

**City of Wadena
Regular City Council Minutes
Tuesday, May 12, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, May 12, 2020. Mayor Deiss called the meeting to order at 5:00 p.m. Due to the Emergency Order declared by Governor Walz, this meeting was held as provided by Minnesota Statute 13D.021. The meeting was a public meeting but was held by electronic means.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present:

George Deiss, Mark Lunde, Wade Miller, and Bruce Uselman

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. Resolution No. 2020-24: Supporting the Submission of a Joint Sourcewell Grant Application for the Hose Tester Unit Project for Wadena and Todd County Fire Departments
4. Action Memorandum 20-39: Approve Dana Eberhardt's Massage Therapy Business License
5. Action Memorandum 20-40: Approve Issuing a New 3.2 Beer On-Sale and Sunday Liquor License to Oma's Bread LLC
6. Action Memorandum 20-41: Approve Hiring Sara Stone and Kolby Kiser as Golf Course Attendants at Whitetail Run Golf Course
7. Action Memorandum 20-42: Authorize Hiring Becky Templin as a Part-Time Liquor Store Clerk at the Wadena Municipal Liquor Store
8. Action Memorandum 20-45: Authorize Purchasing and Installing Five Signs on the Wadena Entrance Signs in Support of Family, Career and Community Leaders of America (FCCLA) Minnesota State President Elliot Doyle

B. Approval of Minutes

1. City Council meeting minutes:
 - a. April 14, 2020, Board of Review
 - b. April 14, 2020, Regular Meeting

Main motion: Approve the Minutes and Consent Calendar with the amendment on Action Memorandum 20-45 to only approve installation of the signs

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

4. Public Hearing

5. Unfinished Business

6. New Business

Item A – Resolution No. 2020-21: Urging the Governor to Allow Businesses in the City of Wadena to Reopen

Mayor George Deiss expanded on Resolution No. 2020-21.

Council Member Mark Lunde voiced concerns on the comparison of the number of visitors the city of Wadena has to the metro area.

Joel Beiswenger, CEO at Tri County Healthcare, spoke in support of the language in Resolution No. 2020-21.

City Administrator Janette Bower stated the comparison sentence would be removed.

Main motion: Adopt Resolution No. 2020-21

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

Item B – Resolution No. 2020-22: Adopting the COVID-19 Emergency Minnesota Investment Fund (MIF) Loan Program

City Administrator Janette Bower:

- Expanded on terms of the Emergency MIF Loan Program; and
- Stated the WDA Board recommended approval April 27, 2020.

WDA Director Dean Uselman expanded on the process to obtain this funding.

Main motion: Approve Resolution No. 2020-22

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

Item C – Resolution No. 2020-23: Amending the Fix-Up Loan Fund Policy

City Administrator Janette Bower expanded on the amendment which now allows a new owner to obtain a fix up loan even if a previous owner did within the past ten years.

Main motion: Adopt Resolution No. 2020-23

Moved by:	Uselman
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
Roll call vote:	Deiss, Miller, Uselman
Opposed:	None
Abstained:	Lunde abstained due to potential conflict of interest for future use

Item D – Action Memorandum 20-43: Approve the Utility Job Position Changes

Utility Superintendent Dave Evans:

- Expanded on job positions and duties within the Utility Department;
- Spoke of difficulties to change job duties in the past;
- Stated Union had approved the changes; and
- Expanded on advertisement of the open position.

City Administrator Janette Bower stated the Union Representative reported the job duty changes were passed and thanked the City of Wadena for all they do for their employees.

Main motion: Approve Action Memorandum 20-43

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

Item E – Action Memorandum 20-44: Approve Temporary Hazard Pay Increase for Wadena Municipal Liquor Store Employees

Liquor Store Manager Tim Booth:

- Expanded on the increase in sales during COVID-19 Shelter in Place order;
- Spoke of reduced working/operating hours for employees; and
- Expanded on his request for temporary hazard pay of \$3 per hour per employee.

City Administrator Janette Bower expanded on the temporary hazard pay amount and the length of time for the increase.

Mayor Deiss recommended to review the temporary hazard pay at the July city council meeting.

Main motion: Approve Action Memorandum 20-44 with a temporary \$3 an hour increase and review at regular City Council Meeting in July

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

Item F – Action Memorandum 20-46: Authorize Entering into a Contract with GPRS in the Amount of \$11,500 to Locate Abandoned Propane Tanks in the City’s Right-of-Ways

Police Chief Naomi Plautz:

- Expanded on an abandoned propane tank found during the construction of the SE Project;
- Expanded on potential hazards from additional propane tanks which could be in the city;
- Stated no financial assistance is available for locating and/or removing abandoned propane tanks;
- Stated Gopher State One Call has agreed to put a message to call the City to find out about potential hazards; and
- Expanded on quote received from GPRS to search for abandoned tanks.

Main motion: Approve Action Memorandum 20-46

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

Item G – Action Memorandum 20-47: Award the 2020 Wadena Municipal Airport Crack Seal Project to ASTECH Corporation

City Administrator Janette Bower expanded on SEH’s recommendation to award the bid to the lowest bidder ASTECH Corp for the crack seal project. Contingent upon receipt of the FAA and MnDOT Aeronautics grants. The project cost is \$95,510. Previously the City was responsible for 5% of the project cost, however, the recent CARE’s Act provides for 100% funding by FAA.

Main motion: Approve Action Memorandum 20-47

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

Item H – Action Memorandum 20-48: Approve a Fix-Up Loan for Hometown Crafts & Fabrics

City Administrator Janette Bower explained the Small Cities Development Grant Program is not ready until fall. Due to an emergency situation, a leaking roof caused damage to inventory, as provided by the Fix-Up Loan Policy, WDA Director Dean Uselman and herself met and approved the loan to repair the roof located at 211 Jefferson St S, with 20% deferred and 80% is repayable at 3% interest. The Fix-Up Loan Committee was informed of the action.

Main motion: Approve Action Memorandum 20-48

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

Item I – Action Memorandum 20-49: Approve a Fix-Up Loan for Nicole Lunde

WDA Director Dean Uselman expanded on the \$15,000 Fix-Up Loan for Nicole Lunde, to improve the property located at 211 Ash Ave NW, with 20% deferred and 80% is repayable at 3% interest. Nicole declared conflict of interest due to her husband being on the city council for the City of Wadena.

Main motion: Approve Action Memorandum 20-49

Moved by:	Uselman
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
Roll call vote:	Deiss, Miller, Uselman
Opposed:	None
Abstained:	Lunde abstained due to conflict of interest

Item J – Action Memorandum 20-50: Approve a Fix-Up Loan for Stave LLC

WDA Director Dean Uselman expanded on the \$15,000 Fix-Up Loan for Stave LLC, to renovate the storefront on the former JCPenney building, with 20% deferred and 80% is repayable at 3% interest.

Main motion: Approve Action Memorandum 20-50

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

Item K – Wadena Library Project

City Administrator Janette Bower expanded on previous resolution approval for legislative approval to put this on the ballot in November. Due to COVID-19 this may not happen.

Library Manager Renee Frethem:

- Voiced concern about the prices going up if remodeling project is delayed;
- Expanded on the amount of fundraising received to date; and
- Spoke of upcoming Library Board Meeting on May 19, 2020.

After discussion, no action taken.

7. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 6:15 pm

8. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar:

- Expanded on COVID-19 changes.
 - Currently working with a full staff and as of May 11, 2020, had one part time employee return for the summer season.
 - Public Works building remained closed to the public. Scheduled deliveries were left outside for employees to receive. Parts ordered was done by phone and picked up outside or through walk up windows as much as possible. Meetings and training events were conducted by phone or internet.
 - Sunnybrook Campground opened on May 1, 2020 and was limited to essential use only. Essential users were people that live in their camper, construction workers, and medical staff. The restrooms at the campground were open and were posted to warn users of their risk using them. The restrooms were cleaned on a regular basis and used all safety precautions. Purchased a no touch cleaning system that will be used in the campground and throughout the park's restrooms. This system should do a much better job of cleaning, disinfecting, and keep the staff safe in the cleaning process.
 - The parks were ready for use, the water was on, restrooms were cleaned, and all inspections have been performed. Posted warning signs on all of the playground equipment and other park facilities discouraging the public's use. Encouraged social distancing with all park visitors including those who used the bike and hiking trails.
 - Due to cold weather and June Jubilee cancellation due to COVID-19, the fish would only get stocked once this year in the pond.
 - Summer Rec, softball, and horseshoe leagues had been postponed until the Shelter in Place rules change. This also affects the wading pool and splash pad not opening. The splash pad is complete, except to perform the startup.
 - The streets have all been swept once and started the second round.
 - The unpaved streets have all been graded at least once. Working on patching potholes on the paved streets. Did not do any crack sealing this spring due to needing the full crew's involvement and our recommendation to social distance the workers.
 - Highway 10's reconstruction kept at least one person busy doing the locating and answering contractor questions. Worked with Bolton & Menk on the sewer service for The Depot, decided to use the existing service. Found the old one to be adequate, and the rerouting options to not be favorable or cost effective at this time. A future SW project would allow better opportunity to make changes that would cost less and result in a better system.
 - Purchased 2020 capital items as planned except for the wheel loader and the band stand floor. Those will happen later in the year.
 - The crew at the Wastewater Plant did a split shift for a couple of weeks with one starting early and the other running late to get the bio solids hauled before the farmer started planting. They will do annual sewer cleaning for the rest of the summer along with all the required gopher one call locating that comes up.

Item B - Utilities Department

Superintendent Dave Evans:

- Expanded on COVID-19 changes;
 - Still practicing social distancing and not traveling in the same vehicle.
 - Monitoring temperatures of employees.

- Social distancing from other working crews in town with speaking or gathering done outside.
- No one was hired for summer help.
- Short staffed due to retirement of one employee.
- Beginning March 27-April 1 crews were sent home to isolate themselves and were only called in to work due to immediate necessity. Crews on call were switched every two days to share the amount of time at being on call.
- April 2-25 crews would come to work each day after recording their temperature and basic health condition to complete projects that was required. Once the daily work was completed the crews were sent home. While at work crews were to practice social distancing and only ride one employee per vehicle.
- April 26 to present crews have been reporting to work and working full shifts while practicing social distancing and watch their general health condition.
- The utility shop building has been closed to the public since the shelter and place order was declared by the Governor of Minnesota.
 - Expanded on obtaining easements and working with Planning & Zoning;
 - Spoke of helping MnDOT with boring; and
 - Stated his crews were healthy and in good spirits.

Item C - Wadena Development Authority & Planning and Zoning

1. April 24, 2020, WDA Special Minutes

WDA Director Dean Uselman:

- Expanded on COVID-19 changes;
 - Been co-hosting the virtual Monday Coffee Talks to help keep business owners and residents updated on programs and assistance that is available locally, from the state, and federal government.
 - Had weekly zoom meetings with Economic Development partners from Todd & Wadena Counties to learn about available assistance and then reach out to the local business community to inform them.
 - Deferred loan payments on all WDA loans for the months of April, May & June, and will re-evaluate if we need to extend the deferment at the June WDA Meeting.
 - Implementation of the COVID-19 emergency MIF loan program to offer financial assistance to businesses that have been ordered closed by the Governor of Minnesota.

Planning & Zoning Director Dean Uselman:

- Expanded on COVID-19 changes;
 - Been working every day for the first two weeks rotated working in the office with LeaAnn working Tuesday and Thursday in the office while I work remotely with minimal time in the office. On Monday, Wednesday, and Friday I have been in the office while LeaAnn is working from home.
 - With the City Office closed to the public we have been busy processing permits that come in by mail, email or in the drop box. If a resident has questions that can't be addressed via email or phone, I have met with them in person using recommended guidelines.

Item D - Police Department

1. April Activity Report

Police Chief Naomi Plautz:

- Expanded on COVID-19 changes;

- Going back to regular schedule June 7. Working on a “team approach” of one week on, one week off. School Resource Officer and Sergeant were working opposite weeks, but on off weeks still participating in conference calls, and child protection calls.
- Front Office still closed to the public.
- Modified Response to complaints; Officer will call the complainant if possible, if need to respond to their home then speak outside, if not either of those then limit inside their home.
- No response to medical calls unless requested by Tri County Ambulance, or if it is a life or death call than we respond with PPE.
- Restricting who and when people are brought into the jail.

Item E – Fire Department

1. May 6, 2020 Fire Dept. Minutes
2. April Fire Calls

Fire Chief Cody Yglesias:

- Stated the relief meeting was postponed due to COVID-19;
- Expanded on social distancing guidelines;
- Expanded on Folkestad’s Addition fire and following social distancing;
- Stated three house burns have been delayed;
- Expanded on a couple grass fires and mutual aid fires; and
- Thanked the Council for the BAT Fan approval last month.

Item F - Wadena Liquor Store

1. April Liquor Store Revenue

Liquor Store Manager Tim Booth:

- Expanded on COVID-19 changes;
 - Installing a plexiglass sneeze guard at the checkout counter.
 - Marking the floor every 6 feet.
 - Sanitary wipe down every hour of the handles on the doors, cooler doors, shopping carts, counter tops, and credit card terminals.
 - Provided gloves, masks, and hand sanitizer.
 - Offer curb side pickup.
 - Stocking shelves when the store is not open.
 - Will continue to follow governor’s orders.

Item G - Maslowski Wellness and Research Center

1. April MWRC Revenue

MWRC Manager Eric Robb:

- Spoke of chemical companies’ recommendation to shut off boilers due to shut down from COVID-19;
- Stated the internet and phone are the only lines of business still in use with Arvig; the rest are put on seasonal use with no charges;
- Spoke of support groups he joined for making plans to reopen;
- Stated all part-time employees were not working; and
- Stated the MWRC was ready to open when the time comes.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was not present.

City Administrator Janette Bower:

- Stated the golf course was busy and was anticipating a busy weekend;
- Expanded on preparing for golf league's needs while practicing social distancing guidelines;
- Spoke of tournaments postponed or cancelled due to COVID-19; and
- Spoke of social distancing guidelines and what they were doing to follow governor's orders.

Item I - City Administrator

Janette Bower:

- Voiced concern for next year's budget;
- Spoke of property taxes mostly paid as planned but concerned about fall payments;
- Spoke of purchases postponed;
- Expanded on past due utility accounts;
- Announced Eide Bailly will be at an upcoming meeting to present the 2019 audit;
- Expanded on the current stay at home order declared by the governor and stated it isn't being followed by many people;
- Spoke of meeting with Public Health, Wadena County, and area City Administrators to talk about effects of COVID-19;
- Spoke of a committee of City Administrators meeting to talk about the current situation and plans to move forward;
- Expanded on office employees work schedules;
- Stated the office was still closed to the public;
- Spoke of PPE used and precautions taken to limit risk; and
- Spoke of safety glass to be installed before opening to the public.

Item J – Council Reports

Bruce Uselman spoke of the library project.

Mark Lunde had nothing to report.

Jessie Gibbs was absent.

Wade Miller:

- Thanked Janette for sharing posts on Facebook; and
- Spoke of hanging of the senior banners along Jefferson Street.

Item K - Mayor's Report

Mayor George Deiss:

- Spoke of his attendance in video conferences held with Representative Poston, Senator Gazelka, and Governor Walz;
- Spoke of Zoom meetings with area mayors; and
- Spoke of legislation working to get relief money to smaller cities impacted by COVID-19.

Adjournment

Main motion: Adjourn at 7:16 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor