

**City of Wadena
Regular City Council Minutes
March 9, 2021**

1. Call to Order

2. Roll Call

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 is shown prior to the time the Council votes on the motion to adopt the 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. 235, 3rd Series: Amending Wadena Code of Ordinances Chapter 152.25 Districts, Maps, and Boundaries and Enacting Chapter 152.34 A - 1 Agricultural District (Second reading and council action is scheduled for April 13, 2021)
4. First Reading – Ordinance No. 236, 3rd Series: Amending Wadena Code of Ordinances Chapter 130.06: Animals and Fowl; Keeping, Transporting, Treatment and Housing (Second reading and council action is scheduled for April 13, 2021)
5. Action Memorandum 21-19: Authorize Hiring Whitetail Run Golf Course Employees

B. Approval of City Council Minutes

1. February 9, 2021, Regular Meeting

Main motion: Approval of Consent Calendar and Minutes

Moved by: Mark Lunde

Seconded by: Wade Miller

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Gibbs, Lunde, Miller, Uselman

Opposed: None

4. Unfinished Business

6. New Business

A. Wadena Library Project Update (note: Library Board Members may be in attendance during this portion of the meeting)

City Administrator Janette Bower:

- Expanded on the need for a construction manager;
- Expanded on the First National Bank building being unoccupied and interest from other parties wanting to purchase the existing building; and
- Expanded on previous approval for sales of the current building to go back into the project.

Library Manager Renee Frethem:

- Expanded on plans and costs of full renovation and partial renovation;
- Expanded on full renovation costs of \$3.6 Million and pre-Covid cost was \$2.4 Million;
- Expanded on pledges received and pledges expected; and
- Spoke of inquiries on appraisals on the current building.

BKV Group was not present to expand on the two options.

Council discussion:

- Spoke of possible local sales tax option;
- Bond would be for \$3.6 million minus the \$1.3; and
- Expanded on current building proceeds.

Luther Nervig:

- Expanded on pledges;
- Expanded on process of bidding, building, planning, etc; and
- Inquired on options for bonding.

Special meeting set for Wednesday, March 24, 2021, at 5:00

B. Resolution No. 2021-12: Approving a Gambling Site Permit for the Verndale Lions Club at Iron Corral

City Administrator Janette Bower expanded on Verndale Lion's Club gambling permit at Iron Corral.

Main motion: Resolution No. 2021-12: Approving a Gambling Site Permit for the Verndale Lions Club at Iron Corral

Moved by: Mark Lunde

Seconded by: Bruce Uselman

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Uselman, Miller, Lunde, Gibbs

Opposed: None

C. Resolution No. 2021-13: Approving a Gambling Site Permit for the Wadena Hockey Club at Little Round Still

City Administrator Janette Bower expanded on the Wadena Hockey Club's gambling permit at Little Round Still.

Main motion: Resolution No. 2021-13: Approving a Gambling Site Permit for the Wadena Hockey Club at Little Round Still

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

D. Resolution No. 2021-14: Approving the Issuance of a Health Care Facilities Revenue Note, Series 2021 (Tri-County Health Care Project)

City Administrator Janette Bower expanded on the final approval on the financing and that approval of this resolution did not obligate the City financially. The transaction was a conduit transaction with Tri-County Health Care assuming all financial liability.

Main motion: Resolution No. 2021-14: Approving the Issuance of a Health Care Facilities Revenue Note, Series 2021 (Tri-County Health Care Project)

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

E. Resolution No. 2021-15: Revoking Portions of County State Aid Highway 4 in the City of Wadena - Municipal Concurring Resolution

Project Engineer Phil Martin expanded on revoking portions of CSAH 4.

Main motion: Resolution No. 2021-15: Revoking Portions of County State Aid Highway 4 in the City of Wadena - Municipal Concurring Resolution

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

F. Resolution No. 2021-16: Establishing County State Aid Highway 4 in the City of Wadena - Municipal Concurring Resolution

Project Engineer Phil Martin expanded on establishing County State Aid Highway 4.

Main motion: Resolution No. 2021-16: Establishing County State Aid Highway 4 in the City of Wadena - Municipal Concurring Resolution

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

G. Action Memorandum 21-20: Authorize the Purchase of a Rough-Cut Mower from Midcentral Equipment

City Administrator Janette Bower:

- Expanded on quotes received; and
- Stated Dan Kovar recommended purchasing Model 4150 Rhino Ag 15-foot flex-wing from Midcentral Equipment.

Main motion: Action Memorandum 21-20: Authorize the Purchase of a Rough-Cut Mower from Midcentral Equipment

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

H. Action Memorandum 21-21: Authorize Hiring Benjamin Mertens to fill the Public Works Maintenance Worker Position

City Administrator Janette Bower:

- Expanded on the applicants and hiring process; and
- Recommended hiring Benjamin Mertens

Main motion: Action Memorandum 21-21: Authorize Hiring Benjamin Mertens to fill the Public Works Maintenance Worker Position

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

I. Action Memorandum 21-22: Authorize Entering into a Contract with West Central Telephone Association for IT Services

Postponed

J. Action Memorandum 21-23: Recognize and Waive the Conflicts of Interest Regarding the Small City Development Program Grant Funding Concerning Two Wadena Development Authority Board Members and One City Employee

WDA Director Dean Uselman:

- Expanded on potential conflicts of interest regarding WDA Board Member Kyle Davis, WDA Board Member Terry Link, and Fire Chief Cody Yglesias; and
- Stated Attorney Jeff Pederson's recommendation to waive conflict of interest for all three members as allowed by state statute.

Main motion: Action Memorandum 21-23: Recognize and Waive the Conflicts of Interest Regarding the Small City Development Program Grant Funding Concerning Two Wadena Development Authority Board Members and One City Employee

Moved by: Mark Lunde

Seconded by: Bruce Uselman

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Uselman, Miller, Lunde, Gibbs

Opposed: None

K. Action Memorandum 21-24: Authorize Transferring \$300,000 of Wadena Municipal Airport FAA Entitlement Funds to Fillmore County Airport

City Administrator Janette Bower:

- Expanded on the entitlement fund accounts process; and
- Expanded on the payments over two years, \$150,000 in 2023 and \$150,000 in 2024. This would give the City of Wadena the necessary funding back to pursue the runway reconstruction project in federal fiscal year 2024.

Main motion: Action Memorandum 21-24: Authorize Transferring \$300,000 of Wadena Municipal Airport FAA Entitlement Funds to Fillmore County Airport

Moved by: Jessie Gibbs

Seconded by: Bruce Uselman

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Uselman, Miller, Lunde, Gibbs

Opposed: None

L. Action Memorandum 21-25: Authorize Entering into Professional Service Agreement with Bolton & Menk for the EPA - Risk Assessment and Emergency Response Plan Project

Utilities Superintendent David Evans:

- Expanded on professional service agreement with Bolton & Menk for the EPA Risk Assessment and Emergency Response Plans; and
- Recommends entering into agreement with Bolton & Menk.

Main motion: Action Memorandum 21-25: Authorize Entering into Professional Service Agreement with Bolton & Menk for the EPA - Risk Assessment and Emergency Response Plan Project

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

M. Action Memorandum 21-26: Approve Transfers from the Sewer, Water, General, and Wadena Development Authority Funds to the Capital Projects Fund for the Business Park Project

City Administrator Janette Bower stated the Business Park projects were closed out, these were the final transfers between the funds to close it out as required by the auditor.

Main motion: Action Memorandum 21-26: Approve Transfers from the Sewer, Water, General, and Wadena Development Authority Funds to the Capital Projects Fund for the Business Park Project

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

N. Action Memorandum 21-27: Approve a Transfer from Sinking Fund VIII, Refunding Bond 2004 - Fund 309 to the General Fund - Fund 101 and a Transfer from Capital Project Fund - Fund 401 to the Sewer Fund - Fund 601 and Water Fund - Fund 604

City Administrator Janette Bower:

- Expanded on 2004 Refunding Bond from 1996, 1997, & 1999 street project bonds;
- Expanded on \$414,051.12 transferred to the General Fund, \$4,396.65 transferred to the Sewer Fund - 601, \$4,396.65 to the Water Fund - 604; and
- Stated the transfer from the Capital Project Fund closes out the CSAH 4 Project.

Main motion: Action Memorandum 21-27: Approve a Transfer from Sinking Fund VIII, Refunding Bond 2004 - Fund 309 to the General Fund - Fund 101 and a Transfer from Capital Project Fund - Fund 401 to the Sewer Fund - Fund 601 and Water Fund - Fund 604

Moved by: Jessie Gibbs

Seconded by: Wade Miller

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Uselman, Miller, Lunde, Gibbs

Opposed: None

7. Meeting Open to the Public

A. Comment Period Regarding Wadena Police Department Use of Portable Recording Device - Body Worn Cameras

Open the meeting to the public at 5:50.

No one present from the public.

B. Comment Period Regarding Wadena Police Department Use of Unmanned Aerial Vehicle – Drone

Police Chief Naomi Plautz:

- Stated she had not received any comments on the body cameras or the unmanned aerial vehicle;
- Spoke of uses for the unmanned aerial vehicle;
- Expanded on the protocol of seeing other crimes in the process of using the unmanned aerial vehicle for another use; and
- Expanded on using the unmanned aerial vehicles recording capabilities.

No one present from the public.

Closed the public portion of the meeting at 6:00 pm.

8. Department Reports

A. Public Works Department

1. March 1, 2021, Minutes - Park Board

City Administrator Janette Bower stated everything was going well in the public works department.

B. Utilities Department

1. February 11, 2021, Minutes

Electric Superintendent David Evans:

- Expanded on cost of products ordered for 2021 projects; and
- Expanded on electrical service upgrades for some businesses that need increased transformer capacity.

Water Superintendent David Evans:

- Expanded on number of water meters froze and damaged from cold weather.

C. Wadena Development Authority and Planning & Zoning

WDA Director Dean Uselman:

- Expanded on four businesses interested in downtown buildings; and
- Announced upcoming WDA Board Meeting on Thursday, March 11, 2021.

Planning & Zoning Director Dean Uselman:

- Expanded on permit inquiries; and
- Expanded on Kern Project.

D. Police Department

1. February Activity Report

Police Chief Naomi Plautz:

- Expanded on adding flexible delineators to help deter traffic from driving across Hwy 10 on 1st St NW; and
- Spoke of newest squad car delivered March 10, 2021.

Bruce Uselman inquired about painting the cemented curb and lanes.

E. Fire Department

1. February Activity Report

Fire Chief Cody Yglesias was absent.

F. Wadena Liquor Store

1. February Liquor Revenue

Liquor Store Manager Tim Booth

- Expanded on Little Round Still sales within the liquor store;
- Expanded on Drastic Measures sales within the liquor store; and
- Expanded on increased February sales and customer count.

Mayor George Deiss inquired on liquor store tours of surrounding communities.

G. Maslowski Wellness & Research Center

1. February MWRC Revenue

MWRC Manager Eric Robb

- Lap pool scheduled to be drained last week in March for resurfacing the pool; and

- Spoke of using the fire hydrant for refilling the pool faster.

H. Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

City Administrator Janette Bower spoke of possibly opening the golf course on March 22, 2021.

I. City Administrator

1. Tri-County Health Care Project Status Report

Janette Bower:

- Expanded on TCHC Project Update:
 - Spoke of engineering schedule for the hospital project;
 - Stated TCHC choose to have water main loop on their property but it will be a city owned and maintained water main loop;
 - Expanded on the projected flows received from TCHC;
 - Expanded on a grant received from the bonding bill for \$1.3 million;
 - Stated Greenwood became a CSAH road and the City of Wadena can't be apart of the CSAH road unless we had ownership in the road. Otter Tail County and Wadena County agreed to take on the project and responsibilities and enter into agreement with each other to take it over;
 - Spoke of the \$1.3 million bonding bill which can't be used for anything with Hwy 10, except from Hwy 10 to access road;
 - Stated she spoke with Representative Poston about the possibility of including Hwy 10 project in the bonding bill;
 - Spoke of the Wadena welcome sign at TCHC's new property was on City of Wadena property and the sign was not in the way of construction project;
 - Stated the Development Agreement needs to be amended;
 - Spoke of total project costs to date;
 - Expanded on MnDOT's landscaping program;
- Spoke of the new website module for agendas and packets;
- Expanded on MnDOT's Hwy 10 parcels and architect's plan for trees, artwork, etc.;
- Stated WDA Director Dean Uselman was back in quarantine since his exposure was 90 days past his previous Covid.
- Announced the Board of Review Meeting on April 22, 2021; and
- Stated the City of Wadena was awarded the Sourcewell grant which paid \$7,500 towards the new sound system for the Council Chambers. Wadena County will pay the other half.

J. Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

K. Mayor's Report

Spoke of a conversation with a couple from the cities that frequents Wadena and they commented they like the changes and growth in Wadena.

Expanded on Jefferson Lines Bus Service.

8. Adjournment

Main motion: Adjourn at 6:35 p.m.

Moved by: Miller

Seconded by: Lunde

Action: Motion carried by unanimous voice vote

Roll call vote: Deiss, Uselman, Miller, Lunde, Gibbs

Opposed: None

Janette M. Bower, City Administrator

George Deiss, Mayor