



**Regular City Council Minutes
Tuesday, April 8, 2025**

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND 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 Mark Lunde, Wade Miller, and Mac Nelson.

Consider Filling Council Vacancy, Potential Swear In of Appointed Member

Duke Harrison was sworn in as an appointed council member to complete Dan Sartell's term.

CONSENT CALENDAR

Motion approving the consent calendar items.

- A. Claims Register Summary
- B. Monthly Financial Reports
- C. City Council Meeting Minutes:
 - a. March 11, 2025, Regular Meeting
 - b. March 20, 2025, Special Meeting
 - c. March 31, 2025, Special Meeting
- D. Action 25-24: Arbor Day Proclamation
- E. Action 25-25: Tobacco License

Moved by:	Lunde	Seconded by:	Nelson
Roll call vote:	Deiss, Harrison, Lunde, Miller, Nelson		

NEW BUSINESS

Resolution 2025-20: Motion to approve the Detour Payment Agreement No. 1058931 with MnDOT and City of Wadena for Trunk Highway Projects.

Detours are required to complete the upcoming MnDOT and City led highway projects. MnDOT compensates municipalities for use of local city roads during construction.

Moved by:	Lunde	Seconded by:	Miller
Roll Call Vote:	Deiss, Harrison, Lunde, Miller, Nelson		

Resolution 2025-21: Motion to execute CRRSA MnDOT Airport grant agreement for federal expense reimbursement.

The city does not have a fully executed signed grant agreement in place. The funds relate to the Coronavirus assistance and expire June 30, 2025. The agreement needs to be in place before the city can submit any eligible reimbursable expenses.

Moved by:	Harrison	Seconded by:	Nelson
Roll Call Vote:	Deiss, Harrison, Lunde, Miller, Nelson		

Resolution 2025-22: Motion to approve sending support to the State of MN legislation for retention of City Zoning Authority.

A bill is moving through the state legislature that would remove local zoning rights, replacing them with a statewide approach. The League of Minnesota Cities and other coalitions oppose this bill and encouraged cities to as well.

Councilmember Lunde reiterated the importance of cities to stands up for community's rights for local decisions. Along with informing residents about issues as it impacts everyone.

Moved by:	Lunde	Seconded by:	Nelson
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-18: Motion to approve an electric On-Call Outage Maintenance Service Agreement with City of Henning Electric utility.

This agreement is between the City of Wadena and City of Henning electric utilities. Missouri River Energy (MRES) has provided the maintenance and outage response for Henning to date. However, response times are approximately 3-4 hours to arrive, not making it ideal for the community during outages.

Henning approached Wadena to consider an agreement to assist with faster response time. Electric Director Dave Evans reviewed the agreement and provided Henning with a proposed fee schedule. The agreement covers on-call outage responses only, no maintenance. Includes ensuring Wadena is compensated beyond normal rates and includes administrative costs. Wadena employees will be on standby for Henning, with a minimum six-hour per week fee for two employees fully reimbursed within the agreement.

The agreement also states that Wadena's utility and services will take priority in emergencies. Henning has accepted the proposal. The agreement will go to both city councils for formal approval and signatures, starting with Wadena.

Moved by:	Nelson	Seconded by:	Lunde
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-19: Motion to approve Bolton & Menk, Hwy 10 construction engineering services proposal for \$243,200.

City accepted and signed the bid from Landwehr to relocate utilities on 9th Street as part of the Highway 10 project. The next step is construction and engineering services. Bolton & Menk requests formal approval to continue overseeing the next phase, hiring a consultant for expected contamination and a contractor for material and compaction testing.

The estimated construction period is nine weeks. Proposal costs are based on projected staff hours and current rates, however, the final bill will reflect actual expenses and could come in under proposed. Delays or complications may increase costs, with any extra expenses potentially covered through liquidated damages in the contractor's agreement.

Moved by:	Miller	Seconded by:	Lunde
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-20: Motion approving an updated Residential Anti-Displacement and Relocation Assistance Plan.

The update is part of the closeout process for the Small Cities Development Grant. DEED discarded the city's existing outdated policy as it did not reflect recent changes to the Anti-Displacement Act. The policy language is updated accordingly to meet current requirements.

Moved by:	Nelson	Seconded by:	Miller
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-21: Motion to approve an updated Business Subsidy Policy as presented.

The update removes outdated references to the expired Jobz program. It was also noted the billboard in the industrial park still references Jobz. Updating the sign will be a future task for the development authority.

Moved by:	Lunde	Seconded by:	Harrison
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-22: Motion to approve the 2025 Street Overlay project with Howard's Driveway with a combined cost of all alternates at \$126,070.40, contingent on exploration of milling reduction for potential savings.

The city received five quotes and selected Howard's Driveway as the lowest bidder. Planned 2025 projects include the loop on the south side of the depot with plans to complete before June Jubilee, 4th Street SW from Colfax to Franklin Drive to complete before school starts, a section of North Sunnybrook park, and the zoo area from the buildings to the county road. The costs are \$88,000 for street overlays paid with the street capital outlay \$100,000 budget and \$37,825 for park overlays paid with the \$54,000 parks capital outlay budget. The council discussed potential cost savings from reducing milling in certain areas and agreed to approve the bid with the condition to explore milling reductions for potential savings.

Moved by:	Nelson	Seconded by:	Miller
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

Action 25-23: Motion approving the Library HVAC engineering and design proposal from Widseth for \$13,000 and reimbursable from Kitchagami Regional Library.

The Library basement HVAC system is causing issues with lower level humidity on books and materials along with overall ventilation performance issues throughout the building. Request for proposals went to Widseth and the original contractor for the building BKV. BKV declined to provide a proposal. Funding will be made with a dedicated account held at Kitchigami Regional Library containing approximately \$77,000 allocated specifically for building-related expenses. The dedicated money has been accumulated over time from overpayments by cities for library services. There will be no direct cost to the city.

Moved by:	Lunde	Seconded by:	Miller
Vote in Favor:	Deiss, Harrison, Lunde, Miller, Nelson		

MEETING OPEN TO THE PUBLIC AT 5:31PM

Reporter Nicole Stracek is aware the zoo's buffalo may be pregnant again. Last year, a baby buffalo naming contest was organized by Nicole, Public Works Director Dan Kovar, and Chamber Director Dana Cattleberry successfully raising funds of which were donated to the zoo. They are planning to hold a similar contest this year and have already received support from Dan to proceed. No date has been set yet as confirmation of the baby buffalo's arrival is still pending, however, she wanted to inform the council and see if there was any opposition. No opposition from the council was received, Nicole will continue with the contest again this year.

DEPARTMENT REPORTS

Public Works Department – Dan Kovar

- The original warranty on the motor grader covering powertrain, engine, and hydraulics is set to expire this month. McCoy's Equipment has offered extension options. The full seven-year warranty costs about \$15,000, but options for shorter terms and different coverages are also available at lower prices. Extended warranties are generally not favored; however, repairs can be costly too. The motor grader has low usage, with only 990 hours after four years, below the max limit and not showing any signs of issues. The council suggested to send the

entire extension proposal to allow for review and individually, they can provide recommendations to Dan to make a final decision.

Utilities Department - Superintendent David Evans

- Utilities Superintendent Dave Evans has reserved rooms for the Missouri River Energy annual meeting in Sioux Falls, May 7th and 8th. He asked any council members if they would like to go. Dave is not sure he'll be able to attend.

Authority and Planning & Zoning – Dean Uselman

- Following tonight's meeting, he will be attending a zoning meeting with Compton Township regarding a proposed development near the airport. The proposal involves rezoning land—previously platted for residential just outside the airport fence—to commercial use for a cannabis growing operation. They asked Dean to attend since the city owns the land.

Police Department – Naomi Plautz Nothing to report.

Fire Department – Cody Yglesias Not Present.

Wadena Liquor Store – Tim Booth Nothing to report.

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

Whitetail Run Golf Course – Kevin Ross Not Present.

City Administrator – Kim Schroeder Nothing to report.

COUNCIL REPORTS

Duke Harrison: Appreciates the opportunity and is looking forward to serving on the council.

Mark Lunde: Nothing to add.

Mac Nelson: Nothing to add.

Wade Miller: Nothing to add.

Mayor George Deiss:

- Wadena was recently recognized as one of the top 10 cities to live in 2025 by World Atlas.
- The golf course was named the number one public course for the year by Golf Pass.
- Last year, Business Week also named Wadena the best-managed city under 10,000 population. Mayor Deiss received a congratulatory note from previous Administrator Jeanette Bauer and credited the collective efforts of the team, emphasizing that the city's success is thanks to everyone's contributions.
- Mayor Deiss also notes that the city is exploring a local sales tax to fund a new fire hall and fire purchases, following Fargo-Moorhead's example. This year will be used to prepare for a potential ballot during an election year. Administrator Schroeder will reach out to legislators. Fire truck costs have risen sharply, highlighting the need for proactive planning.

Action Motion: Motion to adjourn at 5:45pm.

Moved by:	Lunde	Seconded by:	Harrison
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Vote in favor:	Deiss, Harrison, Lunde, Miller, Nelson
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George Deiss, Mayor

Attest: _____
Kim Schroeder, City Administrator