

**City of Wadena  
Regular City Council Minutes  
Tuesday, March 10, 2020**

**1. Call to Order**

The Wadena City Council held a regular meeting on Tuesday, March 10, 2020. 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, Jessie Gibbs, Mark Lunde, and Wade Miller

**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. Action Memorandum 20-21: Approve a Temporary Liquor License for the Church of Saint Ann of Wadena
4. Action Memorandum 20-22: Accept Kenneth Kneisl's Resignation from the Wadena Fire Department Effective June 6, 2020
5. Action Memorandum 20-23: Accept Rick Schwartz' Letter of Retirement Effective April 30, 2020
6. Action Memorandum 20-26: Authorize Entering into a Stump Grinding Contract with Carr's Tree Service, Inc

B. Approval of Minutes

1. City Council meeting minutes:
  - a. February 11, 2020, Special Meeting
  - b. February 11, 2020, Regular Meeting

**Main motion: Approve the Consent Calendar and Minutes**

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

**4. Public Hearing**

**Item A - Ordinance No. 229, 3<sup>rd</sup> Series: Annexing Land Located in Compton Township, Otter Tail County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subdivision 2(3), Permitting Annexation by Ordinance**

Mayor George Deiss opened the public hearing at 5:01 pm.

**Main motion: Close the public hearing**

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

**Main motion: Ordinance No. 229, 3<sup>rd</sup> Series**

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

**Item B - Ordinance No. 230, 3<sup>rd</sup> Series: Annexing Land Located in Compton Township, Otter Tail County, Minnesota Pursuant to Minnesota Statutes § 414.003 Subdivision 2(3), Permitting Annexation by Ordinance**

Mayor George Deiss opened the public hearing at 5:02 pm.

**Main motion: Close the public hearing**

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

**Main motion: Adopt Ordinance No. 230, 3<sup>rd</sup> Series**

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

**Item C – Ordinance No. 231, 3<sup>rd</sup> Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 1100990344000 from its Current Zoning Designation to R-1 Residential**

**Main motion: Close the public hearing**

|              |                                        |
|--------------|----------------------------------------|
| Moved by:    | Gibbs                                  |
| Seconded by: | Lunde                                  |
| Action:      | Motion carried by unanimous voice vote |
| In favor:    | Deiss, Gibbs, Lunde, Miller            |
| Opposed:     |                                        |

**Main motion: Adopt Ordinance No. 231, 3<sup>rd</sup> Series**

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

**Item D – Ordinance No. 232, 3<sup>rd</sup> Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 11000990342000 from its Current Zoning Designation to R-1 Residential****Main motion: Close the public hearing**

|              |                                        |
|--------------|----------------------------------------|
| Moved by:    | Lunde                                  |
| Seconded by: | Miller                                 |
| Action:      | Motion carried by unanimous voice vote |
| In favor:    | Deiss, Gibbs, Lunde, Miller            |
| Opposed:     |                                        |

**Main motion: Adopt Ordinance No. 232, 3<sup>rd</sup> Series**

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

**5. Unfinished Business****6. New Business****Item A – Resolution No. 2020-16: Authorizing 2019 Year-End Adjusting Transfers**

City Administrator Janette Bower stated this adjustment was required by the auditors and includes special assessments that will be received over the next 10 years.

**Main motion: Adopt Resolution No. 2020-16**

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

**Item B – Action Memorandum 20-24: Authorize Hiring Ivy Hoehnel as a Part-time Front Desk Clerk at the Maslowski Wellness & Research Center**

Wellness Director Eric Robb recommended hiring Ivy Hoehnel.

**Main motion: Approve Action Memorandum No. 2020-24**

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

**Item C – Action Memorandum 20-25: Authorize Purchasing Six Motorola Portable Radios from Granite Electronics**

Police Chief Naomi Plautz stated this was a budgeted item and recommended purchasing from Granite Electronics for \$26,497.68.

**Main motion: Adopt Action Memorandum 20-25**

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

**Item D – Action Memorandum 20-28: Authorize Entering into a Market Analysis Proposal with Dakota Worldwide to Conduct a Liquor Store Feasibility Study**

Liquor Store Manager Tim Booth stated this was a budgeted item and recommended hiring Dakota Worldwide to conduct a liquor store feasibility study.

**Main motion: Approve Action Memorandum 20-28**

|              |                                        |
|--------------|----------------------------------------|
| Moved by:    | Miller                                 |
| Seconded by: | Lunde                                  |
| Action:      | Motion carried by unanimous voice vote |
| In favor:    | Deiss, Gibbs, Lunde, Miller            |
| 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**

Public Works Director Dan Kovar:

- Stated his crews have enjoyed the break from snow removal;
- Expanded on interior projects in the shop;
- Expanded on filling potholes; and
- Stated they have been busy getting equipment ready for spring.

## **Item B - Utilities Department**

Superintendent Dave Evans:

- Expanded on inquiries he received from contractors and other utility providers in regard to Hwy 10 plans;
- Expanded on getting temporary power for TCHC's project; and
- Spoke of department job descriptions and stated he will review and recommend changes before advertising positions and submitting them to the Union.

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

1. February 13, 2020, WDA Minutes

WDA Director Dean Uselman announced WDA Meeting on March 12, 2020.

Planning & Zoning Director Dean Uselman:

- Stated they have already issued several permits for various projects; and
- Stated MNCDC purchased the 9 lots they were requesting.

## **Item D - Police Department**

1. February Activity Report

Police Chief Naomi Plautz spoke of Tri-County Healthcare's Wellabrate community event held at M-State on March 14, 2020.

## **Item E – Fire Department**

1. March 4, 2020 Fire Dept. Minutes

Fire Chief Cody Yglesias was not present.

## **Item F - Wadena Liquor Store**

1. February Liquor Store Revenue

Liquor Store Manager Tim Booth spoke of Phil Hasting's one-year anniversary.

## **Item G - Maslowski Wellness and Research Center**

1. February MWRC Revenue

MWRC Manager Eric Robb:

- Spoke of several upcoming rentals for the multi-purpose gym;
- Spoke of hot tub maintenance; and
- Stated the current pool filters now obsolete, will need to look at a new filter options in the future.

## **Item H – Whitetail Run Golf Course**

Golf Course Manager Kevin Ross was absent.

## **Item I - City Administrator**

Janette Bower:

- Expanded on the 28% turn out for primary elections;

- Announced MnDOT Open House Informational Meeting on the HWY 10 Project at the Maslowski Wellness & Research Center from 4-6 on Tuesday, March 17, 2020;
- Spoke of meeting with representatives at the CGMC Legislative Action Day Conference March 11, 2020; and
- Spoke of two of three bonding bills in the Legislature: \$50,000,000 for Hwy 10 project has been sent to committees but no hearing yet and \$1,300,000 for TCHC's Project to move 11<sup>th</sup> St and there has been no hearing yet.

### **Item J – Council Reports**

Bruce Uselman was absent.

Mark Lunde had nothing to report.

Jessie Gibbs spoke of his attendance at LMC Meeting

Wade Miller had nothing to report.

### **Item K - Mayor's Report**

Mayor George Deiss:

- Gave kudos to Finance Officer Lloyd Lanz for receiving the Certificate for Achievement for Excellence and Financial Reporting Award;
- Expanded on the letter he received from Wadena County Agriculture Society looking for financial support for the 27<sup>th</sup> Annual Wadena County Fair; and
- Spoke of recent meeting in St. Paul on behalf of the Local Sales Tax Option.

### **Adjournment**

#### **Main motion: Adjourn at 5:34 p.m.**

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

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Janette M. Bower, City Administrator

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George Deiss, Mayor