City of Wadena
Regular City Council Minutes
Tuesday, November 12, 2019

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, November 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, and Mark Lunde

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. First Reading – Ordinance No. 226, 3rd Series: Annexing Land Located in Compton Township, Otter Tail County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subdivision 2(3), Permitting Annexation by Ordinance (Second reading and public hearing on December 10, 2019)
4. First Reading – Ordinance No. 227, 3rd Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 11000010003000 from its Current Residential Zoning Designation to C-1 Commercial (Second reading and public hearing on December 10, 2019)
5. First Reading – Ordinance No. 228, 3rd Series: Adopting the 2020 City of Wadena Fee Schedule (Second reading on December 10, 2019)
6. Resolution No. 2019-38: Designating the Annual City Elections Polling Place
7. Action Memorandum 19-97: Approve Renewing Long Prairie Sanitation Inc.'s Commercial Refuse License
8. Action Memorandum 19-98: Approve Renewing Miner's Incorporated's 3.2 Beer License
9. Action Memorandum 19-99: Approve Renewing Holiday Station Stores, LLC's 3.2 Beer License and License to Sell Tobacco Products
10. Action Memorandum 19-100: Approve Renewing Jamie Erckenbrack's Massage Therapy Business License
11. Action Memorandum 19-101: Approve Renewing John Car Care Center, Inc.'s License to Sell Tobacco Products
12. Action Memorandum 19-102: Approve Renewing Walmart Inc.'s 3.2 Beer License and License to Sell Tobacco Products
13. Action Memorandum 19-103: Approve Renewing Casey's General Store #1782's License to Sell Tobacco Products
14. Action Memorandum 19-104: Approve Renewing G & T Sanitation's Commercial Refuse Collection License
15. Action Memorandum 19-105: Approving Renewing Nikki Dykhoff's Massage Therapy Business License

16. Action Memorandum 19-106: Approve Renewing Drastic Measures' Brewers/Tap House/Sunday License
17. Action Memorandum 19-107: Approve Renewing Wadena Hide & Fur Co. Inc.'s Salvage Yard Dealer and Recycling License
18. Action Memorandum 19-108: Approve Renewing Missy Ament's Massage Business License
19. Action Memorandum 19-109: Approve Renewing Wadena County Humane Society's Kennel License
20. Action Memorandum 19-110: Approve Renewing Samantha Olson's Massage Business License
21. Action Memorandum 19-111: Approve Renewing Savanna Schoon's Massage Business License
22. Action Memorandum 19-112: Approve Renewing AAA Roll Off Service, LLC's Commercial Refuse Collection License
23. Action Memorandum 19-113: Approve Issuing a Massage Therapy Business License to Ashley Christiansen
24. Action Memorandum 119-114: Approve Issuing a Massage Therapy Business License to Calah Topp

B. Approval of Minutes

1. City Council Meeting Minutes:
   a. October 1, 2019, Special Meeting
   b. October 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

No unfinished Business

5. Public Hearing

A. Resolution No. 2019-39: Approving the Issuance of Revenue Obligations by the City of Bertha, Minnesota, to Finance a Project by Tri-County Hospital, d/b/a Tri-County Health Care

Mayor George Deiss opened the Public Hearing at 5:01 pm.

Tom Mayfield, Principal at National Healthcare Capitol, gave an overview of City of Bertha's financing for Tri-County Heath Care.

Main motion: Adopt Resolution No. 2019-39

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

Main motion: Close Public Hearing at 5:05 pm

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

6. New Business

Item A – Resolution No. 2019-40: Providing for the Issuance and Sale of a $841,000 General Obligation Equipment Certificate of Indebtedness, Series 2019B and Levying a Tax for the Payment Thereof

George Eilertson, Senior Vice President with Northland Securities, spoke of the terms of issuance and sale of a $841,000 General Obligation Equipment Certificate of Indebtedness to pay for the new fire truck and public works equipment.

Main motion: Adopt Resolution 2019-40

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

Item B – Resolution No. 2019-41: Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment in Connection with Wadena County CSAH 4 Reconstruction Utility Improvement Project

City Administrator Janette Bower spoke of the process to adopt the assessment for Wadena County CSAH 4 Reconstruction Utility Improvement Project.

Main motion: Adopt Resolution No. 2019-41

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

Item C – Resolution No. 2019-42: Directing the City Administrator to Prepare an Assessment and Determination of Costs for Improvement No. 59A Miscellaneous Assessments

City Administrator Janette Bower spoke of the process for miscellaneous assessments for unpaid accounts receivable mowing bills and fire call bills.

Main motion: Adopt Resolution No. 2019-42

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

Item D – Action Memorandum 19-96: Approve Partial Pay Request #1 in the amount of $323,659.76 and Partial Pay Request #2 in the amount of $690,183.69 to J & J Excavating, Inc. for the Wadena Business Park Project

City Administrator Janette Bower:

- Stated the Businesses Park Project had wrapped up for the winter; and
- Stated there will be a final pay request in the spring.

Anthony Maule with Bolton & Menk, stated the project is about 85-90% complete and in the Spring, they will put down final seeding in disturbed areas and paving.

Main motion: Approve Action Memorandum 19-96

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

Item E – Action Memorandum 19-115: Approve Payment in the amount of $442,548.95 to Wadena County for the CSAH 4 Reconstruction Utility Improvement Project

City Administrator Janette Bower stated the final amount might be less due to Wadena County's amount being less. Final amount would not exceed $442,548.95.

Main motion: Approve Action Memorandum 19-115

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

7. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 5:15 pm.

8. Department Reports

Item A - Public Works Department

Superintendent Dan Kovar:

- Stated his crew installed the Yellow Ribbon signs;
- Stated a state certified plumber was needed to finish the Splash Pad, which will be done in the spring after the ground thaws.

- Stated the Park Board wanted to keep the Bandstand but would remove the steps for safety reasons.

Item B - Utilities Department

Superintendent Dave Evans stated his crew had started to put up Christmas decorations.

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

1. September 12, 2019, WDA Minutes
2. October 10, 2019, WDA Minutes
3. October 2, 2019, Fire Department Minutes

WDA Director Dean Uselman was absent.

Planning & Zoning Director Dean Uselman was absent.

Fire Chief Dean Uselman was absent.

Item D - Police Department

1. October Activity Report

Police Chief Naomi Plautz was absent.

Item E - Wadena Liquor Store

1. October Liquor Store Revenue

Manager Tim Booth was absent.

Item F - Maslowski Wellness and Research Center

1. October MWRC Revenue

Manager Eric Robb had nothing to report.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower:

- Spoke of Crossroads Group having some greenspace ideas at former Fastenal and Orton's Gas Station locations;
- Announced the possibility of a joint meeting with Tri-County Healthcare Board on December 3, 2019, to tie up any loose ends before the public hearing on the annexation ordinance; and
- Stated she had heard comments about how Wadena is booming;
- Stated other communities have contacted the wellness center to inquire about getting a wellness center in their community;
- Expanded on meeting with FAA to talk about upcoming CIP and stated she and Public Works Director Dan Kovar will meet with SEH next week.

Item I – Council Reports

Bruce Uselman was absent.

Wade Miller had nothing to report.

Jessie Gibbs had nothing to report.

Mark Lunde spoke of parking options downtown.

Item J - Mayor's Report

Mayor George Deiss:
- Spoke of his attendance at the last Mayor's Meeting held in Vining; and
- Reminded everyone of the Christmas Party on December 6, 2019.

9. Adjournment

Main motion: Adjourn at 5:30 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