

**City of Wadena
Regular City Council Minutes
Tuesday, April 14, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, April 14, 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 in 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. Proclamation: Proclaiming Friday, April 24, 2020 as Arbor Day and the Month of May 2020, as Arbor Month in the City of Wadena
4. Action Memorandum 20-29: Accept Jason Wright's Resignation from the Wadena Fire Department Effective April 1, 2020
5. Action Memorandum 20-38: Approve Temporary Liquor Licenses for the Wadena County Fairgrounds

B. Approval of Minutes

1. City Council meeting minutes:
 - a. March 10, 2020, Regular Meeting
 - b. March 20, 2020, Special Meeting
 - c. March 31, 2020, Special Meeting

Main motion: Approve the Consent Calendar and Minutes

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

4. Public Hearing

5. Unfinished Business

6. New Business

Item A – Action Memorandum 20-30: Authorize Entering into Bolton & Menk’s Professional Services Proposal for the Highway 10 Corridor Stormwater Drainage Project

Project Engineer Phil Martin explained the proposal for the Highway 10 Corridor Stormwater Drainage Project and spoke County Engineer Ryan Odden’s steps for obtaining legislative bonding for this project.

Main motion: Adopt Action Memorandum 20-30

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

Item B – Action Memorandum 20-31: Authorize Entering into Bolton & Menk’s Professional Services Proposal for a Feasibility Report for the 2025 Highway 71 & Highway 29 MnDOT Improvement Program

Project Engineer Phil Martin recapped that MnDOT contacted the City regarding their planned Highway 71 and Highway 29 Project. The project involves improvements to Highway 71 between Franklin Avenue & Elm Avenue and improvements Highway 29 from the westerly city limits to Highway 71. The City anticipates the need to complete some water and sewer infrastructure work during this project. The estimated cost of the report was \$10,556 and will be billed on a not-to-exceed actual hourly basis.

Main motion: Approve Action Memorandum No. 20-31

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

Item C – Action Memorandum 20-32: Approve the New Snowmobile Trail Route

City Administrator Janette Bower expanded on the requested new trail route.

Police Chief Naomi Plautz stated she was in support of the requested new trail route.

Main motion: Adopt Action Memorandum 20-32

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

Item D – Action Memorandum 20-33: Approve a Non-Commercial Hangar Lease Agreement with William Knutson

City Administrator Janette Bower:

- Explained Bill Knutson's proposal to build a new hangar at the airport which Dano Ostrander will sublet or rent;
- Expanded on lease agreement; and
- Stated the firm of Short Elliott Hendrickson agreed to the terms.

Main motion: Approve Action Memorandum 20-33

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

Item E – Action Memorandum 20-34: Authorize Stump Removal Work by Kern & Tabery, Inc. in the Right-of-Way of Folkestad East Addition

City Administrator Janette Bower expanded on stump removal within the 30' of the right of way so lots can be viewed and accessed.

Main motion: Approve Action Memorandum 20-34

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

Item F – Action Memorandum 20-35: Authorize Hiring Nathan Biederman as a Firefighter

City Administrator Janette Bower stated Fire Chief Cody Yglesias recommends hiring Nathan Biederman as a new firefighter pending background investigation and pre-employment testing.

Main motion: Approve Action Memorandum 20-35

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

Item G – Action Memorandum 20-36: Authorize Purchasing a Bat Fan from Fire Safety USA

Secretary Andrew Browne expanded on three quotes received for the battery-operated fan (Bat Fan) and recommended purchasing from Fire Safety USA for \$3,775.

Fireman Dean Uselman expanded on the functions and benefit of the Bat Fan.

Main motion: Approve Action Memorandum 20-36

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

Item H – Action Memorandum 20-37: Releasing the Request for Proposals for the Wadena Municipal Liquor Store ADA Improvement Project

City Administrator Janette Bower expanded on lawsuit regarding the Liquor Store ramp and ADA requirements to replace the ramp.

Project Engineer Phil Martin expanded on the process to remedy the one-inch difference at the threshold of the door.

Main motion: Approve Action Memorandum 20-33

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

7. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 5:35 pm

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

Public Works Director Dan Kovar was absent

Item B - Utilities Department

Superintendent Dave Evans:

- Stated his crews have been working in the morning and leave early when tasks are completed to eliminate some risk of exposure to COVID-19; and
- Spoke of the electric car charging station and asked for permission to move it to the East side of The Depot parking lot. The council consented to this change.

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

1. March 12, 2020, WDA Minutes
2. March 30, 2020, WDA Special Minutes

Planning & Zoning Director Dean Uselman:

- Spoke of the option for businesses to defer their business loan payments for a few months due to COVID-19;
- Spoke of Coffee Talk meetings with Katie Heppner; and
- Stated the tall white building at the Business Park had been purchased and removed, the other building needs demolition.

Item D - Police Department**1. March Activity Report**

Police Chief Naomi Plautz:

- Stated she will be a representative for Region 5;
- Expanded on her weekly participation with Dept of Public Safety meetings; and
- Stated the new squad is getting equipment installed.

Item E – Fire Department

1. April 1, 2020 Fire Dept. Minutes
2. March Fire Calls

Secretary Andrew Browne expanded on recent fire call.

Item F - Wadena Liquor Store**1. March Liquor Store Revenue**

City Administrator Janette Bower stated the liquor store had been extremely busy with increased sales. There have been no staffing issues, one of MWRC's employees helped at the liquor store.

Item G - Maslowski Wellness and Research Center**1. March MWRC Revenue**

MWRC Manager Eric Robb expanded on cleaning and painting projects during COVID-19 shutdown.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross:

- Spoke of the possible restrictions for opening the golf course to the public;
- Stated he did not receive any bids to repair the roof;
- Expanded on budgeted utility vehicle/beverage cart purchased for \$10,000; and
- Spoke of installation of new cabinets and countertop for kitchen.

Item I - City Administrator

Janette Bower:

- Spoke of businesses shut down due to COVID-19;
- Spoke of Sunnybrook Campground opening May 1, 2020, unless there were further Governor mandates;
- Expanded on Hwy 10 Project;
- Expanded on option to pay property taxes with a waiver of late fees due to COVID-19; and
- Expanded on getting set up for credit card payments for utility bills.

Item J – Council Reports

Bruce Uselman commented about the effects of COVID-19 in the community and inquired about the Hwy 10 Project.

Mark Lunde had nothing to report.

Jessie Gibbs stated the Chamber of Commerce was operating and reaching out to businesses impacted by COVID-19.

Wade Miller had nothing to report.

Item K - Mayor's Report

Mayor George Deiss:

- Thanked everyone for their patience and understanding during COVID-19 changes;
- Thanked Council Member Wade Miller for his help preparing for electronic meetings; and
- Announced he was working on setting up a community involved chant "We are united as one voice, we are Wadena Strong and we will get thru this".

Adjournment

Main motion: Adjourn at 6:05 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor