City of Wadena
Regular City Council Minutes
Tuesday, November 13, 2018

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, November 13, 2018. 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   Deb Wiese   Jessie Gibbs   Bruce Uselman

3. Consent Calendar

A. City Council meeting minutes: October 9 & 16, 2018
B. Park Board meeting minutes: October 1, 2018
C. Fire Department meeting minutes: October 3 & November 7, 2018
D. Wadena Economic Development Authority minutes: October 11, 2018
E. Claims as presented for payment
F. City Administrator's Monthly General Fund and Payroll Pay Code Report

Main motion: Approve the Consent Calendar

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

4. Unfinished Business

5. New Business

Item A – Authorize a Professional Services Fee Amendment with Bolton & Menk for Additional Services Related to the Highway 10 Utility Improvement Project

Phil Martin, Project Engineer, Bolton & Menk, explained the request for $10,625 for services provided beyond the original project scope and an additional budget amount of $10,000 to finalize the construction plan and provide additional services associated with the project and special appropriation and coordination with MnDOT and MMB as necessary related to Hwy 10 Project.

Main motion: Authorize a Professional Services Fee Amendment with Bolton & Menk for Additional Services Related to the Highway 10 Utility Improvement Project for the Amount of $20,625

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

Item B – Authorize Payment of Final Pay Estimate No 1 to Anderson Brothers Construction in the Amount of $70,165.99 for Hemlock Avenue NW Improvement Project

Project Engineer Phil Martin, Bolton & Menk:
- Recommended the City Council approve Pay Estimate No 1 for all work completed through August 31, 2018; and
- Thanked the Council for their time and approval for Items A & B.

Main motion: Approve the Final Pay Estimate No. 1 to Anderson Brothers Construction in the Amount of $70165.99 for Hemlock Ave NW Improvement Project

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

Item C – First Reading – Ordinance No. 224, 3rd Series: Amending Chapter 152.28 C-B Central Business District to Allow Retail Gas Stations and Related Convenience Goods Stores as Conditional Use, Chapter 152.29 C-1 Commercial, to Allow Retail Gas Stations and Related Convenience Goods Stores as a Permitted Use and Chapter 152.30 I-1 light Industrial, to Allow Gasoline, Fuel, and Oil Bulk Stations, Storage, and Distribution Plants as a Conditional Use

WDA Director Dean Uselman:
- Expanded on current zoning language allowing gas stations or bulk fuel sales to be located in Industrial 2 (I-2) zoning district; and
- Stated on October 30, 2018, the Planning Commission recommended the City Council adopt the language to allow retail gas stations and related convenience goods stores as a conditional use in the C-B Central Business Zoning District, Permitted use in the C-1 Commercial Zoning District, and conditional use in the I-1 Light Industrial District.

Item D – Resolution No. 11-02-18: Directing the City Administrator to Prepare an Assessment and Determination of Costs for Improvement No. 58D Miscellaneous Assessment

City Administrator Janette Bower:
- Expanded on the assessment list; and
- Explained the process and procedure for the assessment.

Main motion: Adopt Resolution No. 11-02-18 Directing the City Administrator to Prepare an Assessment and Determination of Costs for Improvement No. 58D Miscellaneous Assessment

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

Item E – Resolution No. 11-03-18: Approving a Variance from the Lot Size Regulation Listed in the City of Wadena Code of Ordinances Chapter 152.26 D.6. for Parcel 22-007-4050, Located at 1425 Jefferson Street South

WDA Director Dean Uselman:
- Expanded on the Planning Commission public hearing held on October 30, 2018 to consider splitting Parcel 22-007-4050 into two parcels;
- Stated there was no one in opposition but did receive letters in support; and
- Stated there was a 4-1 in favor vote.

Mayor George Deiss expanded on previous proposal to purchase the property to extend Nixon Avenue to Jefferson Street by putting a road through the property.

Main motion: to adopt Resolution No. 11-03-18 Approving a Variance from the Lot Size Regulation Listed in the City of Wadena Code of Ordinances Chapter 152.26 D.6. for Parcel 22-007-4050, Located at 1425 Jefferson Street South

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

Item F – Resolution No. 11-04-18: Supporting the Wadena County Business Retention and Expansion Project

City Administrator Janette Bower stated Katie Heppner, Executive Director of The Economic Alliance (formerly known as West Central Economic Development Alliance) was representing Wadena County in economic development. Katie had secured funding and County Board support for a county-wide BR&E initiative through the U of M Extension Office, which will involve the communities of Sebeka, Menahga, Verndale, Staples, and Wadena and asked each community to pass a resolution of support, ensuring each community was in support.

WDA Director Dean Uselman:
- Expanded on each city having four members sit on the committee; and
- Jessie Gibbs, Wade Miller, Jed Brazier, and Dean Uselman volunteered to be on the committee with Janette Bower as an alternate.

Main motion: Adopt Resolution No. 11-04-18: Supporting the Wadena County Business Retention and Expansion Project

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

Item G – Certify the 2018 General Election Results

City Administrator Janette Bower:
- Stated elections went very well; and
- Expanded on the positive comments about the elections held at the Maslowski Wellness & Research Center and about the decreased traffic around the school.

Main motion: To Certify the Election Results

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

Item H – Enter into a Contract for Registered Investment Advisor Services

City Administrator Janette Bower:
- Expanded on the request for proposals for Registered Invest Advisor Services;
- Spoke of the four proposals received; one was deemed as not meeting the proposal criteria;
- Announced the City Administrator and Finance Officer interviewed BPS Capital Management, Inc.; and
- Stated BPS Capital Management, Inc. was the most responsive to the interview criteria and they had the least amount of fees.

Main motion: Approve Entering into a Contract with BPS Capital Management, Inc.

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

Item I – Approve the Commercial Refuse Collection License Application Submitted by Long Prairie Sanitation LLC

City Administrator Janette Bower:
- Stated Long Prairie Sanitation Inc. jad purchased City Dray;
- Stated the background investigation was completed with no issues; and
- Commented they provide containers for both garbage and recycling.

Main motion: Approve the Commercial Refuse License for Long Prairie Sanitation, LLC

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

Item J – Approve the Commercial Refuse Collection License Application Submitted by Steve's Sanitation

City Administrator Janette Bower:

- Stated she contacted previous City Administrator Bradley Swenson to see if there was any language on record for the number of refuse businesses allowed in town; and
- Stated the background was completed with no issues.

Mayor George Deiss commented about possibly putting a cap on number of companies allowed in the city a later date by resolution.

Main motion: Approve the Commercial Refuse License for Steve's Sanitation

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

Item K – Authorize the Memorandum of Understanding with Tri-County Healthcare Concerning the Drug Discount Program

City Administrator Janette Bower:

- Stated Tri-County Healthcare must enter into an agreement with a unit of local government; and
- Stated the City previously entered into the agreement in 2011.

Main motion: Approve the Memorandum of Understanding with Tri-County Healthcare Concerning the Drug Discount Program

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

Item L – Authorize an Adjusting Transfer from the General Fund to the Capital Project Fund

City Administrator Janette Bower:

- Stated when the City started planning for the new Wellness Center in 2010, the revenues and expenses occurred in the General Fund;
- Stated the Capital Project Fund for the Wellness Center was started in 2012, and continued to date; and
- Stated since the building portion of the project was entirely complete, it was requested the City Council approve a transfer of $279,427.38 from the General Fund to the Capital Project Fund, so the amount in the capital project fund reflected the total for the entire project.

Main motion: Approve Authorizing an Adjusting Transfer from the General Fund to the Capital Project Fund

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

Item M – Accept Wadena Fire Department Secretary/Treasurer Brad Ellingworth's Resignation Effective January 1, 2019

Fire Chief Dean Uselman:

- Spoke of Brad Ellingworth's resignation as Secretary/Treasurer for almost 20 years, effective January 1, 2019
- Recommended accepting his resignation with regrets and recognition of his hard work and dedication; and
- Recommended authorization to advertise for replacement within the department.

Main motion: Accept Brad Ellingworth's Resignation and Advertise for Replacement within the Department

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

Item N – Authorize a Step Increase for Chief of Police Naomi Plautz

Mayor George Deiss recommended a step increase for Naomi Plautz from Step 6 to Step 7 effective October 22, 2018.

Main motion: Approve Step Increase for Naomi Plautz

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

Item O – Authorize the Hire of Rodney Rychner as a Full-time Police Officer

Police Chief Naomi Plautz recommended hiring Rodney Rychner as a full-time Police Officer at Step 3, effective November 15, 2018.

Main motion: Approve Hire of Rodney Rychner

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

Item P – Authorize the Hire of New Employees at the Maslowski Wellness and Research Center

Wellness Director Eric Robb:

- Recommended to hire Chase Domier, Aletha Stanley, Summer Templin, and Soren Wedde as part-time lifeguards; and
- Stated all backgrounds were completed with no issues.

Main motion: Approve the New Hires as Recommended

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

Item Q – Infrared Camera Quote Summary

Fire Chief Dean Uselman:

- Stated he had received two quotes for an infrared camera with picture and video capability, on board truck charging station, carrying strap, minimum battery operating time of 4 hours;
- Expanded on the first quote for a Bullard Brand infrared camera from Heiman Fire Equipment for $8,245.391 and second quote for a Tempest Brand from Mars Supply for $6,973.00;
- Explained several functions and capabilities of the infrared camera;
- Stated the Fire Department will assist the Police Department if an infrared camera was needed; and
- Recommended purchasing from Mars Supply, as it was the best value, using budgeted funds and the donation from TWEC for the camera.

Main motion: Approve the Purchase of the Infrared Camera as Recommended

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

6. Public Hearings

Item A – Public Hearing – Ordinance No. 223, 3rd Series: Adopting the 2019 Fee Schedule

Mayor George Deiss opened the Public Hearing.

No one present.

Mayor George Deiss closed the Public Hearing.

Main motion: Close the Public Hearing on Ordinance No. 223, 3rd Series	
Moved by:	Wiese
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	None

City Administrator Janette Bower expanded on changes and updates to the Fee Schedule for 2019.

Main motion: Adopt Ordinance No. 223, 3rd Series	
Moved by:	Gibbs
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	None

City Administrator Janette Bower expanded on the State Statues requirement to publish the ordinance in the city's designated paper.

Main motion: Approve Summary Publication in the Pioneer Journal	
Moved by:	Miller
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	None

Item B – Public Hearing – Resolution No. 11-01-18 Adopting Improvement No. 58C Miscellaneous Assessment

Mayor George Deiss opened the Public Hearing.

No one present.

Mayor George Deiss closed the Public Hearing.

Main motion: Close the Public Hearing – Resolution No. 11-01-18	
Moved by:	Miller
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	None

City Administrator Janette Bower expanded on Resolution No. 11-01-18 Miscellaneous Assessments.

Main motion: Adopt Resolution No. 11-01-18 Miscellaneous Assessments	
Moved by:	Miller
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	None

7. Meeting Open to the Public – 6:30 p.m.

Mayor Deiss opened the meeting to the public.

8. Department Reports

Item A – Street, Sewer and Parks Departments – Superintendent Dan Kovar:
- Stated they are busy with winter projects/jobs; and
- Commented about the bumpy roads on County Road 4.

Item B – Electric and Water Departments – Superintendent Dave Evans:
- Stated the Roach Project dug their own electricity trench because the Electric Department does not have a digger that will dig through the frost; and

- Stated Christmas decorations will be put up soon.

Item C – Liquor Store – Manager Tim Booth was not present.

Item D –WDA Director Dean Uselman:
- Stated he had the BDPI Grant almost ready for the Business Park;
- Stated he had been putting together numbers for Mercury Mosiacs;
- Stated he was trying to secure a location for the new Long Prairie Sanitation Company;
- Stated the Super One and Drastic Measures Brewery projects were coming along nicely; and
- Spoke of the murals taken down.

Planning and Zoning Director Dean Uselman stated the issuance of permits have slowed down and focus was on updating City Codes relating to Planning & Zoning.

Fire Department Fire Chief Dean Uselman announced the upcoming Bingo on Friday, November 16, 2018.

Item E – Police Department Police Chief Naomi Plautz:
- Stated the Police Department almost called for the Fire Department's assistance for their use of the infrared camera to find a person from the detox center that had walked away; and
- Thanked the Council for their support.

Item F – Wellness Center Manager Eric Robb stated Jeremy Umland inquired about renting the facility the third Saturday of January, February and March for boxing events previously held at the Armory.

Item G – Golf Course Manager Kevin Ross was not present.

Item H – City Administrator Janette Bower had nothing to report.

Item I – Council Reports

Council Member Jessie Gibbs had nothing to report.

Council Member Deb Wiese:
- Reported she was interviewed for Women in Wadena Politics; and
- Commented on the newly remodeled brewery store front and stated the sidewalk looked great.

Council Member Bruce Uselman:
- Reported he received a couple phone calls from residents about County Road 4 conditions; and
- Commented on the new governor and legislator.

Council Member Wade Miller spoke of several projects going on downtown Wadena.

Item J – Mayor George Deiss:
- Spoke of the upcoming 2020 census and asked the City to be involved in this;
- Stated he asked Brad Swenson if he would be City Coordinator and will be looking for other city business owners to be involved; and
- Commented on his trip to Portland, Oregon and stated it really made him appreciate how Wadena operates.

9. Adjournment

Main motion: To adjourn the meeting

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

Janette M. Bower, City Administrator

George Deiss, Mayor