

Mayor George Deiss
Council Member Duke Harrison
Council Member Mark Lunde
Council Member Wade Miller
Council Member Mac Nelson



Special City Council Meeting Agenda
July 15, 2025
4:00 pm

1. New Business

- A. Action 25-41: Accept Wastewater Foreman, Paul Moe Resignation
- B. Action 25-42: Consider Options to Fill the Wastewater Foreman Position
- C. Action 25-43: Public Works Director Interim Pay During Absence of Wastewater Foreman

ACTION MEMORANDUM 25-41



Subject: Accept Wastewater Foreman, Paul Moe Resignation

From: Dan Kovar, Public Works Director

Agenda Date: July 8, 2025

Action Request:

Accept Paul Moe's resignation effective 7-17-2025.

Council Action: ☐ **Approved**

☐ **Defeated**

☐ **Amended:** _____

Paul Moe
212 2nd Street SW
Wadena, MN 56482
7-2-2025

Dan Kovar
Public Works Director
City of Wadena
708 Sunnybrook Rd
Wadena, MN 56482

Dear Dan Kovar:

It is with a heavy heart, I am submitting this formal notification of resignation as the wastewater foreman effective July 17, 2025.

I would like to thank you for the opportunity and support you have given me over the course of my employment.

I will be available to ensure there is a smooth transition

Sincerely,

A handwritten signature in cursive script that reads "Paul Moe". The signature is written in dark ink and is positioned below the word "Sincerely,".

Paul Moe

ACTION MEMORANDUM 25-42



Subject: Consider Options to Fill the Wastewater Foreman Position

From: Dan Kovar, Public Works Director

Agenda Date: July 8, 2025

Action Request:

Authorize Public Works Director Dan Kovar to proceed as follows:

- Advertise the open position in the local newspaper, Indeed and facebook
 - Grade and Wage contingent on discussion at the meeting

If a suitable applicant is unable to be obtained within a reasonable timeframe,

- Look into cost and long-term analysis of filling the open position with a contracted services company

Council Action: ☐ Approved

☐ Defeated

☐ Amended: _____

ACTION MEMORANDUM 25-43



Subject: Public Works Director Interim Pay During Absence of Wastewater Foreman

From: Kim Schroeder, City Administrator

Agenda Date: July 8, 2025

Background Information:

Wadena's wastewater operations require a Class A operator license.

Although not required of the position, Public Works Director Dan Kovar carries a Class A license.

With a recent resignation and open position, Kovar will fulfill the Class A requirement.

Action Request:

During the search to fill the Wastewater Foreman position, it's recommended to provide Kovar interim compensation of \$2.00 per hour, effective July 18, 2025, and continue until the wastewater foreman position is filled or does not require further compensation.

Council Action: ☐ Approved

☐ Defeated

☐ Amended: _____