

**City of Wadena
Regular City Council Minutes
Tuesday, June 9, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, June 9, 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, Jessie Gibbs, 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. Action Memorandum 20-56: Approve the Transient Merchant License Application Submitted by TNT Fireworks for Fireworks Sales at Walmart
4. Action Memorandum 20-59
5. Subject: Approve Hiring Karli Kawlewski and Bereket Loer as Part-Time Golf Course Attendants at Whitetail Run Golf Course

B. Approval of Minutes

1. City Council meeting minutes:
 - a. May 12, 2020, Regular Meeting
 - b. May 27, 2020, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Public Hearing

5. Unfinished Business

6. New Business

Item A – Resolution No. 2020-27: Entering into MnDOT Agreement No. 1044247

Superintendent Dave Evans expanded on the clarification of who was responsible for paying for installation and maintenance of lights.

Main motion: Adopt Resolution No. 2020-27

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

Item B – Action Memorandum 20-51: Authorize Hiring Reed Barthel as the Utilities Line Foreman

Utilities Superintendent Dave Evans recommended hiring Reed Barthel at step 5 of the newly created line foreman position beginning on June 10, 2020, with a one-year probation period.

Main motion: Approve Action Memorandum 20-51

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

Item C – Action Memorandum 20-52: Authorize Replacing the Burlington Northern Park Band Stand Floor and Authorize Removing the Band Stand Stairway

Public Works Director Dan Kovar:

- Expanded on budgeted amount of \$10,000 for 2020;
- Expanded on Park Board's recommendation to replace the floor of the band stand and remove the stairway; and
- Stated the floor and stairway did not meet ADA requirements.

Main motion: Adopt Action Memorandum 20-52

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

Item D – Action Memorandum 20-53: Award the 2020 Mill and Overlay Project to Ferguson Asphalt Paving Inc

Public Works Director Dan Kovar recommended low bidder Ferguson Asphalt Paving Inc., for the 2020 Mill and Overlay Project.

Main motion: Approve Action Memorandum 20-53

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

Item E – Action Memorandum 20-54: Authorize Entering into a Purchase and Right of First Refusal Agreement with Patrick Hunke for Lot 3, Block 2, Wadena Business Park Addition

WDA Director Dean Uselman expanded on the WDA Board's recommendation to approve purchasing Lot 3, Block 2 in Wadena Business Park.

Main motion: Approve Action Memorandum 20-54

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

Item F – Action Memorandum 20-55: Approve a Fix-Up Loan for Jessie Grangruth dba Iron Corral

WDA Director Dean Uselman expanded on the Fix-up Loan Committee's recommendation to approve Jessie Grangruth's loan amount of \$15,000, 20% deferred and 80% is repayable at 3% interest, to repair the roof over the patio area, replace the fence, and expand the patio area.

Main motion: Approve Action Memorandum 20-55

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

Item G – Action Memorandum 20-57: Approve Purchasing a QTpod M4000 Self-Fueling Terminal for the Wadena Municipal Airport

City Administrator Janette Bower:

- Expanded on current QTpod M3000 service and support end date of June 30, 2020, and expanded on the cost of the QTpod M4000. The City will receive funds from CARES Act and intends to use these funds to pay for the unit if this type of purchase fits within the guidelines. If not, the funds will come from the airport budget.

Main motion: Approve Action Memorandum 20-57

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

Item H – Action Memorandum 20-58: Approve the Required Liquor Licenses for Stave LLC, aka Little Round Still

City Administrator Janette Bower expanded on liquor licenses for a tap room, Sunday liquor sales and the distillery portion of the facility, pending the outcome of the background investigation.

Main motion: Approve Action Memorandum 20-58

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

Item I – City of Wadena Second Liquor Store Expansion Possibilities

City Administrator Janette Bower:

- Expanded on Ryan Hunke’s proposed expansion plan and the possibility of having a second liquor store; and
- Spoke of the AGED process.

Ryan Hunke:

- Expanded on expansion options at the south side Sinclair building;
- Commented about needing more businesses on the south side of town;
- Spoke of traffic data on Hwy 71; and
- Spoke of possibly starting construction in the spring of 2021.

Liquor Store Manager Tim Booth spoke of traffic data and possibly tracking purchases by zip code to see if there is a need for a second liquor store on the south side of town.

Item J – Maslowski Wellness and Research Center COVID-19 Policy

MWRC Director Eric Robb:

- Spoke of policy changes to reflect COVID-19;
- Spoke of members looking for refunds on memberships due to shut down during governors’ orders to close the facility; and
- Spoke of freezing memberships for those members wanting this option.

7. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 6:07 pm

8. Department Reports

Item A - Public Works Department

1. June 1, 2020, Park Board Minutes

Public Works Director Dan Kovar:

- Stated his crew will complete the dust control in the regular areas as well as Greenwood Avenue; and
- Announced the Splash Pad will open next week after it passes inspection by the Department of Health.

Item B - Utilities Department

Superintendent Dave Evans:

- Stated the lights will be installed in 1-2 weeks along Hwy 10; and
- Stated the water department had been pumping more water due to dry weather.

Item C - Wadena Development Authority & Planning and Zoning

1. May 14, 2020, WDA Special Minutes

WDA Director Dean Uselman:

- Stated 5 loans were completed for the COVID-19 Emergency Loans and 4 applications were ready for review;
- Spoke of businesses closed for the protest on Friday and the need to extend the deadline for submitting applications; and
- Spoke of the developer of Wadena Wal-Mart wanting to attract more businesses to town.

Planning & Zoning Director Dean Uselman:

- Spoke of setting up a Planning Commission meeting to address allowing animals within the city limits on larger acreage lots; and
- Stated the Salsa Festival was still scheduled for September 19, 2020.

Item D - Police Department

1. May Activity Report

Police Chief Naomi Plautz:

- Spoke of nuisance property on Bottemiller Drive; and
- Expanded on the peaceful protest held on June 5, 2020 and thanked everyone for their support.

Item E – Fire Department

1. April 1, 2020 Fire Dept. Minutes
2. May Report

Fire Chief Cody Yglesias was not present.

Item F - Wadena Liquor Store

1. May Liquor Store Revenue

Liquor Store Manager Tim Booth expanded on possible second liquor store and stated he would put together some numbers to see if it is feasible on his end.

Item G - Maslowski Wellness and Research Center

1. May MWRC Revenue

MWRC Manager Eric Robb stated the MWRC opens June 10, 2020 after the COVID-19 shut-down.

Item H – Whitetail Run Golf Course

Manager Kevin Ross was not present.

City Administrator Janette Bower spoke of COVID-19 changes implemented at the golf course.

Item I - City Administrator

Janette Bower:

- Announced the city office opened June 15, 2020;
- Spoke of social distancing plan and PPE used; and
- Spoke of plans for meetings.

Item J – Council Reports

Bruce Uselman had nothing to report.

Mark Lunde commented on how well the protest was handled.

Jessie Gibbs:

- Commented on how well the protest was handled; and
- Inquired about electronic payment options for utility billing.

Wade Miller thanked Police Chief Naomi Plautz, Mayor George Deiss and City Administrator Janette Bower for being prepared for the protest.

Item K - Mayor's Report

Mayor George Deiss:

- Spoke of his presence at the protest; and
- Commented on Oma's new building.

Adjournment

Main motion: Adjourn at 6:25 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor