

**City of Wadena
Regular City Council Minutes
Tuesday, February 12, 2019**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, February 12, 2019. 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 Wade Miller Jessie Gibbs Bruce Uselman Mark Lunde

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly General Fund Report and Payroll Pay Code Report
3. Action Memorandum 19-09: Authorize the Application and Permit for a 1 Day to 4 Day Temporary On-sale Liquor License for Church of Saint Ann of Wadena

B. Approval of Minutes

1. City Council Meeting Minutes
 - a. January 8, 2019, Regular Meeting

Main motion: Approve the Consent Calendar and Minutes

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

4. Unfinished Business

5. New Business

Item A – Resolution No. 2019-08: Entering into MnDOT Agreement No. 1032848 with the State of Minnesota, Department of Transportation

City Administrator Janette Bower:

- Summarized concerns regarding the following sections in the agreement;
 - 2.2.B.ii
 - 2.2.B.iii
 - 2.3
 - 3.1
 - 3.3
 - 4.4
 - 4.5
- Stated she spoke with George Eilertson about the bonds; and

- Stated the City's portion of the project will be submitted for PFA Funding but with no guarantee of funding.

Bolton & Menk Project Engineer Phil Martin:

- Stated he felt the agreement was more in favor for MnDOT, rather than in balance with the city;
- Described the project as not being standard; and
- Expanded on the overall project.

Main motion: Approve Resolution No. 2019-08

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

Item B – Resolution No. 2019-09: Supporting the Application to Access 2018 State Capital Budget (Bond) Funds for the SP 8001-40 Highway 10 Reconstruction Project

City Administrator Janette Bower:

- Stated the County met this morning and identified the preferred solution for storm water drainage at the fairgrounds; and
- Expanded on the requirements for the city's bond.

Main motion: Approve Resolution No. 2019-09

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

Item C – Resolution No. 2019-10: Designating Wadena County as the Fiscal Agent and Project Sponsor for the City of Wadena State Transportation Bond Funds

City Administrator Janette Bower expanded on the City not being a state-aid municipality and the transportation funds appropriated to the City of Wadena require the funds to be passed through a state-aid municipality. Wadena County is state-aid municipality and will serve as the pass-through agency for the funds.

Main motion: Approve Resolution No. 2019-10

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

ITEM D – Resolution No. 2019-11: Entering into MnDOT Detour Agreement No. 1033134 with the State of Minnesota, Department of Transportation

City Administrator Janette Bower expanded on the County approving MnDOT's Detour Agreement

related to the Highway 10 Project. MnDOT will use Juniper Street as a detour route during the Highway 10 Construction.

Main motion: Approve Resolution No. 2019-11

Moved by:	Miller
Lunde	Lunde
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Gibbs, Lunde
Opposed:	None

Item E – Resolution No. 2019-12: Approving County Project, CSAH No. 20, within the Wadena City Limits

City Administrator Janette Bower stated County Engineer Ryan Odden requested the resolution be approved to allow the work to be conducted on the county road in the City limits.

Main motion: Approve Resolution No. 2019-12

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

Item F – Resolution No. 2019-13: Amending the Investment Policy

Main motion: Approve Resolution No. 2019-13

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

Item G – Action Memorandum 19-06: Approve the Engineering Proposal and Submission of a Grant to Replace the Leaf River Trail Bridge

Public Works Superintendent Dan Kovar stated he requested a proposal from Bolton & Menk for engineering services to assist with preparation and submission of the grant. The amount to prepare the application, update cost estimates, and obtain letters of support will be on an hourly basis, not to exceed \$625.

Main motion: Approve Action Memorandum 19-06

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

Item H – Action Memorandum 19-07: Authorize the Wastewater Treatment Plant SCADA Computer Upgrade as Proposed by In Control, Inc.

Public Works Director Dan Kovar:

- Stated the WWTP SCADA Computer and Software will expire end of 2019. Getting multiple quotes from other vendors was not an option without rewriting the whole SCADA system; and
- Explained \$30,000 was included in the 2019 Sewer Fund Budget to cover the upgrade costs. The original quote from September 18, 2018 was for \$31,779 and included updating the plants PLC controllers, which In Control felt can be pushed down the road possibly up to 10 years by using a version of Microsoft Office. The revised quote for upgrade was \$15,643 and included the cost of a new version of the alarm software and added the programming to connect to the new effluent sampler.

Main motion: Approve Action Memorandum 19-07

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

Item I – Action Memorandum 19-08: Accept Jeff Hoemberg’s Letter of Retirement from the Wadena Fire Department and Relief Association

Fire Chief Dean Uselman:

- Announced, with regret and gratitude, Jeff Hoemberg’s resignation effective April 3, 2019, after 21 years of service to the department; and
- Stated he would not find a replacement at this time.

Main motion: Approve Action Memorandum 19-08

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

Item J – Action Memorandum 19-10: Authorize the Hire of Zachary Haman as the Wadena Fire Department Secretary

Fire Chief Dean Uselman recommended that Zachary Haman be the replacement for Secretary Brad Ellingworth who resigned in January of 2019.

Main motion: Approve Action Memorandum 19-10

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

Item K – Resolution No. 2019-14: Confirming the Mayor’s Appointment of Tricia Taggart to the Wadena Library Board

Main motion: Approve Resolution No. 2019-14

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

6. Meeting Open to the Public

Amanda Schmidt, Owner of Now & Forever Wedding Gallery, stated she would like an amendment to Fix-Up Loan Fund for emergency situations, such as weather.

Mayor Deiss expanded on the current Fix-up Loan's language requiring an application prior to beginning a project.

7. Department Reports

Item A - Public Works Department

1. February 4, 2019, Park Board Minutes

Superintendent Dan Kovar:

- Stated his crew had used \$4,800 worth of fuel in January for snow removal; and
- Announced the Ski Club recently held a meeting and stated they have funding available to build a warming house in Black's Grove and to provide heating expenses and will most likely be on an upcoming City Council meeting agenda. The mountain biker riders and local runners have agreed to help with the funding.

Item B - Utilities Department

Superintendent Dave Evans:

- Spoke of the possibility of an upcoming public service announcement to help with clearing around the fire hydrants; and
- Stated people were burying electrical equipment in the snow and will ask the public to not do so.

Item C - Wadena Development Authority, Planning and Zoning, and Fire Department

Director Dean Uselman:

- Expanded on progress with the BR&E Project;
- Announced the County Board Meeting on March 18, 2019;
- Stated that Drastic Measures Brewing, LLC plans to start brewing their first batch on February 14, 2019;
- Expanded on the 2018 Recap for Planning & Zoning; and
- Stated the Fire Department had been busy with accidents/jaws calls due to bad roads and icy conditions as a result of the snow fall.

Item D - Police Department

1. December Activity Report

Police Chief Naomi Plautz was absent.

Item E - Wadena Liquor Store

Manager Tim Booth was absent.

Item F - Maslowski Wellness and Research Center

Manager Eric Robb:

- Thanked the Public Works Department for all the snow removal; and
- Spoke of HVAC and boiler issues which caused the pool to be shut down.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower:

- Announced the Whitetail Run Golf Course is about 5 weeks away from opening;
- Stated the golf course will begin advertising for their membership special;
- Expanded on the BDPI Grant;
- Stated the Liquor Store interviews would be held this Friday; and
- Stated the Wadena Ready Mix Project would be on an upcoming agenda.

Item I – Council Reports

Wade Miller thanked the Public Works Department for all the snow removal.

Jessie Gibbs stated a friend wanted him to publicly express his gratitude to the office staff at the City Administrative Center for their professionalism.

Item J - Mayor's Report

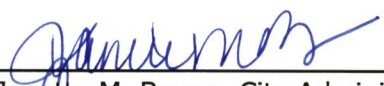
Mayor George Deiss:

- Stated he attended a meeting regarding the upcoming consensus;
- Announced the Wadena Fire Department will play a game of basketball in full gear against Sebeka Fire Department this Friday; and
- Announced March 9, 2019, the Library will host a self-guided tour and beer & wine tasting event with a silent auction and hors d'oeuvres from 6:00 – 9:00 p.m.

8. Adjournment

Main motion: Adjourn at 6:05 p.m.

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


Janette M. Bower, City Administrator


George Deiss, Mayor