

**City of Wadena
Regular City Council Minutes
Tuesday, April 9, 2019**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, April 9, 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

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Fund Report
3. Action Memorandum 19-27: Approve the Transient Merchant License Application Submitted by TNT Fireworks for Fireworks Sales at Walmart
4. Action Memorandum 19-29: Authorize the Hire of New Employees at the Whitetail Run Golf Course
5. Action Memorandum 19-30: Approve a 3.2 Off-Sale Beer License and a Tobacco License for Wadena Super One Foods

B. Approval of Minutes

1. City Council meeting minutes:
 - a. March 12, 2019, Regular Meeting
 - b. March 25, 2019, Special 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, Uselman, Miller, Gibbs, Lunde
Opposed:	None

4. Unfinished Business

5. New Business

Item A – Resolution No. 2019-22: Approving a Conditional Use Permit to Construct a Bulk Fuel Service in an I-1 (Industrial) Zoning District as Required in the City of Wadena Code of Ordinances Chapter 152.30 C for Parcel 22-892-0040, Located at 1441 Boardwalk Street SW

Planning & Zoning Director Dean Uselman:

- Expanded on Hunke Fuel Station and bulk fuel plant's need to relocate due to Highway 10 expansion project;
- Stated there were no objections from the public at the public hearing held March 26, 2019;
- Stated the Planning Commission recommended to the City Council to approve the permit with the conditions all City Code requirements were followed; and all necessary State permits were secured and all requirements of the MPCA were met to protect the environment; and
- Expanded on the existing and future tanks, buildings and awnings.

Main motion: Adopt Resolution No. 2019-22

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

Item B – Resolution No. 2019-23: Providing for the Issuance and Sale of a \$3,524,000 General Obligation Temporary Utility Revenue Bond, Series 2019A, and Pledging Net Revenues for the Security Thereof

George Eilertson from Northland Securities:

- Expanded on authorizing the issuance and awarding the sale of a \$3,524,000 General Obligation Temporary Utility Revenue Bond, Series 2019A; and
- Expanded on the debt service schedule and the possibility of extended terms if needed.

Main motion: Adopt Resolution No. 2019-23

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

Item C – Action Memorandum 19-25: Authorize Submission of a 2020 Volunteer Fire Assistance Grant Application

Fire Chief Dean Uselman:

- Stated the grant application deadline was June 1, 2019;
- Stated the grant requires a 50/50 match. If awarded, the \$2,500 match will be included in the 2020 fire department budget; and
- Explained the grant funding as \$1,000 for wildland personal protective equipment, \$1,000 for wildland firefighting equipment, and \$3,000 for water movement items.

Main motion: Approve Action Memorandum 19-25

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

Item D – Action Memorandum 19-26: Authorize Submission of a Grant Application to Central Minnesota Housing Partnership, Inc. for Participation in the Small Cities Development Program

City Administrator Janette Bower:

- Expanded on the application's two-step process with the application's due date being November 15, 2019 and if deemed to be competitive the City would submit the full application by February 2020;
- Announced WHRA partnered with City of Wadena to split \$2,250 for submitting the application; and
- Explained CMHP provided for implementation services, general, and field administration services for all application rehabilitation activities. A request for general administration funds was included in the program budget and was paid to CMHP for their services. The WHRA/City was responsible for \$8,000 to be paid to CMHP for administrative costs not covered by the grant. The payments were broken down as follows: \$2,000 on October 15, 2020, \$3,000 June 15, 2021, and \$3,000 June 15, 2022. The \$8,000 was used as leveraged funds in the grant application and split between WHRA and the City.

Main motion: Approve Action Memorandum 19-26

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

Item E – Action Memorandum 19-31: Approve a Tattoo License for Urban Cuts, aka Bryniarski Tattoo

City Administrator Janette Bower:

- Stated the license was conditional based on completion of items required by the State and the Wadena Code of Ordinances;
- Expanded on the prerequisites of getting licensed; and
- Stated background investigation was completed and no known issues related to the license.

Jamie Bryniarski stated he will be regulated and inspected by the State of MN and he was currently operating in Alexandria.

Main motion: Approve Action Memorandum 19-31

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

Item F – Action Memorandum 19-32: Accept the Donation of a Tree Wraparound Bench in Tapley Park and Authorize the Public Works Department to Assist with Construction

Public Works Superintendent Dan Kovar:

- Explained Daryl & Vicky Pearson's request for help from the Public Works Department, Park Board or any other organization with construction to install a tree wraparound bench in Tapley Park between the two play systems;
- Stated Pearson's will donate all the materials needed; and
- Stated the Pearson's have a construction deadline of May 15, 2019.

Main motion: Approve Action Memorandum 19-33

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

Item G – Action Memorandum 19-33: Authorize the City's Participation in a Commercial Tax Abatement Committee

Mayor George Deiss:

- Stated County Commissioner Bill Stearns was looking to form a committee comprised of representatives from the county, council, and school. The committee's purpose was to study the feasibility of enacting a tax abatement program for new commercial businesses;
- Expanded on each entity having two elected official representatives; and
- Announced Mark Lunde and himself volunteered to represent the city council.

Main motion: Authorize Action Memorandum 19-33

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

Item H – May Meeting Date

Mayor George Deiss announced City Administrator Janette Bower will not be present for May 14, 2019 regular scheduled meeting and changed the date to May 7, 2019.

Main motion: Approve May Meeting Date

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

6. Meeting Open to the Public

Denny Barry:

- Spoke of some changes with the warming house plans at Black's Grove due to the expenses being higher than anticipated; and
- Expanded on funding and being non-profit and the need for somewhere to deposit the funds and having it funded back to the project.

Council Member Mark Lunde mentioned contacting Tri-County Foundation.

7. Department Reports

Item A - Public Works Department

1. April 1, 2019, Park Board Minutes

Superintendent Dan Kovar stated the snow removal would be a challenge with upcoming storm due to catch basins heaved from ground thaw.

Item B - Utilities Department

Superintendent Dave Evans:

- Expanded on the slight language changes made to the Agreement Establishing the Missouri Basin Municipal Power Agency d/b/a Missouri River Energy Services and the By-Laws of the Missouri Basin Municipal Power Agency d/b/a Missouri River Energy Services; and
- Explained a couple water main breaks that have recently occurred.

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

WDA Director Dean Uselman:

- Stated the BR&E surveys were completed with just a few businesses that declined to be surveyed; and
- Announced an upcoming meeting with Mercury Mosiacs to come up with a plan to secure financing.

Planning & Zoning Director Dean Uselman spoke of inquiries for garage and fence permits.

Fire Chief Dean Uselman commented on recent annual township meeting.

Item D - Police Department

1. March Activity Report

Police Chief Naomi Plautz:

- Announced DARE Graduation to be held at the WDC Middle/High School on April 10, 2019 for approximately 84 6th Graders; and
- Announced the Severe Weather Week warnings will be cancelled due to the weather forecast to avoid confusion.

Item E – Wadena Liquor Store

1. Liquor Store Revenue

Manager Tim Booth was not present.

Item F - Maslowski Wellness and Research Center

1. MWRC Revenue

Manager Eric Robb announced he was looking for recommendations for less expensive mulch to replace the old mulch in the landscaping.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was not present.

City Administrator Janette Bower:

- Stated the carpet has been installed at the golf course; and
- Spoke of three upcoming weekend events to be held at the golf course.

Item H - City Administrator

Janette Bower:

- Spoke of recent MnDOT preconstruction meeting on Hwy 10 and stated there will be a two week notice for the public of any road closures;
- Announced the City's new website launch on April 11, 2019; and
- Expanded on Economic Alliance meeting held April 9, 2019.

Item I – Council Reports

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Wade Miller had nothing to report.

Bruce Uselman had nothing to report.

Item J - Mayor's Report

Mayor George Deiss:

- Stated April 26, 2019 has been proclaimed as Arbor Day;
- Announced Sourcewell's Student Recognition on April 10, 2019 at 5:00 pm at Maddens; and
- Spoke of Library Fundraising Committee's plans for upcoming golf tournament.

8. Adjournment

Main motion: Adjourn at 6:00 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