire Department

Fire Chief Cody Yglesias:

- Expanded on old camera, purchased approximately 35 years ago, not working for the past two years; and
- Expanded on quote received and the budgeted amount for 2021.

Main motion: Approve Action Memorandum 21-155

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

Item E – Action Memorandum 21-156: Approve Renewing Uptown’s Liquor License Contingent Upon Receiving all Required Documents and Passing all Checks

Interim City Administrator David Evans stated the Uptown’s recently turned in all their required documents, still waiting for background check to be completed.

Main motion: Approve Action Memorandum 21-156 contingent upon background check

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

Item F – Resolution No. 2021-42: Adopting the 2022 City of Wadena Part-time Wage Scale

Interim City Administrator David Evans expanded on requested part-time wages for 2022.

Main motion: Adopt Resolution No. 2021-42

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

Item G – Resolution No. 2021-46: Approve Re-Appointment of Dean Krogstad and Terry Olson to the Park Board for 3 Year Terms**Main motion: Adopt Resolution No. 2021-46**

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

Item H – Resolution No. 2021-47: Approve Appointment of Shawna Parks Sass to the HRA Board

Interim City Administrator David Evans stated that Maria Marthaler recommended appointing Shawna Parks Sass to the HRA Board.

Main motion: Adopt Resolution No. 2021-47

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

6. Public Hearings 6:00 pm**Item A - Truth in Taxation Hearing**

Mayor Deiss opened the public hearing for the Truth and Taxation at 6:00 pm.

No one present.

Main motion: Close the public hearing

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

Item B - Resolution No. 2021-43: Adopting the Final 2022 Tax Levy

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

Main motion: Adopt the final 2022 Tax Levy

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

Item C - Resolution No. 2021-44: Adopting a Budget for the City of Wadena, Minnesota for the Fiscal Year Beginning January 1, 2022, and ending December 31, 2022.

Interim City Administrator David Evans expanded on the budget for 2022.

Main motion: Adopt the budget for the City of Wadena

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

7. Department Reports

Item A - Public Works Department

Director Dan Kovar was absent.

Item B – Utilities Department

Superintendent David Evans:

- Spoke of the price increase of inventory items from previous year; and
- Expanded on obtaining bids for painting the water tower.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:

- Expanded on submitting the EDA Grant by the end of 2021;
- Spoke of proposal to purchase and develop Folkestad East Addition; and
- Spoke of El Mariachi's opening week.

P & Z Director Dean Uselman:

- Spoke of the issuance of permits slowing down; and
- Expanded on reviewing the city code.

Item D - Police Department

Police Chief Naomi Plautz

- Reminded everyone of Shop with a Hero, December 16, 2021; and
- Spoke of the possibility of having a college student internship next summer.

Item E – Fire Department

Fire Chief Cody Yglesias

- Stated the fire department calls have slowed down;
- Spoke of winterizing the trucks and grass rigs; and
- Expanded on getting winter tools ready.

Item F - Wadena Liquor Store

Manager Tim Booth was absent.

Item G - Maslowski Wellness and Research Center

Manager Eric Robb stated he was very satisfied with the updates to the HVAC system.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item I – Interim City Administrator

David Evans:

- Reminded everyone of the special meeting on December 21, 2021, for the special assessments; and
- Spoke of setting up a meeting for the TCHC Tax Abatement Committee; and
- Spoke of setting up a meeting for ARPA.

Item J – Council Reports

Bruce Uselman:

- Commented on the Christmas lights downtown;
- Wished everyone a Merry Christmas; and
- Spoke of the process of finding an administrator after the new year.

Wade Miller had nothing to report.

Mark Lunde was absent.

Jessie Gibbs thanked everyone for their hard work during the year.

Item K - Mayor's Report

George Deiss stated he would talk to Gary Weier's about starting the hiring process for the City Administrator.

Adjournment

Main motion: Adjourn at 6: 10 p.m.

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

David Evans, Interim City Administrator

George Deiss, Mayor