

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

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, September 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, 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 20-93: Approve Hiring John Heppner as a Part-time Lifeguard at the Maslowski Wellness and Research Center Approval of Minutes
- B. Approval of Minutes
 - 1. City Council meeting minutes:
 - a. July 28, 2020, Special Meeting
 - b. August 4, 2020, Regular Meeting
 - c. August 18, 2020, Special Meeting
 - d. September 1, 2020, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Public Hearing

5. Unfinished Business

Item A - Action Memorandum 20-74: Authorize Entering into a Professional Services Proposal with Bolton & Menk for the Tri-County Health Care Utilities Extension Project

Tri-County Healthcare CEO Joel Beiswenger:

- Spoke of plans to move forward and “when and how” to make this project happen;
- Spoke of three permutations; and
 - Proceed with project and get reimbursed thru special assessments
 - Stimulus bill which gives reimbursement
 - Risk of project not happening or not happening for several years and the city not getting reimbursed
- Spoke of financing options and the need to have it in place before moving forward.

City Administrator Janette Bower expanded on the possible stimulus funding for the water/sewer infrastructure project if this project was “shovel ready”.

Bolton & Menk, Anthony Maule expanded on the time frames for field work associated with wetland delineation, right-of-way boundary survey, topographic survey and the preliminary engineering phase.

Council discussed funding and risks to the city.

Main motion: Adopt Action Memorandum 20-74 as amended by postponing preliminary engineering for \$98,100

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

6. New Business

Item A – Resolution No. 2020-34: Adopting the Preliminary 2021 Tax Levy

City Administrator Janette Bower stated the Preliminary 2021 Tax Levy was for the General Fund.

Mayor George Deiss announced the Truth & Taxation Public Hearing would be held during the regular monthly City Council meeting on December 8, 2020.

Main motion: Adopt Resolution No. 2020-34

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

Item B – Resolution No. 2020-35: Approving the 2020 Wadena Housing and Redevelopment Authority Tax Levy

City Administrator Janette Bower stated the Wadena Housing & Redevelopment Authority requested this annual resolution at the statutory limit.

Main motion: Approve Resolution No. 2020-35

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

Item C – Resolution No. 2020-36: Authorizing the 2021 Wadena Development Authority Mandatory Tax Levy

City Administrator Janette Bower stated the Wadena Development Authority requested this annual resolution at the statutory limit.

Main motion: Approve Resolution No. 2020-36

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

Item D - Resolution No. 2020-37: Authorizing the 2021 Wadena Development Authority Discretionary Tax Levy

City Administrator Janette Bower stated the Wadena Development Authority requested this annual resolution at the statutory limit.

Main motion: Adopt Resolution No. 2020-37

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

Item E - Resolution No. 2020-38: Approving the CAREs Act Coronavirus Relief Fund (CRF) Expenditures and Authorizing the Applicable Transfers

City Administrator Janette Bower expanded on the \$312,662 received from the CARE's Act Coronavirus Relief Fund and using the funds for expenditures of \$110,548.60 which were incurred between the period of July 11 – August 31, 2020.

Main motion: Adopt Resolution No. 2020-38

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

Item F - Action Memorandum 20-94: Approve Entering into a Professional Services Agreement with Bolton & Menk for the Highway 71 Railway Quiet Zone Crossing Improvements Project

City Administrator Janette Bower stated the County approved working with Bolton & Menk for this project and this was the next step to have the quiet zone approved.

Mayor George Deiss stated years ago \$257,000 was set aside to cover the engineering costs associated with the quiet zone.

Main motion: Approve Action Memorandum 20-94

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

Item G - Action Memorandum 20-95: Authorize Purchasing a Case Model 521 G Wheel Loader from Titan Machinery

Public Works Director Dan Kovar:

- Stated \$150,000 was built up in reserves over the past few years to replace the 2003 JD Wheel Loader;
- Expanded on two quotes received; and
- Recommended purchasing the Case Model 521 G with a 2-yard snow bucket, 2-yard clam bucket, pallet forks, and 16-foot snow pusher from Titan Machinery for \$145,206.

Main motion: Approve Action Memorandum 20-95

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

Item H - Action Memorandum 20-96: Authorize Purchasing a Salt Dogg Unit from Crysteel Truck Equipment

Public Works Director Dan Kovar:

- Expanded on quotes received to replace the 2007 Salt Dogg spreader; and
- Recommended purchasing from Crysteel Truck Equipment for a 4.5 cubic yard Salt Dogg for \$7,659.65.

Main motion: Approve Action Memorandum 20-96

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

Item I - Action Memorandum 20-97: Authorize a Paved Driveway from Southbrook Drive to the Undeveloped Section of Park Ave SW

City Administrator Janette Bower:

- Stated Jolene Johannes purchased lots 1 & 2 of Block 6 Southbrook Addition in Wadena adjacent to Southbrook drive;
- Spoke of her plans to build a garage approximately 32' x 40' on lot 1 and access it from the existing curb cut at the intersection of Southbrook Drive and Park Avenue SW;
- Expanded on Johannes' request to allow her to pave a driveway, at her sole expense, from Southbrook Drive across a portion of the platted but undeveloped section of Park Ave SW; and
- Stated Johannes understood that in the event that at some time in the future if Park Ave was developed, her driveway would be removed and her access would be from Park Ave. She had been informed that if at any time her paved driveway would need to be fully or partially removed to repair or maintain existing utility infrastructure it would be her cost and responsibility to repair or replace her pavement.

Main motion: Approve Action Memorandum 20-97

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

Item J - Action Memorandum 20-98: Authorize an Amendment to the Maslowski Wellness and Research Center Independent Trainer Access and Fee Collection Agreement

MWRC Director Eric Robb explained changes and requirements trainers/instructors must meet in the amended agreement.

Main motion: Approve Action Memorandum 20-98

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

Item K – Resolution No. 2020-39: Agreeing to the Terms and Conditions of MnDOT Agreement No. 1044854 Local Improvement Program Grant Agreement

City Administrator Janette Bower expanded on the phase two stormwater improvements by the Fairgrounds.

Main motion: Approve Action Memorandum 20-98

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

7. Meeting Open to the Public

Bob Beseman, Investment Center Advisor Group

- Spoke of Hwy 10 road closure and lack of signs directing traffic on August 25, 2020 which resulted in the flow of traffic needing to turn around in his parking lot;
- Stated there was a small stop sign place 3' off the ground on the shoulder of the road which was difficult for drivers to see; and
- Thanked Mayor George Deiss, Police Chief Naomi Plautz, City Administrator Janette Bower & Public Works Director Dan Kovar for handling this promptly.

8. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar had nothing to report.

Item B - Utilities Department

Superintendent Dave Evans stated he will be working on budget worksheet over the next two weeks.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:

- Spoke of public hearing on Monday, September 14, 2020, for the sale of the Olson building and stated a new retail business was planning to open in the building; and
- Stated he visited with several business in town about the CARE's Act.

Planning & Zoning Director Dean Uselman had nothing to report.

Item D - Police Department

1. August Activity Report

Police Chief Naomi Plautz was absent.

Item E – Fire Department

1. August Report

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. August Liquor Store Revenue

Liquor Store Manager Tim Booth commented about the Hwy 10 construction and road opening had helped with sales again.

Item G - Maslowski Wellness and Research Center

1. July MWRC Revenue

MWRC Manager Eric Robb thanked the council for approval of the amended trainer agreement changes.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower had nothing to report.

Item J – Council Reports

Bruce Uselman stated the newly added angled parking on Aldrich Ave SE looked good.

Mark Lunde had nothing to report.

Jessie Gibbs voiced concerns about the possibility of closing of the Cozy Theatre due to financial hardship caused by COVID-19 shutdown.

Wade Miller was absent.

Item K - Mayor's Report

George Deiss spoke of his recent Mayor post on Facebook asking East Hwy 10 bound travelers to use 1st St SE rather than Jefferson St.

Adjournment

Main motion: Adjourn at 6:15 p.m.

Moved by:	Gibbs
Seconded by:	Uselman
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