

**City of Wadena
Regular City Council Minutes
Tuesday, March 14, 2023**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, March 14, 2023. 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, Mark Lunde, Wade Miller, and Dan Sartell.

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.

- A. Claims as Presented for Payment
- B. City Administrator's Monthly Financial Report
- C. Action Memorandum 2023-13: Approve Temporary On-Sale Liquor License
- D. Action Memorandum 2023-14: Astera Health, Memorandum of Understanding, Drug Discount Program Support
- E. Action Memorandum 23-15: Hire PT Police Officer Bailee Palmer
- F. City Council Meeting Minutes:
 - 1. February 14, 2023, Special Meeting

Action Motion: Approve the consent calendar items, by unanimous vote

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

4. Unfinished Business

5. New Business

Item A – First Reading: Ordinance No. 245: Amending City Code Section 152.58(A) and Add Section 152.58(B) of Ordinance No. 152, Zoning (Tiny Houses)

WDA Director Dean Uselman:

- The Planning Commission recommends approving the amended language in Ordinance No. 152.58(A) & added language in 152.58(B).
- Reports there's a shortage of housing and that numerous lots are available in Wadena that are below the 9,000 square foot threshold for tiny home building opportunities.
- There were no public comments in support or opposition at the Planning Commission meeting.
- Provided the Wadena City Code definition of a tiny home, size requirements of at least 400 square feet but not more than 720 square feet.

Mayor George Deiss read Ordinance No. 245 Amending City Code Section 152.58(A) and Add Section 152.58(B) of Ordinance No. 152, Zoning (Tiny Houses).

Item B – Resolution No. 2023-14: Approving a Variance to Reduce Side Yard Setback on a Parcel for Construction of a Two-Stall Attached Garage in an R-2 (Residential) Zoning District as Required in the City of Wadena Code of Ordinances Chapter 152.27, Section D-3, for Parcel 22-300-0670, Located at 122 Second Street SW, Wadena, MN

WDA Director Dean Uselman:

- Explained the request is to reduce the side yard setback from 10' to 7' 4" to remove the existing garage and build a new garage with a covered connection to the house. The driveway entrance would move from Bryant Ave to 2nd St.
- The Planning Commission recommends approval of the variance.
- A few people were present speaking in support of the request with no one in opposition.

Action Motion: Adopt Resolution No. 2023-14, by roll call vote

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

Item C – Action Memorandum 23-12: Kern Technologies, Lot 7, Block 1, Wadena Industrial Park

WDA Director Dean Uselman:

- Kern Technologies' current purchase agreement is set to expire April 3, 2023. The request is for a 5-year extension until April 3, 2028, in accordance with all terms and conditions of the existing agreement. The \$3,000 down payment will continue to be held in escrow.
- This would not prohibit the sale of the lot to another interested party, however if another bona fide offer is received, Kern's will be obligated to execute the purchase or release rights to purchase.

Action Motion: Approve Kern Technologies Lot 7, Block 1 Wadena Industrial Park purchase agreement extension to April 3, 2028, by unanimous vote

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

Item D – Action Memorandum 23-16: A Proclamation by the Wadena City Council Supporting Friday, April 28, 2023, as Arbor Day in the City of Wadena

Public Works Director Dan Kovar spoke of the annual event promoting April 28, 2023, and the month of May as Arbor Day in the City of Wadena.

Action Motion: Approve proclamation supporting Friday, April 28, 2023 and the month of May as Arbor Day, by unanimous vote

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

Item E – Action Memorandum 23-17: WDA Folkestad Project Tax Abatement

WDA Director Dean Uselman:

- On March 14, 2023, Wadena County Board approved the county's tax abatement resolution in support of the project.
- Recommends the Council approve moving forward with the bidding process.
- Mayor Deiss noted on record property owners will pay taxes on these lots. This tax abatement is not a savings to lot purchasers. The abatement will go to the WDA to pay the bond debt.

Action Motion: Approve WDA and Bolton & Menk to move forward with the bid process, by unanimous vote

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

Item F - Action Memorandum 23-18: Tom Marquette, TCHC Project Assessment Interest

The total project cost is \$71,934. The council approves submission of the grant, however, only portions of the work will be done with secured funds with no costs to the city.

Action Motion: Approve applying for a \$35,967 DNR Trail grant, by unanimous vote

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

Item J – Action Memorandum 23-22: Approve Long Term Temporary Obstruction Permit

Planning & Zoning Director Dean Uselman:

- Minnesota Valley Irrigation is rebuilding their building, which was destroyed by a fire. The new building was expected to be completed late summer/early fall 2023. They are temporarily relocating in the old Super One building and need to secure it with a temporary fence or gate.
- The driveway was a platted alley as part of Becker 3rd Edition. The planning and zoning dept cannot approve temporary permits for longer than one week and need council approval.

Action Motion: Approve Minnesota Valley Irrigation temporary obstruction permit request, by unanimous vote

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

6. Meeting Open to the Public at 5:53 pm

7. Department Reports

Item A – Public Works Department – Dan Kovar

- Crews have been busy with snow plowing and clearing catch basins.
- Received positive feedback from council members and department heads for keeping the streets clean during the winter season.

Item B – Utilities Department - Superintendent David Evans

- Crews finished installing four capacitor banks on industrial circuits in town per MERC and MISO transmission agreements. They will energize in the summer to correct the power factor.
- The temporary cell tower is being removed from the water tower.

Item C – Wadena Development Authority and Planning & Zoning – Dean Uselman

- The Planning Commission reviewed and approved the Astera Legacy plat sketch plan.
- Phone calls, questions, inquiries, and issuance of permits are picking up.

Item D – Police Department – Naomi Plautz

- Announced DARE Graduation is set for April 19, 2023.
- Received notification from one private owner that they are archery hunting.

Item E – Fire Department – Cody Yglesias

Cody Yglesias was absent.

Mayor Deiss spoke in appreciation of Karvonen Funeral Home's donation of 20 helmet flashlights for the firefighters.

Item F – Wadena Liquor Store - Tim Booth

- Reported a \$26,000 increase in sales from December 1, 2022, to March 13, 2023.

Item G – Maslowski Wellness and Research Center – Lisa Anderson

Lisa Anderson was absent.

Council Member Sartell spoke of several members commenting on the new positive vibe at the wellness center.

Item H – Whitetail Run Golf Course – Kevin Ross

Kevin Ross was absent.

Item I – City Administrator – Kim Schroeder

- The special assessment appeal process is ongoing for the TCHC project with a court zoom hearing scheduled in April.
- Dollar General has requested a speed study on Hwy 71 south.
- The seasonal parking ordinance review will be on April's council agenda for update, discussion, and consideration to continue. Clarified the police department has zero desire in receiving money received for parking citations. To avoid residents claiming officers issue citations as a way for the department to make money.

Item J – Council Member Reports

Dan Sartell:

- Questioned where the CBD temporary ordinance is at. After some discussions, it was suggested to wait until the state clarifies CBD testing.
- Suggested holding an open house on the Hwy 10 project, to be held on April 4, 2023.
- Discussed revisiting the nuisance ordinance with potential changes. Has recommendations for changes.

Wade Miller: spoke of the inquiry received on Ordinance No. 238, Moratorium on Cannabinoids.

Mark Lunde:

- Shared that a New York Mills police officer wishes their streets were plowed like Wadena's.
- Stated the city of Alexandria hired a world-renowned CBD expert to write the ordinance for sale of certain cannabinoid products derived from hemp. The city could reach out to him.

Jessie Gibbs: nothing to report.

Item K – Mayor's Report – George Deiss

- Spoke of the tax abatement for the Folkestad East residential housing project. All three governmental entities have approved the abatement.
- Shared of the passing of Lynnell Breid, noting how much she cared about the town and was often seen cleaning up the city.

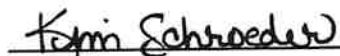
Upcoming Meetings

A. April 11, 2023, Regular Meeting

B. April 19, 2023, 3:00 p.m. Local Board of Review and Adjustment (Requires quorum)

Action Motion: Adjourn at 6:30 p.m., by unanimous vote

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


Kim Schroeder, City Administrator


George Deiss, Mayor