

**City of Wadena
Regular City Council Minutes
Tuesday, August 8, 2023**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, August 8, 2023. Acting Mayor Miller 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: Acting Mayor Wade Miller, Jessie Gibbs, Mark Lunde, 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. July 11, 2023, Regular Meeting
- D. Action Memorandum 23-65: LMC Liability Coverage Waiver Form
- E. Action Memorandum 23-69: Temporary On-Sale Liquor License for Astera Health
- F. Action Memorandum 23-73: Drastic Measures, Request to Use BN Park and Close Portion of Aldrich Ave for Oktoberfest

Action Motion: Unanimously approved the consent calendar items by roll call vote, amended to remove the 2022 Audit to New Business.

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

4. Unfinished Business

Item A – Action Memorandum 23-67: Admin & Electric Dept, Restructure, Job Descriptions and Pay Updates

Lunde questioned if all employees accept the description changes, and restructure. Schroeder explained all employees are except for the Accounting Clerk. Earlier today, the employee provided several new job duty requests to be placed in their description. After review, Schroeder finds that one duty, related to airport FAA regulations may warrant a change, however, the rest of the duties are minor, and not a significant enough routine duty.

Schroeder forwarded the list to Tessia Melvin of David Drown & Associates. No communication or feedback was received before the meeting.

The council approved the restructuring, all descriptions, and pay as presented, contingent on DDA review of the Accounting Clerk. Schroeder will report to the council once known. If a change in description and pay is warranted, it will be brought to September's council meeting and retroactive.

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

- The Mississippi DNR headwaters issues a stage 1 drought warning response phase. Residents are asked to conserve water by restricting lawn sprinkling, voluntarily reducing lengths of showers, washing only full loads of laundry or dishes, and not allowing water to run unnecessarily. Notifications were posted on the city's website and facebook page along with a public service announcement on the local radio station and Pioneer Journal.

Wadena Development Authority and Planning & Zoning – Dean Uselman
WDA

- Nothing to report.

P & Z

- The Folkestad East project is shaping nicely. Already receiving serious inquiries about lot purchases. Sartell questioned when people would be able to purchase and build. Uselman shared building could begin as early as this year. The project will be complete and ready within the next month. The WDA is working on covenants. Part of the covenants would include purchasers building within 5 years. Attorney Pederson is reviewing purchase options. The intent is for buyers to build instead of holding on to a piece of property with no additional city tax revenue.

WDA is also looking to host a one-day public auction. The price of the lots would be lowered slightly. Competitive bidding would occur should more than one party be interested in a lot.

Police Department – Naomi Plautz

- The old squad getting replaced received mouse damage. It was determined repair of the squad had more value than selling as is and making it worthy of submitting to insurance. The damages totaled \$5,300.33. Minus the \$1,000 deductible the city received reimbursed payment of \$4,300.33.

Fire Department – Cody Yglesias: Absent

Wadena Liquor Store – Tim Booth: Absent.

Maslowski Wellness and Research Center – Lisa Anderson: Absent

Whitetail Run Golf Course – Kevin Ross: Absent

City Administrator – Kim Schroeder: Nothing to report.

Item J – Council Reports

Dan Sartell: Nothing to report.

Wade Miller: Nothing to report.

Mark Lunde: The individual he reported last month looking to rent the main hangar is still interested. Lunde would like to reinstate the airport committee/commission to utilize outside sources and aircraft knowledgeable individuals with staff. This group will assist with determining finance needs, search for grants, along with ongoing review of capital improvement plan needs. Lunde will work with Schroeder to provide a list to reach out to and get established.

Jessie Gibbs: Nothing to report.

Item K – Mayor's Report – George Deiss: Absent.

Upcoming Meetings

- A. August 22, 2023, Tentative General Fund Budget Meeting
- B. September 12, 2023, Regular City Council Meeting

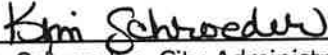
Adjournment

Action Motion: Adjourn at 6:09 p.m., by unanimous vote

Moved by: Sartell

Seconded by: Gibbs

Vote : Lunde, Miller, Sartell, Gibbs



Kim Schroeder, City Administrator



George Deiss, Mayor