

**City of Wadena
Special City Council Minutes
Thursday, April 22, 2021**

Call to Order

The Wadena City Council held a special meeting on Thursday, April 22, 2021. Mayor Deiss called the meeting to order at 5:03 pm. The Wadena City Council met in person in the Council Chambers. The meeting was open to the public. Members of the public who chose to listen but not attend in person due to COVID related concerns used videoconferencing or dial in using phone.

Roll Call

Comprising a quorum of the City Council, the following members were present:

George Deiss, Mark Lunde, Wade Miller, and Bruce Uselman

Item 1 – Action Memorandum 21-42: Approve Transfers to the Sewer Fund – Fund 601 and the Water Fund – Fund 604 from the Capital Project Fund – Fund 401 to Close Out the Highway 10 Project Bond

City Administrator Bower expanded on the bond process and spoke of the Highway 10 project.

Main motion: to approve Action Memorandum 21-42

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

Item 2 – Action Memorandum 21-43: Authorize Hiring Kennedy Gravelle and Dawn Wright as Golf Course Attendants at Whitetail Run Golf Course

Main motion: to approve Action 21-43

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

Item 3 – Step Increases Related to Interim City Administrator

Utilities Superintendent David Evans and City Administrator Janette Bower provided information regarding division of duties and processes moving forward.

The council discussed pay increases and agreed the council should consider any needed adjustments to the initial pay increase.

Main motion: to approve increasing David Evan's hourly rate of pay by 25%, beginning May 15, 2021 and to revisit the increase during each monthly council meeting to determine if the rate should be increased.

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

Item 4 – City Administrator Recruitment Process

The council examined the proposals from DDA and GovHR and discussed the merits of each firm.

Main motion: to enter into the proposal from DDA for recruitment services for the City Administrator position

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

Adjournment

Main motion: Adjourn at 5:33 pm

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

Janette M. Bower, City Administrator

George Deiss, Mayor