

**City of Wadena
Regular City Council Minutes
Tuesday, November 10, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, November 10, 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, 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 20-112: Approve Renewing Avery Kelderman's Massage Therapy Business License
4. Action Memorandum 20-113: Approve Renewing Casey's General Store #1782's License to Sell Tobacco Products
5. Action Memorandum 20-114: Approve Renewing Nicole Dykhoff's Massage Therapy Business License
6. Action Memorandum 20-115: Approve Renewing Missy Ament's Massage Therapy Business License
7. Action Memorandum 20-116: Approve Renewing G & T Sanitation's Commercial Refuse Collection License
8. Action Memorandum 20-117: Approve Renewing Bridgette Ohrmundt's Massage Therapy Business License
9. Action Memorandum 20-118: Approve Renewing Walmart Inc.'s 3.2 Beer License and License to Sell Tobacco Products
10. Action Memorandum 20-119: Approve Renewing Little Round Still's Liquor Licenses
11. Action Memorandum 20-120: Approve Renewing Drastic Measures' Brewers/Tap House/Sunday License
12. Action Memorandum 20-121: Approve Renewing Wadena County Humane Society's Kennel License
13. Action Memorandum 20-122: Approve Renewing Savanna Schoon's Massage Therapy Business License

14. Action Memorandum 20-123: Approve Hiring Alesandra Schmidt as a Part-time Desk Clerk at Maslowski Wellness & Research Center
15. Action Memorandum 20-124: Approve Renewing Jamie Erckenbrack's Massage Therapy Business License
16. Action Memorandum 20-125: Approve Renewing Comes Investments, Inc., dba, Pizza Hut's 3.2 Beer License
17. Action Memorandum 20-126: Approve Renewing Long Prairie Sanitation Inc.'s Commercial Refuse Collection License
18. Action Memorandum 20-127: Approve Renewing Wadena Hide & Fur Co. Inc.'s Salvage Yard Dealer and Recycling License
19. Action Memorandum 20-128: Approve Renewing Courtney Kern's Massage Therapy Business License
20. Action Memorandum 20-129: Approve Hiring Andrew Sundby as a Firefighter with the Wadena Fire Department

B. Approval of Minutes

1. City Council meeting minutes:
 - a. October 13, 2020, Regular Meeting
 - b. October 27, 2020, Special Meeting

Main motion: Approve the Minutes and Consent Calendar

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

4. Unfinished Business

5. Public Hearing

Item A – Resolution No. 2020-44: Approving, on a Preliminary Basis, Financing for a Project of Tri-County Hospital, D/B/A Tri-County Health Care

Mayor Deiss opened the public hearing at 5:02 pm

Main motion: Close the public hearing at 5:03

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

Principal Tom Mayfield, National Healthcare Capitol, expanded on procedures and steps for financing the Tri-County Health Care project.

6. New Business

Item A – Second Reading – Ordinance No. 2020-234, 3rd Series: Adopting the City of Wadena 2021 Fee Schedule

City Administrator Janette Bower expanded on the fee schedule changes for 2021.

Main motion: Adopt Ordinance No. 2020-234, 3rd Series

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

Item B – Resolution No. 2020-45: Approving the CAREs Act Coronavirus Relief Fund (CRF) Expenditures and Authorizing the Applicable Transfers

City Administrator Janette Bower expanded on expenses from October 1 thru October 31, 2020.

Main motion: Adopt Resolution No. 2020-45

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 – Resolution No. 2020-46: Directing the City Administrator to Prepare and Assessment and Determination of Costs for Improvement No. 60A Miscellaneous Assessments

City Administrator Janette Bower spoke of upcoming public hearing next month for unpaid miscellaneous charges such as mowing, snow removal, etc.

Main motion: Approve Resolution No. 2020-46

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

Item D – Action Memorandum 20-130: Authorize Ordering a 2021 Squad Car from Nelson Ford

Police Chief Naomi Plautz expanded on the four quotes received and recommended ordering a 2021 squad car from Nelson Ford.

Main motion: Approve Action Memorandum 20-130

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

Item E – Action Memorandum 20-131: Approve the Amended COVID-19 Business Assistance Grant Program

City Administrator Janette Bower expanded on the addition of Program Criteria Tier 3 to allow businesses that were partially opened to apply for the grant.

Main motion: Adopt Action Memorandum 20-131

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

Item F – Action Memorandum 20-132: Approve the Use of the Remaining Coronavirus Relief Funds

City Administrator Janette Bower stated the remaining funds need to be expended by November 15, 2020, and any unexpended funds must be transferred to Wadena County for their use.

Main motion: Adopt Action Memorandum 20-132

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

Item G – Action Memorandum 20-133: Approve Payment of Pay Application #1 for the Wadena Municipal Airport Crack Seal Project.

City Administrator Janette Bower stated the crack seal project was complete and Action Memorandum 20-133 approves payment to the contractor. The City will submit for reimbursement from FAA.

Main motion: Adopt Action Memorandum 20-133

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

Item G – Action Memorandum 20-134: Approve Payment of Pay Application #1 for the Wadena Municipal Airport Turf Crosswind Runway Construction Project.

City Administrator Janette Bower stated the airport turf crosswind runway project was complete and Action Memorandum 20-134 approves payment to the contractor with a 5% retainage. The City will submit for reimbursement from FAA.

Main motion: Adopt Action Memorandum 20-134

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

Item G – Library Project Update

Council members discussed project changes for the library.

7. Meeting Open to the Public

8. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar stated the winter snow removal equipment was ready for the season.

Item B - Utilities Department

Superintendent Dave Evans:

- Stated the Christmas decorations will be up in the next couple weeks; and
- Spoke of preparing work orders for projects.

Item C - Wadena Development Authority & Planning and Zoning

1. WDA October 8, 2020 Minutes

WDA Director Dean Uselman:

- Stated he was quarantined for 3 weeks due to testing positive for Covid-19; and
- Announced Eva Aagard was hired as the General Manager for Mercury Mosiacs and they were looking to hire additional staff with hopes to open in January.

Planning & Zoning Director Dean Uselman stated MMCDC began framing their first house.

Item D - Police Department

1. October Activity Report

Police Chief Naomi Plautz:

- Spoke of employee in quarantine for exposure who later tested positive; and
- Spoke of mental health on the rise and the impact in our community due to social distancing COVID-19 orders.

Item E – Fire Department

1. October Report

Secretary Andrew Browne:

- Thanked the council for approval of hiring firefighter candidate Andrew Sundby;
- Spoke of increase in calls for smoke related calls and car accidents;

- Spoke of reaching out to mutual aid partners to help fill in for firefighters being out for Covid-19 as well; and
- Spoke of Firefighters BBQ Cookoff 4-7 pm on Friday, November 20, 2020.

Item F - Wadena Liquor Store

1. October Liquor Store Revenue

Liquor Store Manager Tim Booth was absent due to employees out for Covid-19.

Item G - Maslowski Wellness and Research Center

1. October MWRC Revenue

MWRC Manager Eric Robb spoke of four employees out for Covid-19 exposure and options if too many more employees are quarantined.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower

- Spoke of Covid-19 effects and plans for operation each department;
- Stated the office staff are set up to work from home if needed;
- Stated the department heads are doing a great job keeping their departments operating smoothly;
- Expanded on union negotiations for Utilities Department and Police Department; and
- Expanded on election day and the possibility of a recount.

Item J – Council Reports

Bruce Uselman spoke about upcoming community dinners.

Mark Lunde spoke of inquiries and comments received regarding Hwy 10.

Jessie Gibbs had nothing to report.

Wade Miller had nothing to report.

Item K - Mayor's Report

George Deiss:

- Spoke of similarities between improvements on Hwy 10 in Wadena and Cold Spring;
- Expanded on increase in the number Covid-19 cases in Wadena County; and
- Spoke of area businesses participating in a shopping event November 14, 2020.

Adjournment

Main motion: Adjourn at 6:05 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