

**City of Wadena
Regular City Council Minutes
Tuesday, May 7, 2019**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, May 7, 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 19-40: Approve Temporary Liquor Licenses for the Wadena County Fair

B. Approval of Minutes

1. City Council meeting minutes:
 - a. April 9, 2019, Regular Meeting
 - b. April 17, 2019, Special Meeting

Main motion: Approve the Consent Calendar and Minutes

Moved by:	Lunde
Seconded by:	Gibbs
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. 2019-24: Authorizing Execution of the Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract

City Administrator Janette Bower stated this was the yearly grant offered by MnDOT for maintenance and operations at the airport. The City will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. The maximum the City can receive is \$54,986.

Main motion: Adopt Resolution No. 2019-24

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

Item B – Action Memorandum 19-34: Authorize a Repayment Transfer to the City of Walker for FAA Entitlement Monies Previously Transferred to the City of Wadena**Main motion: Adopt Resolution No. 2019-34**

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 19-35: Authorize Purchasing a Soil Conditioner from Midwest Machinery Company

Public Works Superintendent Dan Kovar:

- Stated this was a budgeted item for 2019 for soil shaping and seed bed preparation;
- Expanded on quotes received from Midwest Machinery Co for \$8,200, Mid-Central Equipment for \$9,305, and Quick Attach LLC for \$8,824.60;
- Explained functions of the soil conditioner; and
- Recommended purchasing the soil conditioner from Midwest Machinery for \$8,200.00.

Main motion: Approve Action Memorandum 19-35

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

Item D – Action Memorandum 19-36: Authorize Entering into a Service Agreement with the Wadena Humane Society

City Administrator Janette Bower expanded on grammatical and billing changes to the service agreement with the Wadena Humane Society and stated quarantined dogs were only to be held 10 days as required by law as opposed to 14 days.

Main motion: Approve Action Memorandum 19-36

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

Item E – Action Memorandum 19-37: Approve Amending Drastic Measures’ Tap Room On Sale Liquor License to Authorize Outdoor Seating

Mayor George Deiss expanded on MnDOT’s authority along Hwy 71.

Council Member Bruce Uselman expanded on liability issues and exceptions made for special events.

Main motion: Tabled until special meeting scheduled for May 28, 2019

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

Item F – Action Memorandum 19-38: Authorize New Hires at the Wadena Liquor Store and Whitetail Run Golf Course

City Administrator Janette Bower received a recommendation from Golf Course Manager Kevin Ross to hire Alexander Tast.

Main motion: Approve Action Memorandum 19-38

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

Item G – Action Memorandum 19-39: Authorize New Hires for the Utilities and Public Works Departments

Public Works Superintendent Dan Kovar recommended to hire Brian Miller for part-time seasonal employment.

Main motion: Authorize Action Memorandum 19-39

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

Item H – Black’s Grove

Denny Barry

- Thanked the City Council for their involvement with the warming house project;
- Expanded on revised plans for the Blacks’ Grove Warming House;
- Spoke of options for transferring monies between Black’s Grove and the City; and
- Expanded on heating and electricity cost estimates.

Council Member Jessie Gibbs suggested the warming house only be used during winter months.

Main motion: To proceed with warming house project & for the City to take ownership after completed and be open for use during winter months.

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

7. Department Reports

Item A - Public Works Department

Superintendent Dan Kovar:

- Announced all parks were opened and ready for use;
- Announced campground was ready for use;
- Stated the first batch of fish was delivered and pond was stocked; and
- Stated the Park Board met on May 6, 2019 and decided on a splash park design which they will present at the next council meeting.

Item B - Utilities Department

Superintendent Dave Evans:

- Stated the department put up new lighting by Hwy 10;
- Announced flushing of the hydrants scheduled next week; and
- Expanded on the internal expansion for the water tower.

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

1. March 14, 2019, Wadena Development Authority Minutes
2. April 11, 2019, Wadena Development Authority Minutes
3. April 3, 2019, Fire Department Minutes

WDA Director Dean Uselman gave an update on getting the watermain across the Hartman Property for the Business Park Project.

Planning & Zoning Director Dean Uselman stated he had issued a lot of permit applications and to date there were three new homes planned to be built.

Item D – Wadena Liquor Store

Manager Tim Booth stated the sales for the end of April is up \$43,000 from last year.

Item E - Police Department

1. April Activity Report

Police Chief Naomi Plautz had nothing to report.

Item F - Maslowski Wellness and Research Center

Manager Eric Robb was not present.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was not present.

Item H - City Administrator

City Administrator Janette Bower:

- Stated the Wellness Center's revenue had increased;
- Expanded on pump issues at the Wellness Center; and
- Announced Landwehr Construction was in town and had begun the demolition on Orton's Gas Station.

Item I – Council Reports

Mark Lunde had nothing to report.

Jessie Gibbs commented he had people voice their concerns to him on the road condition from Jefferson St South to Olmsted Ave.

Public Works Superintendent Dan Kovar stated that road from Jefferson St South to Omsted Ave is a county road.

Bruce Uselman had nothing to report.

Wade Miller thanked Public Works Superintendent Dan Kovar for fixing potholes in the alley.

Item J - Mayor's Report

Mayor George Deiss:

- Expanded on the MN Mayor's Association which he attended on April 26, 2019.

8. Closed Session

Item A – Closed Meeting Regarding the Performance of City Administrator Janette Bower

Main motion: To move Ms. Bower from Step 1 (\$40.27) to Step 2 (\$42.16)

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

9. Adjournment

Main motion: Adjourn at 6:30 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