City of Wadena
Regular City Council Minutes
Tuesday, July 14, 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 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. First Reading - Ordinance No. 233, 3rd Series: Amending Wadena Code of Ordinance Chapter 152.55: Sign Regulations (Second Reading on August 10, 2020)
   4. Resolution No. 2020-29: Authorizing Participation in the Community Concern for Youth Program with Todd-Wadena Community Corrections
   5. Action Memorandum 20-65: Wadena County Ag Society Temporary Liquor Licenses
   6. Action Memorandum 20-66: Approve the Third Amendment to Water Tower Lease Agreement with Verizon Wireless
   7. Action Memorandum 20-67: Approve Hiring Jakheth Erickson as a Part-time Maintenance Person at the Maslowski Wellness and Research Center
   8. Action Memorandum 20-68: Approve Hiring Alayna Cline as a Part-time Lifeguard at the Maslowski Wellness and Research Center
   9. Action Memorandum 20-69: Approve Hiring Allen Uselman as a Firefighter with the Wadena Fire Department
   10. Action Memorandum 20-70: Statement of Outcome Regarding Closed Session Held on June 9, 2020, Concerning City Administrator Janette Bower's Performance
   11. Action Memorandum 20-78: Approve Issuing an On-Sale Wine License for Oma's Bread LLC
   12. Action Memorandum 20-80: Approve Issuing an On-Sale Liquor License, with Sunday Sales, to Iron Corral

13. Action Memorandum 20-82: Authorize the Donation and Installation of Benches at the Splash Park

B. Approval of Minutes
    1. City Council meeting minutes:
        a. June 9, 2020, Regular Meeting
        b. June 25, 2020, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

Moved by:	Lunde
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 – Action Memorandum 20-71: Authorize Entering into the Proposal with Bolton & Menk to Provide Geographical Information Systems Program (GIS) – Electrical Distribution GPS/GIS Services

Superintendent Dave Evans expanded on the benefits of the electrical system being on the City GIS map and stated this was a budgeted item.

Main motion: Adopt Action Memorandum 20-71

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

Item B – Action Memorandum 20-72: Approve Hiring Eagle Construction to Complete the Sewer Syphon Upgrade Project

Public Works Director Dan Kovar:
- Expanded on the unsafe toxic air quality with the sewer syphon, which had been installed in 2019;
- Requested quotes from two contractors to install four gate valve stems that can be accessed from the road surface, to eliminate the need to enter these structures;
- Expanded on Eagle Construction's quote of $11,800 and Municipal Service Company's quote of $14,800;
- Stated funds to pay for this project would come out of the Sewer Budget line item 601-49450-432 Manhole and Mainline Repair; and
- Recommended hiring Eagle Construction to install surface mounted slide gate stems to the sewer syphon located on County Road 4.

Main motion: Approve Action Memorandum 20-72

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

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

City Administrator Janette Bower:

- Expanded on the estimated cost of $144,500 for the professional services proposal;
- Expanded COVID-19's impact to this project's timeframe;
- Spoke of anticipated federal public infrastructure improvement economic stimulus package;
- Spoke of the need for "shovel ready" to position TCHC utility extension for funding consideration; and
- Stated the City will cover the expense for this project and seek reimbursement from TCHC or from the stimulus money.

Project Engineer Phil Martin expanded on the 3-6 month timeframe to be "shovel ready".

Tri-County Healthcare CEO Joel Beiswenger spoke of concerns of losing out on stimulus funds if we wait too long.

Main motion: Postpone Action Memorandum 20-74

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

Item D – Action Memorandum 20-75: Authorize Entering into an Agreement with BKV Group for the Wadena Library Project and Approve Dedicating the Proceeds from the Sale of the Current Library Building to the Library Project

Library Manager Renee Frethem spoke of using the current funds of $750,000 and the sale of the current building to begin the new proposed project plan, which mainly includes renovating the first floor of the former 1st National Bank Building.

Mayor George Deiss expanded on proposed renovations.

BKV Group's Managing Partner Bruce Schwartzman expanded on proposed project costs and the possibility of CARES Act Funding.

BKV Group's Associate Partner Susan Morgan spoke of growth of space in the 1st National Bank for various programs available at the library.

City Attorney Jeff Pederson spoke of legalities related to the sale of the current Library building and recommended entering into agreement with heirs or quiet title action, then sell the current building.

Main motion: Approve Action Memorandum 20-75 and search for heirs to move forward with quiet title action or an agreement to sell

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

Item E – Action Memorandum 20-76: Authorize Discontinuing the Temporary Hazard Pay Increase for the Wadena Municipal Liquor Store Employees

City Administrator Janette Bower expanded on the previously agreed on discontinuation date of July 19, 2020 for temporary hazard pay increase for the liquor store employees.

Liquor Store Manager Tim Booth:

- Recommended continuing the hazard pay until some of the stress and risks of COVID-19 subsides;
- Stated he would gather more information on hazard pay and PPE used with surrounding area liquor stores; and
- Stated he would enforce safety precautions for his employees.

City Council Members:

- Discussed COVID-19 guidelines and risks;
- Recommended to wear masks and take more precautions to limit exposure risks.

Main motion: Approve Action Memorandum 20-76 for one more month

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

Item F – Action Memorandum 20-77: Authorize an Expense for Nuisance Property Cleanup City

Police Chief Naomi Plautz:

- Stated Bernard Dahlvang was served a Nuisance and Abatement Order, along with a letter explaining everything she had previously spoke to him about March 9, 2020, regarding his property located in the Industrial Park;
- Expanded on the process and expense to clean up this property;
- Stated Bernard Dahlvang passed on the opportunity to appeal the order; and
- Recommended hiring North Central Inc to complete the cleanup at 201 Bottemiller Drive for $18,930.00 and put a special assessment on the property.

Main motion: Approve Action Memorandum 20-77

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

Item G – Action Memorandum 20-81: Award a Contract to Ideal Construction for the Utilities Building Asphalt Project

Utility Superintendent Dave Evans:
- Expanded on 6 bids received for the utilities building asphalt project; and
- Recommended hiring low bidder Ideal Construction, LLC for a total cost of $35,650 and to purchase concrete pole bunks with the remainder of the budgeted amount of $45,000.

Main motion: Approve Action Memorandum 20-81

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

Item H – Coronavirus Relief Fund

City Administrator Janette Bower explained the guidelines for use of the Coronavirus Relief Funds in the amount of $312,662 and spoke of options for use the funds but also stated guidelines were continually changing.

7. Meeting Open to the Public

Dan Huebsch, with Community Concern for Youth, expanded on services provided in the youth diversion program.

Walter Ribero & Katherine Delain spoke of his business with renewable natural gas which uses 150 tons per day organic waste and wanting to pursue obtaining a feasibility study. No action was taken.

8. Department Reports

Item A - Public Works Department

1. June 1, 2020, Park Board Minutes

Public Works Director Dan Kovar had nothing to report.

Item B - Utilities Department

Superintendent Dave Evans stated the charging station should be ready within the next couple weeks.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:
- Spoke of working with a new retail business to possibly move into the downtown WDA building; and
- Stated the WDA Board had discussed the need for additional industrial park space.

Planning & Zoning Director Dean Uselman spoke of Litter Critters Daycare's need for more space to add 12-14 more childcare openings.

Item D - Police Department

1. June Activity Report

Police Chief Naomi Plautz had nothing to report.

Item E – Fire Department

1. July 1, 2020 Fire Dept. Minutes
2. June Report

Fire Chief Cody Yglesias:

- Thanked the City Council for hiring Alan Uselman as a fireman; and
- Expanded on July fire calls for weather and car accidents.

Item F - Wadena Liquor Store

1. June Liquor Store Revenue

Liquor Store Manager Tim Booth spoke of the road construction's impact on liquor sales.

Item G - Maslowski Wellness and Research Center

1. June MWRC Revenue

MWRC Manager Eric Robb commented on the past couple weeks and stated the MWRC operated at about 90-93% of what they had in comparison to the past four years daily average.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Expanded on the ability for municipalities to establish small business grants with the Coronavirus Relief Fund;
- Changed the August 11 council meeting to August 4, due to the primary election on August 11, 2020, which was the regular scheduled meeting date;
- Announced the Eide Bailly would present the 2019 audit during the special meeting on July 28, 2020; and
- Commented on Hwy 10 project progressing a few weeks ahead of schedule and stated Hwy 71 should be open by mid-August.

Item J – Council Reports

Bruce Uselman inquired on Hwy 10 project.

Mark Lunde commented on phone calls received about people not being able to hear the tornado sirens. Janette stated the siren was meant for the people who are outdoors warning them to get indoors and take cover.

Jessie Gibbs spoke of COVID-19 concerns and PPE options for city employees.

Wade Miller had nothing to report.

Item K - Mayor's Report

George Deiss:

- Expanded on other Mayors mandating masks in public in their community, and stated he wasn't going to mandate masks at this time;
- Announced filing for office will open July 28, 2020;
- Representative Stauber was in town and he commented there was a lot of growth in Wadena and a lot of things happening in comparison to other cities within his district.

Adjournment

Main motion: Adjourn at 7:01 p.m.

Moved by:	Lunde
Seconded by:	Miller
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