222 2nd Street SE
Wadena, MN 56482

Regular City Council Minutes
Tuesday, June 11, 2024

Pledge of Allegiance

Roll Call

Comprising a quorum of the City Council, the meeting was called to order at 5:00 pm with the following members present: Mayor George Deiss, Council Members Jessie Gibbs, Mark Lunde, and Wade Miller. Councilmember Dan Sartell was absent.
Staff and Public present: Newspaper Nicole Stracek, Police Chief Naomi Plautz, Utility Director David Evans, Public Works Director Dan Kovar, WDA/P&Z Director Dean Uselman, Liquor Store Manager Tim Booth, Wellness Director Lisa Anderson, Fire Chief Cody Yglesias, Fire Secretary Jeremy Zaic, and Toby Pierce.

Action Motion: Approved the consent calendar items.

A. Claims Register Summary
B. Monthly Financial Reports
C. City Council Meeting Minutes:
   a. May 14, 2024, Regular Meeting

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

Action Motion: Approve Resolution 2024-23: 2024 Part-Time Wages.

Fire Chief Cody Yglesias noted firefighter wages didn't receive a 3% increase. Mayor Deiss stated the Fire Department raises were dealt with separately in 2023 and the plan is the same for 2024. Comparable cities and their respective fire department wages were brought up during the discussion.

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

Action Motion: Accept Resolution 2024-24: Resignation of Councilmember Jessie Gibbs and declaring a vacancy.

Mayor Deiss thanked Jessie for his steadfast work at the city over the years.

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

Action Motion 24-39: Approve Massage License from Keara Kern d/b/a Central Massage.

A background check was completed with no disqualifying records.

Moved by:	Gibbs	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-40: Approve increasing Street Supervisor pay Grade from Grade 6 to Grade 7.

Public Works Superintendent Dan Kovar explained that as he reviewed the market study grading he recommends the Public Works Street Supervisor position warranted a Grade 7 instead of Grade 6. For reasons that the position is responsible for all supervisory needs during the absence of the director along with the position's already included supervisory responsibilities.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-41: Approve Folkestad Park, Concrete Cooking Area Project.

The Park Board approved the project and recommends it to the council.
Public Works Director Kovar explained that the money for this project was donated from Roger Folkestad, the balance is at $33,439.74. Quotes were received from three different vendors, the lowest quote completing all project needs was Kelly Brown.

Moved by:	Lunde	Seconded by:	Gibbs
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-42: Approve Transient Merchant License for TNT.

This is a standard, annual license allowing TNT to sell fireworks in the Walmart parking Lot.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-43: Table the severe weather policy to July's Council Meeting.

Council Member Mark Lunde would like to implement a severe weather policy in place for non-emergency employees. Noting there are policies for just about everything else, however, a policy for severe weather does not exist. The idea is to find some clarification on who makes these decisions and in what circumstances. He had discussions with Administrator Schroeder regarding fairness to employees with the city who must report to work regardless of severe weather conditions. The council tabled the discussion to July's regular meeting asking Lunde and Schroeder to develop a severe weather policy for review.

Moved by:	Miller	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion: Approve Conflict of Interest Waiver for SCDP funds for Cynthia Uselman.

Administrator Schroeder explained that the Small Cities Development Program has been advertised with DEED reaching out to several residences. No one has accepted a project.
The funds expire the end of August. The program has been in place for over 3 years, with an already approved one-year extension. A second extension is unlikely to be granted. DEED encourages using the remaining funds. It is better not to let it expire and for future programs to receive similar funding amounts.
City Employee Dean Uselman has rental properties in town that funds could be used for. Attorney Jeff Pederson developed conflict of interest waiver documents explaining that the funds could be used by Dean if his spouse Cynthia completes the application. It was noted that conflict-of-interest waivers have been used for past employees.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-45: Approve the Greenwood Ave Quick Claim Deeds, subject to confirmation that the City will retain existing easements.

This is a formality per Attorney Pederson deeding insignificant sections of land from the Greenwood Ave project turning the road from a 90-degree road to a more rounded road. The northern small sections of land will be deeded to the property owners to the north.
Administrator Schroeder will confirm with Jeff Pederson that the City will retain the existing easements in those sections.

Moved by:	Gibbs	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Action Motion 24-46: Approve the Astera Permanent Utility Easements

To obtain underground utility easements for electric, water, and sewer with Astera's cancer center addition.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

Meeting Open to the Public at 5:26pm:
City resident Toby Pierce addressed the council regarding the 80-year anniversary of D-Day. He stated how great that day was for our country, and wanted to highlight the anniversary, and what those soldiers did for the country that day. Council members, staff, and any other attendees agreed.

Department Reports:
Public Works Department – Dan Kovar
- Nothing to report.

Utilities Department - Superintendent David Evans
- Cancer Center is moving slowly as they are waiting for plumbing permits.
- Working on easements for a couple underground projects this summer.
- Will be ordering light poles for next year's state highway projects.

Wadena Development Authority and Planning & Zoning – Dean Uselman
- Nothing to report.

Police Department – Naomi Plautz
- Will be going forward with advertising to hire another full-time officer.

Fire Department – Cody Yglesias
- Left the meeting, no longer present.

Wadena Liquor Store – Tim Booth
- Getting busier with summer season, nothing else to report.

Maslowski Wellness and Research Center – Lisa Anderson
- Nothing to report

Whitetail Run Golf Course – Kevin Ross
- Not present.

City Administrator – Kim Schroeder
- Recommends implementing an employee volunteer policy. If employees volunteer up to 8 hours for something in the community, they would be able to adjust their time up to 8 hours per year. This is in an effort to get City Employees more involved in the community events.

Council Reports:
Dan Sartell: Not Present
Mark Lunde: Annual Wadena Airport fly-in is scheduled Saturday the 22nd.

Jessie Gibbs: Wanted to thank everyone in the community, states he has spent more time in Wadena than anywhere else in his life. Appreciates the support and hopes to continue to see Wadena grow.

Wade Miller: Relayed everything went well with June Jubilee thanking Kim, Sharon, and other Wadena employees for donating time. Hopes to have more city employees involved next year.

Made note that the old City owned landfill is involved in the MN Closed Landfill Program. The city owns the property but is not allowed to do anything to it. Routine agreements are signed with MPCA agreeing not to do anything with the land.

Mayor's Report:

Wanted to thank everyone that participated in June Jubilee.

Discussion took place regarding what processes would need to be in place for them to do so.

Had an inquiry from someone with two boys who would like to start an Ice Cream Cart, discussion took place regarding the processes needed to be completed to do so, if any.

Closed meeting at 5:44pm pursuant to Minnesota Statute 13D.05 Subd. 3(d): Attorney-Client Privilege for Negotiations

Motion to Adjourn at 6:13 pm			
Moved by:	Gibbs	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller		

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George Deiss, Mayor

Attest: ________________________________
Kim Schroeder, City Administrator