

**City of Wadena
Regular City Council Minutes
Tuesday, May 11, 2021**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, May 11, 2021. 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, 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. Resolution No. 2021-20: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Federal Airport Expenses Reimbursement
4. Action Memorandum 21-53: Approve Three 4-day Temporary On-Sale Liquor Licenses for the Wadena County Ag Society

B. Approval of Minutes

1. City Council meeting minutes:
 - a. April 13, 2021, Regular Meeting
 - b. April 22, 2021, Board of Review
 - c. April 22, 2021, Special Meeting

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, Gibbs, Lunde, Miller, Uselman
Opposed:	None

4. Unfinished Business

5. New Business

Item A - Resolution No. 2021-19: Calling for a Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor

George Eilertson, Senior Vice President, Northland Securities expanded on the Library Bond process.

Main motion: Approve Resolution No. 2021-19

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

Item B – Resolution No. 2021-21: Authorizing Certain Tax Forfeited Properties Located in the City of Wadena be Returned to Private Ownership and Requesting Certain Tax Forfeited Lots be Conveyed to the City

City Administrator Janette Bower:

- Recommended approval of request for Parcel 227420370, 225310030, and 227700030 to be conveyed to the City; and
- Recommended approval of request for Parcel 228500130 to be obtained by WDA.

Main motion: Approve Resolution No. 2021-19

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

Item C - Action Memorandum 21-44: Approve Entering into a Cooperative Construction Agreement with Wadena County for the Reconstruction of County State Aid Highway #92

City Administrator Janette Bower expanded on the agreement and plans for improvement for CSAH 92, previous known as Greenwood Avenue.

Main motion: Approve Action Memorandum 21-44:

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

Item D – Action Memorandum 21-45: Authorize Alcohol Consumption at the Maslowski Wellness and Research Center (MWRC) for Certain Permitted Uses and Directing Administration to Develop a Policy Concerning Permitted Uses for Council Approval

City Administrator Janette Bower:

- Expanded on developing a policy for allowing alcohol consumption at the MWRC;
- Stated the policy will be brought to the council for consideration and
- Expanded on renovations to the MWRC.

Main motion: Approve Action Memorandum 21-45

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 – Action Memorandum 21-46: Authorize Implementing Parking Time Limits on Portions of Bryant Avenue, Highway 29 and Highway 71

City Administrator Janette Bower:

- Expanded on parking time limit options;
- Expanded on MnDOT’s approval of parking time limits on Hwy 29, one block of Hwy 71, and Hwy 71;
- Expanded on the city working with MnDOT with the installation of signs; and
- Expanded on enforcement of vehicles exceeding the time limit.

Main motion: Approve Action Memorandum 21-46

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

Item F – Action Memorandum 21-47: Authorize Paving a Portion of the Alley Adjacent to 7th Street SW and Irving Ave SW

City Administrator Janette Bower:

- Expanded on request from Ken and Gloria Anderson for permission to pave the alley adjacent to their property located at 844 7th St SW; and
- Expanded on the sole expense for Anderson’s with the understanding that in the event that at some time in the future, the paved driveway would need to be fully or partially removed to repair or maintain existing utility infrastructure it would be their cost and responsibility to repair or replace the pavement.

Main motion: Approve Action Memorandum 21-47

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 21-48: Authorize Purchasing Three Portable Motorola Radios and One Squad Radio from Granite Electronics

Police Chief Naomi Plautz recommended purchasing from Granite Electronics out of St. Cloud for the purchase of the remaining 3 portable radios and squad/base radio for \$17,071.99. The Fire Department would receive the three old radios.

Main motion: Approve Action Memorandum 21-48

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

Item H – Action Memorandum 21-49: Authorize Selling Tax Forfeited Parcel #22.780.1090 to Wadena Housing and Redevelopment Authority for \$1,500 for the Community House Project

City Administrator Janette Bower expanded on the previous purchase and selling of Parcel 227801090 Tax Forfeited lot.

City Attorney Jeff Pederson expanded on marketability of title issue.

WDA Director Dean Uselman spoke of WHRA retaining the entire lot and partnering with WDC School for another community house project for 2021-2022 school year.

Main motion: Approve Action Memorandum 21-49

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

Item I – Action Memorandum 21-50: Accept Douglas Carlstrom’s Letter of Resignation

Public Works Director Dan Kovar:

- Expanded on letter of resignation received from Douglas Carlstrom after 28 years as the city mechanic; and
- Expanded on his request for phases retirement.

Main motion: Approve Action Memorandum 21-50 with regrets and thanks for years of service

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

Item J – Action Memorandum 21-51: Authorize Purchasing a Large Area Mower from TurfWerks and Selling the Toro 2011 Model 4100 to Whitetail Run Golf Course

Public Works Director Dan Kovar recommended to purchase the Jacobsen 2020 Model HR700, 14' through State Contract pricing and to sell the old Toro 2011 Model 4100 to the Whitetail Run Golf Course.

Main motion: Approve Action Memorandum 21-51

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

Item K – Action Memorandum 21-52: Authorize Selling an Identified Portion of Parcel 22-018-1020 to Drastic Measures Brewing

WDA Director Dean Uselman:

- Expanded on WDA Board's recommendation to approve the sale of Parcel 220181020 to Drastic Measures Brewing; and
- Recommended selling the parcel for \$30,000 at 4% interest, with payments of \$500 per month. The contract would be for 5 years but would need to be paid off when development is initiated to allow the project to be financed and a mortgage placed on the property.

Main motion: Authorize Action Memorandum 21-52

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

Item L – Trailer Park Update

City Administrator Janette Bower expanded on findings during the trailer park walk through.

Mayor George Deiss spoke of the great job Public Works crew did a great job cleaning up the prior week.

City Attorney Jeff Pederson spoke of legal concerns.

Main motion: Approve moving forward with getting the inspection process going

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

Main motion: Recommend to the County to object issuing trailer park license

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

6. Meeting Open to the Public

Brett Burch spoke of the 18-hole Sunnybrook Bash Disc Golf Tournament, held July 24, 2021.

7. Department Reports

Item A - Public Works Department

1. May 3, 2021, Minutes

Public Works Director Dan Kovar:

- Announced the parks are fully opened and ready for use;
- Stated the landscaping and concrete painting project at the liquor store was completed.

Item B - Utilities Department

Superintendent David Evans:

- Spoke of the Electric Vehicle charging station; and
- Stated the TCHC Project has started moving dirt.

Item C - Wadena Development Authority & Planning and Zoning

1. WDA Minutes, March 11, 2021
2. WDA Minutes, April 15, 2021

WDA Director Dean Uselman:

- Thanked the council for approval of the two lots sold; and
- Spoke of two lots possibly getting developed.

Planning & Zoning Director Dean Uselman spoke of increase in land use and zoning permits issued.

Item D - Police Department

1. April Activity Report

Police Chief Naomi Plautz left the meeting.

Item E – Fire Department

1. May 5, 2021, minutes
2. April Activity Report
3. Monthly Calls for Service

Fire Chief Cody Yglesias was absent.

Item F - Wadena Liquor Store

1. April Liquor Revenue

Liquor Store Manager Tim Booth:

- Commented the landscaping and concrete painted looked great; and
- Spoke of April liquor sales.

Mayor George Deiss mentioned the Veteran's Park Board's raffle stand/trailer set up in the west parking lot near the liquor store.

Item G - Maslowski Wellness and Research Center

1. April MWRC Revenue

MWRC Manager Eric Robb left the meeting.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Announced TCHC's water and sewer infrastructure was underway; and
- Commented on the Disc Golf Tournament.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs was absent.

Item K - Mayor's Report

George Deiss had nothing to report.

Closed Session

Adjournment

Main motion: Adjourn at 6:37 p.m.

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

David Evans, Interim City Administrator

George Deiss, Mayor