

**City of Wadena
Regular City Council Minutes
Tuesday, December 10, 2019**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, December 10, 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, Mark Lunde, and Bruce Uselman

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Resolution No. 2019-47: Confirming the Mayor's Reappointment of Larry DeWald and Mike Pete to the Park Advisory Board
4. Action Memorandum 19-116: Approve Renewing Daniel and Michelle Kern's Exotic Pet License
5. Action Memorandum 19-117: Approve Renewing Wadena Elks BPOE Lodge 2386's Liquor License
6. Action Memorandum 19-118: Approve Renewing Bridgette Ohrmundt's Massage Therapy Business License
7. Action Memorandum 19-119: Approve Renewing El Mariachi's Liquor License
8. Action Memorandum 19-120: Approve Renewing Michelle Krotzer's Massage Therapy Business License
9. Action Memorandum 19-121: Approve Renewing Wadena Lanes Inc.'s Liquor License
10. Action Memorandum 19-122: Approve Renewing Avery Kelderman's Massage Therapy Business License
11. Action Memorandum 19-126: Approve Renewing Comes Investments, Inc.'s 3.2 Beer License
12. Action Memorandum 19-127: Authorize Hiring Andrew Browne as a Firefighter
13. Action Memorandum 19-128: Authorize Hiring Sherry Winkler as a Part-time Maintenance Person at the Maslowski Wellness & Research Center
14. Action Memorandum 19-130: Approve Renewing Uptown's Liquor License
15. Action Memorandum 19-131: Approve Renewing VFW #3922, dba Elmer Goshe Post's Liquor License
16. Action Memorandum 19-132: Approve Renewing Waste Management's Commercial Refuse Collection License
17. Action Memorandum 19-133: Approve Renewing Urban Cuts, aka Bryniarski Tattoo's Tattoo License
18. Action Memorandum 19-134: Approve the 2019 Write-offs for Bad Checks at the Maslowski Wellness and Research Center, Uncollectable Utility Accounts and Miscellaneous Charges

B. Approval of Minutes

1. City Council Meeting Minutes:
 - a. November 5, 2019, Special Meeting
 - b. November 12, 2019, Regular Meeting
 - c. December 3, 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, Lunde
Opposed:	None

4. Unfinished Business

No unfinished Business

5. Public Hearing

Item A - Resolution No. 2019-43: Adopting Improvement No. 59A Miscellaneous Assessments

Mayor George Deiss opened the Public Hearing at 6:00 pm.

Main motion: Close Public Hearing at 6:01 pm

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

Main motion: Adopt Resolution No. 2019-43

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

Item B - Resolution No. 2019-44: Adopting Improvement No. 59B CSAH 4 Reconstruction Utility Improvement Project Special Assessments

Phil Martin, Principal Engineer at Bolton & Menk, expanded on the project scope, improvements (County & City), City Assessment Policy, project cost information, and property assessment.

Mayor George Deiss opened the Public Hearing at 6:11 pm.

Ryan McQuiston, 723 Sunnybrook Road, spoke of the project and impact on his property and the tax increase for his property almost doubling and asked the council to consider the little guys that are struggling.

Main motion: Close Public Hearing at 6:13 pm

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

Mayor Deiss expanded on the project, the concerns of citizens, and the assessments.

Main motion: Adopt Resolution No. 2019-44

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

Item C - Resolution No. 2019-45: Adopting the Final 2019 Tax Levy

Mayor George Deiss opened the Public Hearing at 6:18 pm.

Main motion: Close Public Hearing at 6:18 pm

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

City Administrator Janette Bower:

- Stated the budget had a decrease of 5.6% due to one bond paid in full and stated next year it's expected to increase again with equipment bond payment due; and
- Stated she had received calls regarding questions on property valuations and directed them to the County and informed them of the Board of Review meeting in April.

Main motion: Adopt Resolution No. 2019-45

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

Item D - Resolution No. 2019-46: Adopting a Budget for the City of Wadena, Minnesota for the Fiscal Year Beginning January 1, 2020, and ending December 31, 2020

Mayor George Deiss opened the Public Hearing at 6:21 pm.

Main motion: Close Public Hearing at 6:21 pm

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

City Administrator Janette Bower stated this was the same budget as the General Fund and also the same as at the Enterprise Fund Budget meetings as well.

Main motion: Adopt Resolution No. 2019-46

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

Item E - Second Reading – Ordinance No. 226, 3rd Series: Annexing Land Located in Compton Township, Otter Tail County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subdivision 2(3), Permitting Annexation by Ordinance**1. Action Memorandum 19-125: Authorize Entering into a Development Agreement with Tri-County Healthcare for the TCHC Utility Extension Project**

Mayor George Deiss opened the Public Hearing at 6:23 pm.

David Mertens, Compton Township Supervisor:

- Stated Compton Township objects to the annexation under the current proposal;
- Expanded on the hardship this would create for Compton Township; and
- Stated current property taxes are less than \$500.

Main motion: Close Public Hearing at 6:27 pm

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

City Administrator Janette Bower stated Tri-County Healthcare was not entering into this agreement at this time and asked the Council to postpone the item.

Main motion: Postponed Action Memorandum 19-125 until January 14, 2020

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

Main motion: Postpone Ordinance No. 226, 3rd Series until January 14, 2020

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

Item F - Second Reading – Ordinance No. 227, 3rd Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 11000010003000 from its Current Residential Zoning Designation to C-1 Commercial

Mayor George Deiss opened the Public Hearing at 6:32 pm.

Main motion: Close Public Hearing at 6:32 pm

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

Main motion: Postpone Ordinance No. 227, 3rd Series until January 14, 2020

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

6. New Business**Item A – Second Reading – Ordinance No. 228, 3rd Series: Adopting the 2020 City of Wadena Fee Schedule**

City Administrator Janette Bower:

- Expanded on the annual update to the 2020 Fee Schedule;
- Stated each Department Head reviewed their department's fees; and
- Stated the only major change was adding fire call charges within city limits and an increase for fire call rates.

Main motion: Adopt Ordinance No. 228, 3rd Series

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

Item B – Resolution No. 2019-48: Approving a Conditional Use Permit to Construct a Medical Center and Related Activities in a C-1 (Commercial) Zoning District as Required in the City of Wadena Code of Ordinances Chapter 152.07 A – 4 for Parcel 11000010003000, Located at 63835 Hwy 10 Wadena, Minnesota

Main motion: Postponed Resolution No. 2019-48 until January 14, 2020

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

Item C – Resolution No. 2019-49: Adopting the 2020 City of Wadena Part-time Wage Scale

City Administrator Janette Bower expanded on 2.5% increase to the part-time wage scale and the 1,000-hour lineman increased according to the start step.

Main motion: Adopt Resolution No. 2019-49

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

Item D – Action Memorandum 19-123: Authorize Entering into a Professional Services Agreement with Short Elliot Hendrickson, Inc. for Final Design of the Crosswind Runway Construction Project

City Administrator Janette Bower expanded on the plans for design and construction schedule.

Main motion: Approve Action Memorandum 19-123

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

Item E – Action Memorandum 19-124: Approve the 2020 City of Wadena Employee Wellness Program

Police Chief Naomi Plautz:

- Expanded on details of the program, which would allow employees 8 hours per month to leave during normal work hours for physical exercise;
- Expanded on the cost of the program and what would be covered;
- Expanded on the health benefits to the employees that participate;
- Stated each Department Head would need to approve employee's requested time off to work out at the Maslowski Wellness Center;
- Stated each member that participates would be required to have a membership or purchase day passes; and

- Offered to gather more information on benefits to the city and how this program worked for other cities,

The Council agreed to postpone Action Memorandum 19-124 for further research.

Item F – Action Memorandum 19-129: Appointing Cody Yglesias as the Interim Fire Chief

Cody Yglesias stated he would be happy to fill in as Interim Fire Chief.

Fire Chief Dean Uselman:

- Stated he felt Cody Yglesias would do well in this position; and
- Stated he advertised for the position and will start the interview process.

Main motion: Approve Action Memorandum 19-129

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

7. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 5:38 pm.

8. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar expanded on recent snow removal efforts and stated the skating rinks would be flooded next week.

Item B - Utilities Department

Superintendent Dave Evans:

- Stated his crews were finishing tree trimming for overhead lines; and
- Stated his crews will move on to substation & equipment maintenance.

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

1. November 14, 2019, WDA Minutes

WDA Director Dean Uselman:

- Spoke of action items at upcoming meeting; and
- Spoke of bids received on the two buildings sold and stated he received payment for one of the buildings so far.

Planning & Zoning Director Dean Uselman expanded on mapping for the Folkestad One-call for the propane tanks.

Fire Chief Dean Uselman:

- Stated the Fireman's Bingo had a great turnout; and

- Stated the gun raffle's revenue was down.

Item D - Police Department

1. November Activity Report

Police Chief Naomi Plautz:

- Expanded on TZD (Towards Zero Deaths) and areas participating; and
- Announced Shop with a Hero will be held at 4:00 on December 12, 2019 and asked for volunteers to help.

Item E - Wadena Liquor Store

1. November Liquor Store Revenue

Manager Tim Booth stated December was typically the busiest month of the year and feels revenue should hit \$100,000 over 2018 by year end.

Item F - Maslowski Wellness and Research Center

1. November MWRC Revenue

Manager Eric Robb stated the MWRC had been busy.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower had nothing to report.

Item I – Council Reports

Bruce Uselman thanked Department Heads for their efforts over the past year.

Wade Miller thanked Public Works Director for snow removal efforts.

Jessie Gibbs was absent.

Mark Lunde had nothing to report.

Item J - Mayor's Report

Mayor George Deiss:

- Commented on the City of Wadena Christmas Party attendance; and
- Spoke of lighting of the nativity scene.

9. Adjournment

Main motion: Adjourn at 6:35 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor