City of Wadena
Regular City Council Minutes
Tuesday, April 13, 2021

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, April 13, 2021. Acting Mayor Uselman 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, 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. Action Memorandum 21-37: Accept a $9,000 Grant from FAA for Funds Related to the CARES's Act

B. Approval of Minutes
   1. City Council meeting minutes:
      a. March 9, 2021, Regular Meeting
      b. March 24, 2021, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Unfinished Business

Item A - Action Memorandum 21-22: Authorize Entering into a Contract with West Central Telephone Association for IT Services

Utilities Superintendent David Evans:

- Expanded on unlimited onsite/remote/over the phone support to put new hardware devices in service and protect and update existing systems; and

- Recommended West Central Telephone for $2,635.96 per month with a three-year contract, the setup fee was waived.

Main motion: Approve Action Memorandum No. 2021-22

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

5. New Business

Item A - Action Memorandum 21-36: Approve Midwest Dabbin' Cabin's Tobacco License

Matt Winskowski expanded on CBD, vaping products, and other related products sold, excluding paraphernalia such as pipes for smoking meth.

Main motion: Approve Action Memorandum 21-36

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

Item B – Action Memorandum 21-40: Approve Let Love Live's Kennel License

Rebecca Costner:
- Expanded on foster based dogs transported into their facility;
- Stated dogs were typically kenneled for under 24 hours; and
- Explained dogs would be walked at the Fairgrounds and the dog park.

Main motion: Approve Action Memorandum 21-40

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

Item C - Second Reading – Ordinance No. 235, 3rd Series: Amending Wadena Code of Ordinances Chapter 152.25 Districts, Maps, and Boundaries and Enacting Chapter 152.34 A – 1 Agricultural District

Planning & Zoning Director Dean Uselman expanded on the Planning Commission's recommendation to approve the ordinance and assign the A-1 Zoning district to those parcels identified on the map for Ordinance No. 235, 3rd Series.

Main motion: Approve Ordinance No. 235, 3rd Series as amended

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

Item D – Second Reading – Ordinance No. 236, 3rd Series: Amending Wadena Code of Ordinances Chapter 130.06: Animals and Fowl; Keeping, Transporting, Treatment and Housing

Planning & Zoning Director Dean Uselman:

- Expanded on the Planning Commission's recommendation to allow up to 12 female chickens in residential districts; and
- Expanded on housing location options for chickens.

Primary Amendment: To amend Ordinance 235, 3rd Series to allow up to 6 female chickens and location of chicken coop must be at least 50 feet from neighbors dwelling

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

Item E – Resolution No. 2021-18: Supporting Funding of the Proposed 2nd Passenger Train Included in the MnDOT State Rail Plan

City Administrator Janette Bower:

- Expanded on Resolution No. 2021-18 which requested the City of Wadena join with All Aboard Minnesota (AAMN) to advocate the state to provide the matching funds and the indicated 20 Greater Minnesota communities be established as designated stops for the passenger service. The state needed to provide $10M in matching funds to receive the CRISI Grant; and
- Expanded on the Consolidated Rail Infrastructure and Safety Improvement Grant in 2020 totaling $31.8M for infrastructure improvements along the existing freight railroads' right of way to enable the 2nd train.

Main motion: Approve Resolution 2021-18

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

Item F – Action Memorandum 21-29: Direct the City Administrator to Begin the General Obligation Bond Process for the Library Project

City Administrator Janette Bower:

- Expanded on the process of the local sales tax option;
- Stated Integrity Group will obtain a cost estimate of the project;
- Expanded on General Obligation Bond process; and

- Recommended a 20-year repayment bond and with a cap of $2.3M.

Main motion: Approve Action Memorandum 21-29 for $2.3M for 20 years

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

Item G – Action Memorandum 21-30: Approve the Drastic Measures' Sidewalk Encroachment Request on Aldrich Ave to Meet ADA and Minnesota Fire Code Requirements and Accommodate Outdoor Dining

City Administrator Janette Bower expanded on the plans for the encroachment and handicap access on the north side of the building.

Planning & Zoning Director Dean Uselman:
- Expanded on the size of the encroachment within the right of way; and
- Spoke of the plans for the new entrance and layout for outdoor seating.

Main motion: Approve Resolution No. 2021-30

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 – Action Memorandum 21-31: Authorize Entering into the Amended Tri-County Health Care Development Agreement

City Administrator Janette Bower:
- Expanded on the new timeline and utility work in the amended agreement;
- Stated the amended agreement was reviewed by City Attorney Jeff Pederson, City Administrator, TCHC's attorney, and TCHC CEO Joel Beiswenger; and
- Recommended approval of Action Memorandum 21-31.

Main motion: Approve Action Memorandum 21-31

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

Item I – Action Memorandum 21-32: Authorize Purchasing two ABS Submersible Pumps and Control Panel with Installation from Minnesota Pump Works for the Carter Lift Station

Parks Director Dan Kovar:
- Expanded on quotes received for purchasing two ABS submersible pumps and control panel with installation for rebuilding the Carter lift station; and
- Recommended to purchase from Minnesota Pump Works for $32,733.45.

Main motion: Approve Action Memorandum 21-32

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

Item J – Action Memorandum 21-33: Authorize Purchasing Bio-Solids Mixing/Loading Pump

Public Works Director Dan Kovar:
- Expanded on the poor operating condition of the Bio-Solids Mixing/Loading Pump;
- Stated the item was not budgeted and funds would come from reserves;
- Stated the mixing pump was critical to the Bio-Solids hauling operations; and
- Expanded on quotes received and recommended purchasing the N-Tech NTH from Midcentral Equipment for $26,629.00.

Main motion: Approve Action Memorandum 21-33

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

Item K – Action Memorandum 21-34: Authorize Hiring Jake Rude as the Journeyman Linemen

Utilities Superintendent David Evans:
- Expanded on hiring process with applicants; and
- Recommended hiring Jake Rude at Step 4 $32.42 on May 3, 2021.

Main motion: Authorize Action Memorandum 21-22

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

Item L – Action Memorandum 21-35: Accept City Administrator Janette Bower's Letter of Resignation and Appoint David Evans as the Interim City Administrator

City Administrator Janette Bower:
- Expanded on health concerns and the importance of needing their family's support; and
- Recommend hiring David Evans as Interim Administrator until position filled.

Main motion: Approve Action Memorandum 21-35 with regrets and best wishes

Moved by:	Uselman
Seconded by:	Gibbs
Action:	Motion carried by 3-2 voice vote
Roll call vote:	Deiss, Gibbs, Uselman
Opposed:	Lunde, Miller

City Administrator Janette Bower suggested an increased compensation for David Evan's Interim City Administrator duties.

Utilities Superintendent David Evans suggested to increase compensation for other employees that would be assisting in his role as Interim City Administrator.

Main motion: Approve hiring David Evans as Interim Administrator until the City Administrator position was filled

Moved by:	Lunde
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
Roll call vote:	Deiss, Gibbs, Uselman
Opposed:	Lunde, Miller

Item M– City Administrator Appointment Process

Mayor George Deiss:
- Expanded on potential hiring agencies; and
- Recommended a special meeting for the appointment process.

This item was postponed until Thursday, April 22, 2021.

Item N – Action Memorandum 21-39: Authorize Wadena Fire Department to apply for the MN DNR Firefighter's Assistance Grant

Secretary Andrew Browne:
- Requested this be a non-budgeted item;
- Expanded on the $5,000 yearly grant, which was covered 50% by the state;
- Expanded on equipment and supplies the grant covers; and
- Recommended $2,500 to come out of the general fund reserve.

Main motion: Approve Action Memorandum 21-39

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

Item O - Action Memorandum 21-41: Award the 2021 Wind Cone Replacement and Relocation Project to Neo Electrical Solutions

City Administrator Janette Bower:
- Expanded on replacement and relocation of the wind cone; and
- Stated the FAA funded this 100%.

Main motion: Approve Action Memorandum 21-41

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

6. Meeting Open to the Public

Amanda Schmidt requested the Council Members pursue allowing alcohol at the Maslowski Wellness & Research Center. She stated allowing alcohol would create revenue for the city and community.

Amanda Schmidt spoke of lack of parking spaces and impact to businesses without parking spaces for customers and requested the council enact parking time limits.

City Administrator Janette Bower and Council Members discussed their options regarding a letter received from Mary Martin about the condition of the trailer park in northeast Wadena.

Mayor Deiss directed Council Members to contact County Commissioners regarding the condition of the trailer park.

Main motion: direct City Attorney to work towards a solution in the trailer park

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

7. Department Reports

Item A - Public Works Department

1. April 5, 2021, Minutes

Public Works Director Dan Kovar spoke of his staff working on spring duties.

Item B - Utilities Department

Superintendent David Evans:
- Expanded on doing rehab on well #9; and
- Expanded on hospital project.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman was not present for department reports.

Planning & Zoning Director Dean Uselman was not present for department reports.

Item D - Police Department

1. March Activity Report

Police Chief Naomi Plautz was not present.

Item E – Fire Department

1. April 7, 2021, minutes
2. March Activity Report

Secretary Andrew Browne

- Commented on how well the new fire truck was operating;
- Expanded on the quick response to recent fire call to Verndale; and
- Expanded on the Fire Department Relief Association's Golf Fundraiser on May 22, 2021.

City Administrator Janette Bower commended the fire department for their great communication.

Item F - Wadena Liquor Store

1. March Liquor Revenue

Liquor Store Manager Tim Booth:

- Expanded on liquor sales; and
- Expanded on changes to entrance.

Item G - Maslowski Wellness and Research Center

1. March MWRC Revenue

MWRC Manager Eric Robb:

- Expanded on sales compared to last year; and
- Commented on the newly resurfaced pool.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Expanded on all states receiving Covid-19 funds from the American Recovery Act;
- Expanded on the expenses incurred due to Covid-29; and
- Spoke of expansion possibilities at the existing liquor store.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Item K - Mayor's Report

- Announced Arbor Day Proclamation coming up;

- Announced Wadena was named 2020 Tree City by Arbor Day; and
- Spoke of the upcoming special meeting.

Adjournment

Main motion: Adjourn at 7:25p.m.

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

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Janette M. Bower, City Administrator

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George Deiss, Mayor