

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

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, March 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 (left meeting at 5:55 p.m.)

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 19-18: Authorize Hiring Dean Kallevig as a Part-time Maintenance Person at the Maslowski Wellness & Research Center
4. Action Memorandum 19-19: Approve the Massage License Application Submitted by Samantha Olson
5. Action Memorandum 19-20: Approve Closing a Portion of the Alley Behind 119 First St SE on April 20, 2019
6. Action Memorandum 19-21: Authorize Hiring Blake Petrich as a Full-time Police Officer

B. Approval of Minutes

1. City Council Meeting Minutes
 - a. February 12, 2019, Regular Meeting
 - b. February 26, 2019, Special Meeting

Main motion: Approve the Consent Calendar and Minutes

Moved by:	Lunde
Seconded by:	Uselman
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. 2019-15: Authorizing 2018 Year-End Adjusting Transfers

Main motion: Adopt Resolution No. 2019-15

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

Item B – Resolution No. 2019-16: Amending the Fix-Up Loan Fund Policy

City Administrator Janette Bower:

- Expanded on the addition of the emergency funding provision to the policy; and
- Stated the remainder of the document had been reformatted.

Main motion: Adopt Resolution No. 2019-16

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

Item C – Resolution No. 2019-17: Entering into Minnesota Department of Employment and Economic Development (DEED) Grant Agreement #BDPI-19-0001-O-FY19

City Administrator Janette Bower:

- Stated the document was the Grant Agreement for the Business Park; and
- Explained restrictions concerning projects built as stated which will be in place for 40 years and will not allow for any reconfigurations of streets.

Main motion: Adopt Resolution No. 2019-17

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

ITEM D – Resolution No. 2019-18: Agreeing to Accept a Grant Award from Minnesota Department of Natural Resources' Local Trail Connections Grant Program for the Leaf River Recreational Trail System Bridge Replacement Project

Item E – Resolution No. 2019-19: Agreeing to Accept a Grant Award from Minnesota Department of Natural Resources' Regional Trail Connections Grant Program for the Leaf River Recreational Trail System Bridge Replacement Project

City Administrator Janette Bower stated both the local & regional agreements were required.

Project Manager Phil Martin, Bolton & Menk:

- Commented the City was unable to get funding for the project in the past;
- Stated on the Local Trails Connection could offer a grant up to \$150,000 if selected;
- Stated on the Regional Trail Connections could offer a grant up to \$250,000 if selected; and
- Explained the City would have to contribute at least 25% if offered the grant.

Main motion: Adopt Resolution No. 2019-18 & Resolution No. 2019-19

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

Item F – Resolution No. 2019-14: Authorize Entering into the Municipal Advisory Service Agreement with Northland Securities Inc.

City Administrator Janette Bower:

- Stated adoption of the resolution was the first step in securing the temporary bond for the Highway 10 Project; and
- Announced George Eilertson, Northland Securities, would assist the City with securing the bond funds required by MnDOT for the Highway 10 project and plans to attend the April 9, 2019 council meeting.

Main motion: Adopt Resolution No. 2019-14

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

Item G – Action Memorandum 19-15: Authorize Entering into a Professional Services Agreement with Bolton & Menk for the TH 10 Utility Improvements Project

Project Manager Phil Martin with Bolton & Menk:

- Stated that entering into the Professional Services Agreement (PSA) with Bolton & Menk fulfills the City's obligation with MnDOT to provide for inspection of construction work associated with City utility improvements, including routine coordination and assistance with City related items for the Highway 10 project; and
- Referred to the total estimated fee of \$305,763 for these services and the City's understanding that 82%, \$298,168, was reimbursed by the bonding bill grant. The City was responsible for the remainder.

Main motion: Authorize Action Memorandum 19-15

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

Item H – Action Memorandum 19-16: Approve Entering into an Amended Professional Services Agreement with Bolton & Menk for the Wadena Business Park Project

Project Manager Phil Martin with Bolton & Menk:

- Stated in January 2017, the City of Wadena hired Bolton & Menk to provide professional services for the construction of a gravel surfaced road within the Wadena Business Park plat;
- Expanded on the estimated total cost of gravel road construction and stated building removal was anticipated to be \$132,000, but in June 2017, the design effort was put on hold as the City began to consider pursuing funding to complete utility installation as well;
- Explained in late 2018, Bolton & Menk provided updated budgetary utility project cost information to the City for submission of a grant application to the Department of Employment and Economic Development (DEED) in which the City had been informed it would receive partial project funding and the City was interested in having the utilities installed and the street paved within the business park;
- Stated the preliminary project costs for the proposed improvement was \$1,297,880; and
- Expanded on MnDOT's right of way requirements.

WDA Director Dean Uselman:

- Inquired if it was possible to use the Highway right of way to run the water line; and
- Explained about half of engineering for site work and inspections was covered by the grants.

Council Member Mark Lunde inquired about the portions of expenses covered by the grant.

Main motion: Approve Action Memorandum 19-16

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

Item I – Action Memorandum 19-17: Authorizing Purchasing a Ditch Witch TF80Tf from Ditch Witch of Minnesota & Iowa

Utilities Superintendent Dave Evans:

- Highlighted on the replacement plow and requirement needs;
- Expanded on comparison of specifications of the Vermeer RTX750 & Ditch Witch RT80T4;
- Recommended Ditch Witch RT80T4 for a final cost of \$121,306.97 after taxes included, which was under the budgeted amount of \$150,000; and
- Explained plans to sell old unit and the use of remainder of the budget to purchase a tilt bed trailer for the new unit.

Main motion: Authorize Action Memorandum 19-17

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 19-23: Approve an Increase to the Fire Relief Benefits

President of Fire Relief Association Cody Yglesias & Treasurer Dan Lorentz:

- Requested an increase from \$2,750 to \$2,805 or 2% per year of service to the retirement benefits that were available to all firefighters;
- Stated the city hasn't paid the deficit since 2008 & 2009 and before that was around 1984;
- Referred to when the city used to donate \$4,000 a year and \$450 was from the townships;
- Expanded on cities that donate to the relief fund;
- Stated since 2003 the Fire Relief Association has donated over \$60,000 for firefighting equipment; and
- Stated the Fire Relief Association has also contributed \$31,100 towards their own retirement from fundraising.

Mayor George Deiss spoke of his concerns with not raising the taxes this year and upcoming expenses and not having extra cushion for expenses.

Main motion: Approve Action Memorandum 19-23

Moved by:	Lunde
Seconded by:	Gibbs
Action:	Motion carried by 4-1 voice vote
In favor:	Uselman, Miller, Gibbs, Lunde
Opposed:	Deiss

Item K – Resolution No. 2019-24: Accept Wadena Development Authority (WDA) Board Member Scott Pettit's Resignation from the WDA Board

Mayor George Deiss thanked Scott for his years of services with gratitude and appreciation.

Main motion: Adopt Resolution No. 2019-24

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

Item L – Resolution No. 2019-20: Confirming the Mayor's Appointment of Kelly Wong to the Wadena Development Authority Board

Mayor George Deiss recommended Kelly Wong to fill Scott Pettit's vacated seat.

Main motion: Adopt Resolution No. 2019-20

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

6. Meeting Open to the Public

Denny Berry & Terry Olson with Black's Grove:

- Expanded on plans for Black's Grove warming house project;

- Referred to possible grants and funding available from outside sources to pay for the cost of the building;
- Stated the estimate was close to \$18,000;
- Spoke of Ottertail County location and zoning; and
- Stated the City was responsible for maintenance, insurance, electricity, etc.

7. Department Reports

Item A - Public Works Department

1. March 4, 2019, Park Board Minutes

Superintendent Dan Kovar:

- Stated the department started to open storm drains; and
- Spoke of the condition of Sunnybrook Road.

Mayor George Deiss thanked Dan Kovar and his crew for their efforts on snow removal.

Item B - Utilities Department

Superintendent Dave Evans expanded on depth of frost and the need for some property owners to run water, at their own expense, to avoid freeze up.

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

WDA Director Dean Uselman:

- Stated some businesses were reluctant to participate in the BR & E surveys;
- Announced Wadena will host the Salsa Festival in September of 2019, which was previously held in Long Prairie for the past three years; and
- Spoke of the Public Hearing on March 26, 2019, for a Conditional Use Permit for bulk fuel dispensary in the Business Park.

Planning & Zoning Director Dean Uselman spoke of an inquiry by a business sector which would need some restrictions.

Fire Chief Dean Uselman:

- Thanked the council for their support on the Fire Relief Association; and
- Spoke of the progress with Mercury Mosiacs.

Item D - Police Department

1. February Activity Report

Police Chief Naomi Plautz:

- Spoke of the Employee Health Fair on March 13, 2019, at Mason Brothers; and
- Thanked the council for the approval to hire Blake Petrich.

Item E – Wadena Liquor Store

1. Liquor Store Revenue

Manager Tim Booth:

- Stated his new employee started March 11, 2019 and it is going well; and
- Stated sales increased compared to last year at this time.

Mayor George Deiss thanked Tim and his staff for all their time and efforts with the Library Event held March 9, 2019.

Item F - Maslowski Wellness and Research Center

1. MWRC Revenue

Manager Eric Robb spoke of upcoming MN Valley event on March 14, 2019, which expected to have 400+ people.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

City Administrator Janette Bower spoke of the carpet replacement and how the Friends of the Golf Course were doing a kitchen remodel at the golf course.

Item H - City Administrator

Janette Bower:

- Thanked everyone who attended the Library Event on March 9, 2019;
- Thanked Tim and his staff for all their efforts; and
- Spoke of another event held at the library in the fall of 2019.

Item I – Council Reports

Jessie Gibbs stated he had a good time at the Library Event and looked forward to another one.

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

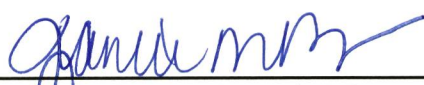
Item J - Mayor's Report

Mayor George Deiss spoke of the upcoming Annual Voters Meeting at Sourcewell (formally NJPA) on April 10, 2019, for recognition of outstanding student awards.

8. Adjournment

Main motion: Adjourn at 6:15 p.m.

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


Janette M. Bower, City Administrator


George Deiss, Mayor