City of Wadena
Regular City Council Minutes
Tuesday, May 10, 2022

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, May 10, 2022. 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 Bruce Uselman.

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. City Council Minutes
   1. April 4, 2022, Special Meeting
   2. April 12, 2022, Board of Review
   3. April 12, 2022, Regular Meeting
   4. April 20, 2022, Special Meeting

Main motion: Approve the Consent Calendar Items

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

4. New Business

Item A – Resolution No. 2022-26: Receiving the Feasibility Report and Setting Date for Public Hearing Regarding Utility Improvements on 3rd St NW

Interim City Administrator David Evans:

- Expanded on the feasibility report prepared by Bolton & Menk with reference to proposed improvement to extend sanitary sewer and water utilities along 3rd St NW from Greenwood Ave NW to Elm Ave NW;
- Expanded on the cost of the improvement of $252,300; and
- Set the public hearing for June 1, 2022, in the Council Chambers at 6:00 p.m. and the mailing notice to the assessed property owners and publishing in the Pioneer Journal.

Main motion: Adopt Resolution No. 2022-26

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

Item B – Resolution No. 2022-27: Authorizing to Order the TCHC/Greenwood Ave Utility Improvements

Interim City Administrator David Evans stated this was required for work to begin.

Main motion: Adopt Resolution No. 2022-27

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

Item C - Resolution No. 2022-28: Authorizing the Sale of General Obligation Bonds 2022A to be used to pay for the TCHC/Greenwood Ave Utility Improvements

George Eilertson, Northland Securities, expanded on the process and allowable expenses for the sale of general obligation bonds.

Main motion: Approve Resolution No. 2022-28

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

Item D - Debt Service Study Discussion

George Eilertson, Northland Securities, expanded on City of Wadena's debt in each department and the projected payoff dates for each.

Item E – Resolution No. 2022-29: Adopt Final Ottertail County 2021 Multi-Hazard Mitigation Plan

Interim City Administrator David Evans expanded on the multi-hazard mitigation plan for natural and man-made disasters.

Main motion: Adopt Resolution No. 2022-29

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

Item F – Resolution No. 2022-30: Authorize Raising the Part-time Wages at the Maslowski Wellness & Research Center

MWRC Director Eric Robb:

- Expanded on difficulties hiring and retaining part-time employees due to the other businesses offering higher pay in Wadena;
- Expanded on the total increase, after paying $1.00 more an hour per part-time employee, of $9,432 and the increase of $51,000 so far this year compared to last year; and
- Expanded on increasing pay now verses waiting for the next budget request.

Main motion: Adopt Resolution No. 2022-30

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

Item G – Action Memorandum 22-43: Miller motioned, Uselman seconded and unanimously carried by roll call vote to approve the City of Wadena be the Fiscal Agent to Accept Donations for Playground Equipment at Tapley Park

Public Works Director Dan Kovar spoke of Park Board raising money to purchase the new playground equipment for Tapley Park and their request for the city to collect and hold the money on their behalf until enough money is raised to complete the project.

Item H – Action Memorandum 22-44: Motion by Miller, Lunde seconded and unanimously carried by roll call vote to authorize Street Closure Bryant Ave SE for Epicenter Church July 4th Activities.

Interim City Administrator David Evans spoke of no prior issues with past street closing for the Epicenter's activities.

Item I – Action Memorandum 22-45: Motion by Uselman, Gibbs seconded and unanimously carried by roll call vote to authorize Purchasing Lawn Mower for Electric Department

Utilities Superintendent David Evans:

- Expanded on quotes received from Merickel Ace Hardware, Midwest Machine, and Torco for a lawn mower; and
- Recommended to purchase the Toro Titan 75306 from Torco for $6441.43, with budgeted amount of $6,500.

Item J – Action Memorandum 22-46: Motion by Gibbs, Lunde seconded and unanimously carried by roll call vote to authorize Purchase of the Water Treatment Plant SCADA System Upgrade

Interim City Administrator David Evans:

- Expanded on the outdated system currently in place and difficulty getting parts and lack of compatibility with newer computer systems;
- Expanded on new SCADA System Upgrade; and
- Expanded on quotes received and budgeted amount of $100,000.

Item K – Action Memorandum 22-47: Motion by Miller, Uselman seconded and unanimously carried by roll call vote to authorize Awarding the Bid for Street Overlays

Public Works Director Dan Kovar:
- Expanded on four bids received; and
- Recommended hiring low bidder Performance Paving, LLC for Alternate #1, #2, and #3 for $92,692.24.

Item L – Action Memorandum 22-48: Motion by Lunde, Miller seconded and unanimously carried by roll call vote to authorize Awarding the Bid for Stump Grinding

Public Works Director Dan Kovar:
- Expanded on quotes received from Carr's Tree Service and Triple S Services; and
- Recommended hiring Triple S Services to cover all stump removal from May 1, 2022 - December 31, 2023.

Item M – Action Memorandum 22-49: Motion by Uselman, Miller seconded and unanimously carried by roll call vote to authorize the All-School Reunion Committee to Block off Aldrich Ave SW from Jefferson St to 1st St SW and to use Burlington Northern Park for Activities on Saturday June 11th

Interim City Administrator David Evans expanded on Police Chief Plautz request for blocking off the street earlier in the day to avoid the need to track down owners of vehicles parked in the blocked off area.

Item N – Action Memorandum 22-50: Motion by Lunde, Uselman seconded and unanimously carried by roll call vote to approve Temporary Liquor License for the Fair Board on Multiple Dates during the Summer

Interim City Administrator David Evans expanded on the multiple dates requested.

5. Meeting Open to the Public at 6:00 pm.

No one present.

6. Public Hearing – Wadena HRA Refunding Bond at 6:30 pm

Mayor Deiss opened the public hearing at 6:30 pm.

Item A - Wadena HRA Fair Oaks Refinance Bond Overview

George Eilertson, Northland Securities:
- Expanded on the public hearing requirement for HRA to refinance;
- Stated the City is not a financial backer; and
- Expanded on the current interest rates of 6.25%, and the new interest rate of 3.50% which results in $150,000 in savings.

WHRA Director Maria Marthaler thanked Council Members for their consideration.

Shawna Parks Sass thanked Maria for everything she has done for HRA.

Main motion: Close the public hearing at 6:40 pm

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

Item B - Resolution No. 2022-31: Authorizing Wadena HRA Issuance of Debt

George Eilertson, Northland Securities, stated this resolution was to authorize the issuance of the debt.

Main motion: Adopt Resolution No. 2022-31

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

Item C - Action Memorandum 22-51: Motion by Lunde, Gibbs seconded and unanimously carried by roll call vote to authorize Payment in Lieu of Taxes Agreement

George Eilertson, Northland Securities expanded on the agreement for HRA to pay in Lieu of Taxes.

7. Department Reports

Item A - Public Works Department

1. May 2, 2022, Minutes

Director Dan Kovar:

- Expanded on difficulties of buying a vehicle at this time as well;
- Spoke of delivery of new road grader; and
- Expanded on the price increases for township.

Item B – Utilities Department

Superintendent David Evans explained different painting design options for the water tower.

Item C - Wadena Development Authority & Planning and Zoning

1. WDA Minutes, July 8, 2021
2. WDA Minutes, August 12, 2021
3. WDA Minutes, September 19, 2021
4. WDA Minutes, November 18, 2021
5. WDA Minutes, December 9, 2021
6. WDA Minutes, January 13, 2022
7. WDA Minutes, February 17, 2022
8. WDA Minutes, March 10, 2022
9. WDA Minutes, April 14, 2022

WDA Director Dean Uselman:

- Expanded on WDA closing on the Folkestad Property last week, and the possibility of obtaining a $575,000 grant for this project;
- Spoke of $10,000 of the sale proceeds put into escrow for the Green Space/Park Development to kick off the development of that area; and
- Expanded on a business looking to purchase tax forfeited lot in the industrial park, with hopes of building this summer.

P & Z Director Dean Uselman spoke of three new homes in the process of getting built and one more at the golf course.

Item D - Police Department

1. April Activity Report

Police Chief Naomi Plautz was absent.

Item E – Fire Department

1. May 4, 2022, Minutes
2. April Activity Report
3. Monthly Recap

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. April Revenue

Manager Tim Booth was absent.

Item G - Maslowski Wellness and Research Center

1. April Revenue

Manager Eric Robb thanked the Council for part-time pay increase.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item I – Interim City Administrator

David Evans:

- Spoke on an outline of what ARPA money will be spent on;
- Spoke of person interested in purchasing the old library; and
- Stated the electrical service not adequate for the elevator at the new library location.

Mayor George Deiss thanked Dave for all he has done while filling in as Interim City Administrator.

Item J – Council Reports

Bruce Uselman spoke of gas prices effecting the budget.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs inquired on process of obtaining old minutes from when Wal-Mart was built.

WDA Director Dean Uselman stated there were no restrictions for interior design at Wal-Mart.

Item K - Mayor's Report

George Deiss had nothing to report.

Adjournment

Main motion: Adjourn at 6:41 p.m.

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

David Evans, Interim City Administrator

George Deiss, Mayor