

**City of Wadena
Regular City Council Minutes
Tuesday, December 8, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, December 8, 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 open to the public and 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 was 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 20-137: Approve Renewing Waste Management of MN, Inc.'s Commercial Refuse Collection License
4. Action Memorandum 20-138: Approve Renewing Dana Eberhardt's Massage Therapy Business License
5. Action Memorandum 20-139: Approve Renewing El Mariachi's Liquor License
6. Action Memorandum 20-140: Approve Renewing Oma's Bread LLC's Liquor License
7. Action Memorandum 20-141: Approve Renewing Wadena Elks BPOE Lodge 2386's Liquor License
8. Action Memorandum 20-142: Approve Renewing Kylee Wright's Massage Therapy Business License
9. Action Memorandum 20-143: Approve Renewing Michelle Krotzer's Massage Therapy Business License
10. Action Memorandum 20-144: Approve Renewing Johns Car Care Center, Inc.'s Tobacco License
11. Action Memorandum 20-145: Approve Renewing Elmer Goche Post #3922's Liquor License
12. Action Memorandum 20-146: Approve Renewing Miner's Incorporated's Liquor License
13. Action Memorandum 20-147: Approve Renewing the Wadena Municipal Liquor Store Tobacco and Liquor Licenses
14. Action Memorandum 20-148: Approve Renewing Whitetail Run Golf Course's Liquor License

15. Action Memorandum 20-149: Approve Renewing The Uptown/Hagen & Hagen's Liquor License
16. Action Memorandum 20-150: Approve Renewing Iron Corral's Liquor License
17. Action Memorandum 20-151: Approve Renewing Holiday Station Stores, LLC's 3.2 Beer License and License to Sell Tobacco Products
18. Action Memorandum 20-152: Approve Renewing AAA Roll Off Services, LLC's Commercial Refuse Collection License
19. Action Memorandum 20-153: Approve Renewing Samantha Olson's Massage Therapy Business License
20. Action Memorandum 20-154: Approve Renewing Urban Cuts, aka Bryniarski Tattoo's Tattoo License
21. Action Memorandum 20-159: Approve Renewing Wadena Lanes Inc.'s Liquor License
22. Action Memorandum 20-160: Approve Hiring Garrett Erickson as a Part-time Police Officer

B. Approval of Minutes

1. City Council meeting minutes:
 - a. November 10, 2020, Regular Meeting
 - b. November 24, 2020, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Unfinished Business

5. New Business

Item A - Action Memorandum 20-155: Accept Sam Waln's Notice of Retirement

Mayor George Deiss thanked Sam for his years of service.

Main motion: Approve Action Memorandum 20-155

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

Item B – Action Memorandum 20-156: Approve the 2020 Write-offs

City Administrator Janette Bower stated the write-offs were the accounts we were unable to collect on, and collection efforts will continue.

Main motion: Approve Action Memorandum 20-156

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

Item C – Action Memorandum 20-157: Award the Maslowski Wellness & Research Center Lap Pool Resurface Project to Quality Pools, LLC

MWRC Manager Eric Robb:

- Expanded on the life expectancy of pool surfaces;
- Expanded on quotes received to resurface the lap pool;
- Recommended to hire Quality Pools, LLC in the amount of \$54,659; and
- Explained the construction budget would cover the cost to resurface the lap pool.

Main motion: Approve Action Memorandum 20-157

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

Item D – Action Memorandum 20-158: Approve the 2021 Employee Wellness Program

City Administrator Janette Bower:

- Expanded on the City's contribution amount of \$2,000 in 2020 which increased to \$3,000 for 2021; and
- Explained employee memberships were paid by each employee's department.

Main motion: Approve Action Memorandum 20-158

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

Item E – Resolution No. 2020-50: Adopting the 2021 City of Wadena Part-time Wage Scale

City Administrator Janette Bower stated the part-time wage scale increased by 1.5% which follows the same for full-time wage scale. With the exception of the Electric 1,000 Hour Lineman which is based off of 75% of Lineman Start Step.

Main motion: Adopt Resolution No. 2020-50

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 – Resolution No. 2020-51: Approving and Authorizing the Execution of a Lease Purchase Agreement and Related Documents and Certificates

Police Chief Naomi Plautz expanded on the better rates currently available through SCB Public Finance and the requirements of the approved resolution.

Main motion: Approve Resolution No. 2020-51

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

6. Public Hearings**Item A – Resolution No. 2020-47: Adopting Improvement No. 60A Miscellaneous Assessments**

Mayor Deiss opened the public hearing at 6:01 pm.

City Administrator Janette Bower expanded on assessment process and terms.

Main motion: Close the public hearing at 6:04

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

Main motion: Adopt Resolution No. 2020-47

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

Item B – Resolution No. 2020-48: Adopting the Final 2021 Tax Levy

Mayor Deiss opened the public hearing at 6:05 pm.

City Administrator Janette Bower stated this adopts the final tax levy and certified with Wadena County and Otter Tail County.

Main motion: Close the public hearing at 6:06

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

Main motion: Adopt Resolution No. 2020-48

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

Item C – Resolution No. 2020-49: Adopting a Budget for the City of Wadena, Minnesota for the Fiscal Year Beginning January 1, 2021, and ending December 31, 2021

Mayor Deiss opened the public hearing at 6:07 pm.

City Administrator Janette Bower clarified the Planning & Zoning expenditures included the Wadena Development Authority.

Main motion: Close the public hearing at 6:09

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

Main motion: Adopt Resolution No. 2020-49

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

7. Meeting Open to the Public

Benya Kraus, Lead for America, spoke of pursuing artisanship for Economic Development Authority, in partnership with Little Round Still.

8. Department Reports**Item A - Public Works Department**

Public Works Director Dan Kovar reported his crew worked on odd jobs due to lack of snow fall.

Item B - Utilities Department

Superintendent David Evans reported his crew started trimming trees.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman spoke of proposal that will be discussed at the WDA meeting on December 10, 2020 for Lead for America to bring art and fellowship to our community.

Planning & Zoning Director Dean Uselman stated MMCDC framed and put sheetrock in their first house.

Item D - Police Department

1. November Activity Report

Police Chief Naomi Plautz had nothing to report.

Item E – Fire Department

1. November Report
2. December 2, 2020 Minutes

Fire Chief Cody Yglesias was not present.

Item F - Wadena Liquor Store

1. November Liquor Store Revenue

Liquor Store Manager Tim Booth:

- Expanded on July and August having lower sales but stated of year-end total sales were up; and
- Expanded on employees in quarantine due to COVID-19.

Item G - Maslowski Wellness and Research Center

1. November MWRC Revenue

MWRC Manager Eric Robb:

- Thanked the Council for approval to resurface the lap pool; and
- Expanded on leasing equipment to MWRC members during the COVID-19 shutdown orders.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower spoke of possible upcoming special meeting on union contracts.

Item J – Council Reports

Bruce Uselman:

- Thanked the department heads for all the hard work throughout the year;
- Wished everyone a Merry Christmas; and
- Inquired on COVID-19 vaccine sites.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Wade Miller had nothing to report.

Item K - Mayor's Report

George Deiss:

- Commented on how well the traffic flowed on Hwy 10 traffic and how great it looked;
- Spoke of the holiday lights in BN Park; and
- Wished everyone a Merry Christmas and a Happy New Year.

Adjournment

Main motion: Adjourn at 6:17 p.m.

Moved by:	Miller
Seconded by:	Gibbs
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