City of Wadena
Regular City Council Minutes
Tuesday, October 13, 2020

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, October 13, 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, 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. Ordinance No. 2020-234, 3rd Series: Adopting the City of Wadena 2021 Fee Schedule (First Reading – Second Reading on November 10)
   4. Action Memorandum 20-100: Approve Hiring Denise Schwartz as a Desk Clerk 1 at the Maslowski Wellness and Research Center
   5. Action Memorandum 20-101: Approve Courtney Kern's Massage License
   6. Action Memorandum 20-102: Approve Issuing a New 3.2 Beer On-Sale and Sunday Liquor License to Art Bar 39, LLC
   7. Action Memorandum 20-103: Accept Dean Uselman's Resignation from the Wadena Fire Department
   8. Action Memorandum 20-104: Accept Richard Johnson's Resignation from the Wadena Fire Department
   9. Action Memorandum 20-111: Approve a Solicitor's License for Waste Management

B. Approval of Minutes
   1. City Council meeting minutes:
      a. September 8, 2020, Regular Meeting
      b. September 14, 2020, Special Meeting

Mayor George Deiss thanked Dean Uselman for his years of service with the Fire Department.

Main motion: Approve the Minutes and Consent Calendar

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

4. Unfinished Business

5. New Business

Item A – Resolution No. 2020-40: Establishing Greenwood Avenue in the City of Wadena as a County State Aid Highway – Municipal Concurring Resolution (Wadena County Required Resolution)

City Administrator Janette Bower:
- Explained Wadena County worked with Otter Tail County to establish Greenwood Avenue as a state aid highway; and
- Stated the county will cover the financial expenses to pave Greenwood Avenue.

Project Engineer Phil Martin, Bolton & Menk:
- Spoke of progress on preliminary engineering for the Tri-County Healthcare Utilities Extension Project; and
- Spoke of the importance of working together on timeline projects with Wadena County and Otter Tail County.

County Commissioner Sheldon Monson spoke of details of the reconstruction of Greenwood Avenue.

County Commissioner Bill Stearns stated he had been working towards getting a paved trail along Greenwood Avenue.

Main motion: Adopt Resolution No. 2020-40

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

Item B – Resolution No. 2020-41: Establishing Greenwood Avenue in the City of Wadena as a County State Aid Highway – Municipal Concurring Resolution (Otter Tail County Required Resolution)

Main motion: Adopt Resolution No. 2020-41

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

Wadena County Commissioner Sheldon Monson:

- Stated he had worked with County Commissioner Bill Stearns for the past six years to secure funding to make Highway 10 a four-lane highway thru Wadena; and
- Described the bonding bill as one step closer to fund the Hospital Access Road and the Highway 10 4-Lane project.

Item C – Resolution No. 2020-42: Authorizing Execution of a Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition

City Administrator Janette Bower stated both FAA and MnDOT Aeronautics will award the grant once the project is completed.

Main motion: Approve Resolution No. 2020-42

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

Item D – Resolution No. 2020-43: Approving the CAREs Act Coronavirus Relief Fund (CRF) Expenditures and Authorizing the Applicable Transfers

City Administrator Janette Bower spoke of expenditures incurred for the month of September $8,007.00 and stated more were expected next month.

Main motion: Approve Resolution No. 2020-43

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

Item E – Action Memorandum 20-105: Authorize the Sale of Parcel No. R 22-123-3010

City Administrator Janette Bower stated Dean Uselman had met with potential owners of the property to check for wetlands.

Main motion: Adopt Action Memorandum 20-105

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

Item F – Action Memorandum 20-106: Authorize Submitting a Minnesota Fire Department Turnout Gear Washer/Extractor/Dryer Grant Application

City Administrator Janette Bower expanded on previous grants received for the washer/extractor.

Fire Chief Cody Yglesias expanded on the need for this dryer and the eligible grant.

Main motion: Adopt Action Memorandum 20-106

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

Item G - Action Memorandum 20-107: Authorize Hiring Evan Lachowitzer to Fill the Lineman GIS Technician Position

Utility Superintendent Dave Evans:
- Spoke of the hiring process for the Lineman GIS Technician position; and
- Recommended hiring Evan Lachowitzer to fill the Lineman GIS Technician Position at step 5 of the pay scale.

Main motion: Approve Action Memorandum 20-107

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

Item H - Action Memorandum 20-108: Approve the Homecrest Outdoor Living City-Funded Minnesota Investment Fund Loan

City Administrator Janette Bower:
- Expanded on details of the investing fund load for Homecrest Outdoor Living; and
- Stated the WDA Board had recommended the City Council approve the loan.

Main motion: Approve Action Memorandum 20-108

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

Item I - Action Memorandum 20-109: Approve an Appropriation in the amount of $1,500 from the Coronavirus Relief Fund (CRF) to Support the Meals on Wheels Program Operated by Hilltop Regional Kitchen

City Administrator Janette Bower:
- Expanded on the City Council previous action to provide funding for affected businesses;
- Stated CRF allowed food delivery expenses to residences including senior citizens and other vulnerable citizens due to COVID; and
- Stated Hilltop Regional Kitchen had seen an increase in meal deliveries.

Council Member Bruce Uselman suggested $2,500.

Main motion: Approve Action Memorandum 20-109 with the adjusted amount of $2,500

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

Item J - Action Memorandum 20-110: Authorize purchasing a Clark Forklift

Utility Superintendent Dave Evans:
- Stated the forklift was a budgeted item for up to $20,000;
- Expanded on four quotes received; and
- Recommended purchasing the Clark forklift from Minnbid Surplus Auction for $16,181.25.

Main motion: Approve Action Memorandum 20-110

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

6. Meeting Open to the Public

Elizabeth Wefel, Attorney Lobbyist for Coalition of Greater Minnesota Cities, gave a legislative update.

Kent Scheer, gave an update on Wadena Crossroads Project.

Mr. & Mrs. John Hanson, 710 Lincoln Ave SW, stated there were 40 new homes in the area and spoke of how dirty it was with the dirt road and would like to see tar on the road.

Mr. & Mrs. Thomas Angier, 713 Lincoln Ave SW:
- Stated there were 25-30 more cars traveling on the road from the Roach Development driving 30 mph and even the neighbor's sign "Drive like your kids live here" hasn't deterred the speed problem;
- Spoke of all the rocks that end up in his ditch/culvert every spring after the roads get plowed in the winter and the need to have it swept out by the street department; and
- Spoke of the 40 additional residential units added in Roach Development that add to the road traffic.

Public Works Director Dan Kovar stated that 11th Street was a shared road with Compton Township. The City and Compton Township shared the cost 50/50.

7. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar announced all parks are closed for the season except Tapley Park.

Item B - Utilities Department

Superintendent Dave Evans spoke of ZEF Energy requesting four parking spots including one handicap spot to install electric vehicle charging stations. They were looking to install 2 fast chargers that take about ten minutes and two that take up to two hours to charge cars and would like the city to provide the transformers which cost approximately $7,500. Dave will gather more information for the next council meeting.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:
- Thanked the Council for approval of the Homecrest loan and for allowing the sale of the property at R 22-123-3010;
- Stated the WDA sold the building located at 206 Jefferson St S to Taste of Columbia;
- Spoke of Small Cities Development Grant Kickoff on October 15, 2020, at the Maslowski Wellness & Research Center;
- Stated the WDA Board approved 9 businesses for the $5,000 Business CARE's Grant; and
- MMCDC started construction on the tax forfeited lots.

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 left the meeting.

Item F - Wadena Liquor Store
1. August Liquor Store Revenue

Liquor Store Manager Tim Booth was absent.

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

MWRC Manager Eric Robb was absent.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower
- Asked Project Engineer Phil Martin to update on the Hwy 10 Project;
- Spoke of enterprise budget meeting on October 27, 2020; and
- Spoke of remaining COVID funding.

Project Engineer Phil Martin:
- Expanded on the watermain crossing on 2nd St SW;
- Expanded on issues with BNSF;
- Stated the quiet zone survey work will begin after 2nd St SW is completed and construction will begin in the spring; and
- Announced the underground contamination was less than anticipated.

Item J – Council Reports

Bruce Uselman had nothing to report

Mark Lunde spoke of the progress on Hwy 10.

Jessie Gibbs was absent.

Wade Miller had nothing to report.

Item K - Mayor's Report

George Deiss spoke of traffic backed up to Timber Roots during a train crossing.

Adjournment

Main motion: Adjourn at 6:30 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor