



**Regular City Council Minutes
Tuesday, May 14, 2024**

Pledge of Allegiance

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 Jessie Gibbs, Mark Lunde, Wade Miller, and Dan Sartell.

Consent Calendar:

- A. Claims Register Summary
- B. Monthly Financial Reports
- C. City Council Meeting Minutes:
 - a. April 9, 2024, Regular Meeting
 - b. April 22, 2024, Special Meeting
- D. Action 24-29: May Motorcycle Awareness Proclamation

Action Motion: Approved the consent calendar items.

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

Public Hearing:

Petition to Vacate Streets in Folkestad's East Addition

Nobody public present for the hearing.

WDA Director Dean Uselman received a petition from Roach Development to vacate all of 9th St SE, 155 ft of King Ave SE, and all of Irving Ave SE. The land will be used for a housing development owned by Roach Development. Roach's will create their own streets, private drives and utility easements. This is the same as other Roach developments within the City of Wadena.

Action: Closed the public hearing at 5:07 pm.

New Business:

Resolution 2024-18: Declaring Astera Highway 71 Underground Tunnel Project Agreement of Assessment and Waiver of Irregularity and Appeal.

City Administrator Schroeder received a signed waiver of irregularity and appeal document from Astera CEO Joel Beiswenger.

At a previous meeting Schroeder indicated a public hearing would be needed, however, since they signed the waiver, all that is required is a resolution on record.

Action Motion: Approve resolution for the Agreement of Assessment and Waiver of Irregularity and Appeal for the Astera Highway 71 Underground Tunnel Project.

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

Resolution 2024-19: Petition to Vacate Parts of Streets and Utility Easements in Folkestad's East Addition to the City of Wadena.

WDA Director Dean Uselman reports Roach Development is also requesting vacation of utility easements. Utilities Superintendent Dave Evans confirmed it should not be an issue. The city will acquire necessary utility easements in the future based on the location of the buildings once completed.

Action Motion: Approve the petition to vacate parts of streets and utility easements in Folkestad's East addition.

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

Resolution 24-20: Municipal Concurring Resolution of Revocation and Renumbering of Segments of County State Aid Highway No 50.

Wadena County Highway Engineer Darin Fellbaum presented and explained the revocation and renumbering of CSAH 50 in Wadena is a follow up formality from city and county actions in 2015. As part of the process, the Wadena County Board has passed it, and now seeking formalized approval from the city council.

Public Works Director Dan Kovar agrees this matches prior year agreements and agrees with what's been presented.

Action Motion: Approve Resolution 24-20: Concurring of Revocation and Renumbering of Segments of CSAH 50.

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

Resolution 24-21: Municipal Concurring Resolution of County Road 103 Alterations.

Wadena County Highway Engineer Darin Fellbaum presented and explained that CR103 Alterations is a formality follow up from city and county actions in 2015 transferring a segment of 1st St SE back to the city per the cooperative agreement. As part of the process, the Wadena County Board has passed it, and now seeking formalized approval from the city council.

Public Works Director Dan Kovar agrees this matches prior year agreements and agrees with what's been presented.

Action Motion: Approve Resolution 24-21: Concurring County Road 103 Alterations.

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

Resolution 24-22: Authorizing Participation in the Community Concern for Youth Program with Todd-Wadena Community Corrections

Chief Naomi Plautz reports this is annual money budgeted to the program that mentors closely with the youth, instead of going to court and receiving a criminal record. That it is a great program that's been in place since she started with the city. She is grateful for the monies to support it every year.

Action Motion: Authorize the Participation in the Community Concern for Youth Program with Todd-Wadena Community Corrections.

Moved by:	Sartell	Seconded by:	Gibbs
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-30: City of Wadena Criminal Prosecution

Chief Naomi Plautz received two requests for proposals from prosecuting attorneys interested in providing prosecution services.

- Jaclyn Ziemke Law Office - \$4,000 monthly fee or \$110 per hour billed in ¼ hour increments.
- Wadena County Attorney Kyra Ladd - \$1,500 monthly.

Plautz recommends a contract with County Attorney Ladd. Noting it's a flat fee, similar to the IT contract already in place with the County, and that the city will benefit from this type of rate structure. If the council approves Ladd, Ladd will have to receive approval from the Wadena County Board as well.

The effective date was discussed and determined to update the current resolution for future services.

Action Motion: Approve contracted prosecution services with Wadena County Attorney's Office at \$1,500 monthly, \$18,000 annually pending Wadena County approval.

Moved by:	Sartell	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-31: June Jubilee, Street Closures Request

Chief Naomi Plautz states after conversations with the June Jubilee Committee, the group thinks it would be a good idea to add to the street closer at Aldrich Ave SW at Jefferson St to 1st Street by Super One Foods beginning Friday 12am to Sunday 12am. The car show will be on the SE side of 1st street towards 2nd street, with no parking so that traffic can flow freely.

Action Motion: Approve temporary closure of Aldrich Ave SW from Jefferson St to 2nd Street SW beginning Thursday, June 6 at midnight through Saturday, June 9 at midnight, and Aldrich Ave SE from 1st St to 2nd St SE.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-32: 1st Street NW Walking Path

Public Works Director Dan Kovar has had several requests from people regarding pedestrian traffic on 1st Street NW.

Quotes were received with the following options:

Option 1: Add a crosswalk on Hemlock Ave NW along 2nd St NW crossing to the North parking lane of Hemlock, then using the north parking lane on Hemlock Ave NW to get to 1st St NW. At 1st St NW add a 10-foot paved shoulder to 1st St on the West side from Hemlock Ave NW to Juniper Ave NW. Add a crosswalk to Juniper Ave NW to connect to the Walmart parking lot. Along with painting the crosswalks we will paint a solid white line along the whole pathway and stencil it with pedestrian symbols. Concrete work would be needed at the entrance to the Meadows Apartments and at the curblin on Juniper Ave NW to make these areas ADA compliant. Winter maintenance would be covered through our regular plowing along these streets without requiring additional sweeping time.

This option is estimated at \$27,000.00 for the total project: \$15,000.00 for asphalt; \$8,000.00 for striping; \$4,000.00 for concrete.

Option two: build a 6-foot-wide concrete sidewalk with a 4-foot grass separation area. Costs roughly \$50,000.00 to \$60,000.00. This would be eligible to be assessed to the adjoining property owners and would need to be put into the 2025 budget for 2025 construction.

Option three: do nothing and leave as is.

Dan states in order for option 1 to be completed this year, money would need to be used from the overlay budget. Bidding for overlay has not occurred yet as he wanted to see what the council decides. Councilmember Jessie Gibbs asks if a concrete sidewalk is the safest option, Dan agreed that having a sidewalk as opposed to a paved shoulder is safer for the pedestrians. Gibbs states he prefers option 2, so finances could be planned for, and ultimately the safest option. Councilmembers Sartell and Lunde opted to wait until Dan completes street overlay needs and what remains in the budget before making a decision.

Action Motion: Tabled until Kovar reports back.

Moved by:	Gibbs	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-33: Public Works Department Pickup Purchase

Public Works Director Dan Kovar explained that in the 2024 capital, he planned to replace a 2007 pickup. After searching from state contract vendors, he recommends going through Midway Ford. They have a 2023 F150 on the lot already. The cost is \$36,934.76. Dan mentions lead times are ever increasing, they can avoid that by getting the vehicle now, as it is already on the lot with specifications Dan wanted.

Action Motion: Approve a purchase of a Ford F150 from Midway Ford up to \$40,000.00.

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-34: Eagle Scout Project, Cooper Damlo

Public Works Director Dan Kovar explained that Cooper Damlo came to the last Park Board meeting to propose this project, he would like to plot out and mark a 5-mile hiking trail, transplant some evergreen trees for drift protection, and widen bridge #2 in Black's Grove Park. The bridge repair has been looked at and approved by both the county engineer and Dan. Dan is requesting to use \$500 from the Parks equipment repair budget to help pay for the bridge repair. The remainder of the cost will be fundraised.

Action Motion: Authorize Cooper Damlo's Eagle Scout Project and \$500 city donation to the bridge repair in Black's Grove Park.

Moved by:	Sartell	Seconded by:	Gibbs
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-35: Wadena Airport, FAA Entitlement Transfer of Funds to Austin Airport

City Administrator Schroeder states that there aren't any pending projects that this money would be needed for in the next year. This is money that is loaned but will come back by the time it is needed for upcoming airport projects.

Action Motion: Approve FAA Entitlement Transfer of Funds to Austin Airport

Moved by:	Lunde	Seconded by:	Miller
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Action 24-36: MIF Loan FabLight, LLC

WDA Director Dean Uselman explains that Kern Electronics has been looking to create a new company brand that operates in addition to Kern Electronics. Working on cost estimates, then notified of an opportunity to purchase the assets of FabLight, LLC. After looking at assets and evaluating the situation they decided to pursue a bid on FabLight, LLC. and successful in that bid.

A MIF Loan was drafted for \$300,000 at 3% interest on a 5-year term, with 6-months deferred interest. Because they are a new company there are some hoops they need to jump through, but the board recommends approval. Dean has been working with Jeff Pederson and Kern Electronics to put together the documents. Mayor Deiss states that MIF dollars need to be used and this is a good opportunity. The last MIF Loan approved was 2017. Councilmember Miller confirmed that this approval is pending the approval of assets from FabLight, LLC.

Action Motion: Approve MIF Loan to Kern Electronics for \$300,000, 3% interest, with 6-months deferred interest, pending the verification of assets.

Moved by:	Miller	Seconded by:	Lunde
Vote in favor:	Deiss, Gibbs, Lunde, Miller, Sartell		

Meeting Open to the Public at 5:40pm:

Wadena Pioneer Journalist Nicole Stracek informed the council she's running a story regarding the Sunnybrook Park Buffalos and the newborn baby buffalo. She's been in contact with Public Works Director Dan Kovar, the Chamber of Commerce, and parks department staff to get to know more about the buffaloes. In an effort to get the community involved she's entertaining a public naming contest with the winner being announced during June Jubilee on June 8th. The winner will receive \$100 in Chamber Bucks and a stuffed baby buffalo. There's no cost to the city, just wanted to let the council know.

Department Reports:

Public Works Department – Dan Kovar

- Tapley's Playset is almost completed, it should be open to the public by Thursday.

Utilities Department - Superintendent David Evans

- Completed one water main leak repair and three service leak repairs.
- 8 LED lanterns were installed in BN park.
- A new transformer and outlet was set up in the park to accommodate additional food trucks for June Jubilee.
- The Astera cancer center is starting work for a temporary road next week for their job trailers and extension of the parking lot. Three phase equipment will need to be moved and temporary service set up for their trailers.

Wadena Development Authority and Planning & Zoning – Dean Uselman

- WDA Board discussed some changes to the covenants at Pinewood Estates to allow for larger accessory buildings. The board did make a change to increase the allowed size of accessory buildings to 28' x 28'.
- The WDA Board has discussed promoting a limited time discount on Pinewood Estates lots. Dean explains selling the lots when the market is good is important as it recoups money from the sale and the lots are added to the tax rolls. It was noted that they would not offer a better deal than was initially offered when Pinewood Estates opened.

Police Department – Naomi Plautz

- Nothing to report

Fire Department – Cody Yglesias

- Not Present

Wadena Liquor Store – Tim Booth

- Notes that net sales are up \$8,600, year to date they have had 39,310 customers, 71,107 items have left the building.

Maslowski Wellness and Research Center – Lisa Anderson

- Nothing to Report

Whitetail Run Golf Course – Kevin Ross

- Not present.

City Administrator – Kim Schroeder

- Underground municipal utility easements for Hwy 10 project were met with some resistance from one of the private property owners, but staff were ultimately able to achieve verbal agreements with all property owners to place underground utilities on private property instead of MnDOT right of way. It's suggested to compensate property owners \$.55 per square foot of affected easement areas.
- The southern portion of 9th street is also proposed to be acquired by right-of-way use easements suggested to compensate property owners at \$2.65 per square foot. The two property owners, Westside Sports and Merickel Lumber, have been updated about this. The city is able to use a right-of-way use agreement instead of other means since it's been used for a period longer than seven (7) years.
- Updated that the Greenwood special assessment appellants were inadvertently assessed again this year. Schroeder is working with attorney Pederson and the county. At this time, the city will issue payment back to the appellants for 2023 and 2024 with the assessments to begin January 2025.

Council Reports:

Dan Sartell: Asked if there was an update on Fire Calls, Mayor Deiss said a work session will be set to discuss billable calls. Sartell then asked if Jeff Pederson is still the city's attorney for civil matters, Administrator Schroeder responded that Jeff is still working with the City.

Wade Miller: Nothing to report

Mark Lunde: Nothing to report.

Jessie Gibbs: Nothing to report.

Mayor's Report:

George Deiss:

- Got a lot of good feedback on the senior banners in BN Park, Mayor Deiss plans to make small adjustments for next year in regard to heavier duty poles.
- Notes that Business View Magazine will be releasing a feature on the City of Wadena and looks good.

Closed meeting at 6:05 pm pursuant to Minnesota Statute 13D.05 Subd. 3(d): Attorney-Client Privilege for Negotiations

Adjournment

Action Motion: Unanimously adjourned at 6:31 p.m.

Moved by: Gibbs

Seconded by: Lunde

Vote : Deiss, Lunde, Miller, Sartell



Kim Schroeder, City Administrator



George Deiss, Mayor