City of Wadena
Regular City Council Minutes
Tuesday, July 9, 2019

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, July 9, 2019. Mayor Deiss called the meeting to order at 5:00 p.m.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present:

George Deiss Wade Miller Jessie Gibbs Bruce Uselman Mark Lunde

3. Consent Calendar

A. Approval of Consent Calendar Items

1. Claims as Presented for Payment
2. City Administrator's Monthly Financial Report
3. Action Memorandum 19-54: Authorize Hiring Brittany Johnson as a Lifeguard at the Maslowski Wellness & Research Center
4. Action Memorandum 19-57: Authorize Issuing a 3.2 On-Sale Beer License to Comes Investments, dba Pizza Hut
5. Action Memorandum 19-58: Authorize Hiring Phil Theisen as a Part-time Retail Clerk at the Wadena Liquor Store
6. Action Memorandum 19-66: Accept Firefighter Andy Otto's Resignation from the Fire Department
7. Resolution No. 2019-30: Authorizing Participation in the Community Concern for Youth Program with Todd-Wadena Community Corrections
8. Resolution No. 2019-29: Adopting the Electric Service Territory Expansion Policy

B. Approval of Minutes

1. City Council Meeting Minutes
   a. June 11, 2019, Regular Meeting

Main motion: Approve the Consent Calendar and Minutes

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

4. Unfinished Business

5. New Business

Item A – 2018 Audit Presentation

Brian Stavenger, Partner at Eide Bailly, reviewed the Executive Summary for 2018.

Item B – Resolution No. 2019-27: Amending the Tax Abatement Policy

City Administrator Janette Bower:

- Expanded on the purposes for amending the Tax Abatement Policy;
- Expanded on the objectives and public purpose which included grammatical updates to the language; and
- Explained the application process and application fee.

Main motion: Adopt Resolution No. 2019-27

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

Item C – Resolution No. 2019-28: Adopting the Distributed Generation Workbook

Utilities Superintendent Dave Evans:

- Expanded on the current Distribution Generation Workbook in place; and
- Explained the language updates to the Distribution Generation Workbook due to recent legislative changes.

Main motion: Adopt Resolution No. 2019-28

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

Item D – Resolution No. 2019-29: Adopting the Electric Service Territory Expansion Policy

Utilities Superintendent Dave Evans expanded on the benefits of customers getting electric in the expansion areas where they currently only get water and sewer.

Main motion: Adopt Resolution No. 2019-29

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

Item E – Resolution No. 2019-55: Authorize Purchasing a Tilt Bed Trailer from Minnesota Equipment

Utilities Superintendent Dave Evans:

- Stated when they purchased the ditch witch plow, a trailer was also included in the budget;
- Recommended purchasing a tilt bed trailer for $16,258 plus tax and license from Minnesota Equipment; and
- Stated there was $28,675 remaining in the budget for this purchase.

Main motion: Adopt Resolution No. 2019-55

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

Item F – Action Memorandum 19-56: Authorize Entering into the Joint Powers Agreement Between the Wadena County Sheriff's Office and the City of Wadena for Utilization of the Computer Information Systems

Police Chief Naomi Plautz explained the purpose of the agreement.

City Administrator Janette Bower expanded on the necessary amendments suggested by City Attorney Jeff Pederson found and stated Wadena County will make the corrections.

Main motion: Authorize Action Memorandum 19-56

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

Item G – Action Memorandum 19-59: Authorize Entering into a Professional Services Contract with Bolton & Menk for the Wadena Municipal Liquor Store ADA Improvement Project

City Administrator Janette Bower expanded on hiring Bolton & Menk for $5,600 to verify ADA compliance work performed on the sidewalk.

Main motion: Approve Action Memorandum 19-59

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

Item H – Action Memorandum 19-60: Authorize the Industrial Drive SE Paving Project

Public Works Director Dan Kovar:

- Stated Freshwater Education had requested the City of Wadena pave Industrial Drive from Bottemiller Drive to their entrance;
- Expanded on City expense details to the City for placing Class V and Base One and shape for pavement totaling $3,550 and the Freshwater Education expense details to totaling $24,865; and
- Recommended the City Council approve the project contingent upon Freshwater's Board approval of the asphalt purchase.

Main motion: Authorize Action Memorandum 19-60 as recommended

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

Item I – Action Memorandum 19-61: Authorize the Burlington Northern Park Bench Installation Project

Public Works Director Dan Kovar:

- Stated this project was a continuation of the BN Park master plan developed years ago;
- Stated Park's Foundation wanted to finish this portion of the plan;
- Expanded on cost estimates, which did not include labor, to construct two bench areas, one on the East and one on the West portions of BN Park; and
- Recommended approving this project.

Main motion: Approve Action Memorandum 19-61

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

Item J – Action Memorandum 19-62: Authorize Installation of Two Trees and a Tree Wraparound Bench in Tapley Park

Public Works Director Dan Kovar:

- Clarified this project was for a long narrow bench between two trees;
- Stated Daryl and Vicki Pearson would donate all materials and help with the construction;
- Stated Pearson's requested volunteers from the city crews, park board and any other organization help with construction; and
- Recommended approval to accept this donation to Tapley Park and to allow the Public Works Department to assist in the construction.

Main motion: Adopt Resolution No. 2019-62

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

Item K – Action Memorandum 19-65: Authorize Renewing the Depot Lease with the Partners for a Healthy Wadena

City Administrator Janette Bower stated the lease would be renewed with the Partners, up until the Chamber of Commerce goes into the Depot.

Main motion: Action Memorandum 19-65

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

Item L – Action Memorandum 19-67: Authorize Purchasing SCBA Equipment Response Solutions

Fire Chief Dean Uselman:

- Stated the Fire Department Emergency Equipment Committee reviewed three SCBA System quotes which were significantly higher than a year ago due to additional NFPA requirements; and
- Stated the Emergency Response Solutions quote had rechargeable batteries, a larger peripheral vision, and will have a lower operating cost over the life of the units for $97,529.50.

City Administrator Janette Bower expanded on last year's budgeted amount of $75,000 and the Council approval of a bond for $470,000 and of that $400,000 was budgeted for a new fire truck. The remaining balance was to cover the SCBA equipment. At that time if the equipment was purchased before the fire truck the City would forward fund it and once the bond was closed, the amount would be reimbursed to the General Fund.

Main motion: Action Memorandum 19-67 and approve expansion of the bond

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

Item M – Tax Forfeited Lots

City Administrator Janette Bower:

- Expanded on pros and cons of purchasing the tax forfeited lots;
- Expanded on requirements to build a home on the lots as a qualifying purchase and waiving the special assessments;
- Stated MMCDC was interested in buying some of the lots for $5,000 each;
- Spoke of some options to get these lots back on the tax roll; and
- Spoke of recouping the entire investment and the ability to add to the general fund;

Council Member Lunde stated he felt it was necessary to promote the lots and get them back on the tax roll.

Economic Development Director Dean Uselman stated the existing infrastructure would continue to age without any return on the investment.

WHRA Director Maria Marthaler stated the WHRA was interested in using some of the lots in a housing partnership with WDC High School and WDA to promote more new homes through the construction program at the WDC High school.

Jim Kraemer & Kyle Davis spoke in support of the need for additional new single family housing and that it wasn't financially feasible for investors to build spec homes on lots with special assessments and supported MMCDC's desire to purchase lots

Main motion: Tax Forfeited Lots

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

Item N – Action Memorandum 19-64: Authorize the Sale of Wadena Industrial Park Parcel # 22-850-0210

Economic Development Director Dean Uselman:
- Informed the Council there was an offer to buy the lots for the listed price of $17,000 to construct a body shop;
- Expanded on the plans for the building to be 60' x 120' and would meet all zoning and setback requirements;
- Recommended to approve the sale contingent on WDA Board consensus;
- Stated time was of the essence due to the Hwy 10 Project and Sonny Nguyen will need a new location before Spring 2020; and
- Expanded on the time constraint and asked the Council to take action contingent on the WDA and sewer inspection and he would inform the buyer of the potential sewer problem.

Public Works Director Dan Kovar informed the Council of a possible sewer main failure in the area and he will televise the main to determine how extensive the damage was.

Main motion: Action Memorandum 19-64 contingent upon sewer repair expenses and notification to buyer

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

6. Meeting Open to the Public

Council Member Miller expanded on the camera quote he obtained for the Veteran's Park and recommended spending less money due to technology changes.

Motion by Lunde died for lack of second.

Main motion: To include security cameras in 2020 budget

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

Toby Pierce:

- Inquired about the railroad whistle free quiet zone; and
- Inquired of the welcome signs in Wadena.

7. Department Reports

Item A - Public Works Department

1. July 1, 2019, Park Board Minutes

Superintendent Dan Kovar:

- Stated the utilities would be installed for the Splash Pad within the next week or two; and
- Stated the grass was planted and irrigation system was installed at the Peterson-Biddick lot.

Item B - Utilities Department

Superintendent Dave Evans had nothing to report.

Item C - Wadena Development Authority, Planning and Zoning, and Fire Department

1. June 5, 2019, Fire Department Minutes
2. May 10, 2019, WDA Minutes
3. June 11, 2019, WDA Minutes
4. June 25, 2019, WDA Minutes

WDA Director Dean Uselman thanked the Council for their support.

Planning & Zoning Director Dean Uselman had nothing to report.

Fire Chief Dean Uselman thanked the Council for their support with purchasing the SCBA Equipment Response Solutions.

Item D - Police Department

1. June Activity Report

Police Chief Naomi Plautz reported the Post Board audit was almost completed.

Item E - Wadena Liquor Store

1. June Liquor Store Revenue

Manager Tim Booth stated the 4th of July week was up $12,000 from last year.

Item F - Maslowski Wellness and Research Center

1. June MWRC Revenue

Manager Eric Robb reminded the Council of scheduled cleaning of the pools and aquatic area September 9-13, 2019.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower had nothing to report.

Item I – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Jessie Gibbs had nothing to report.

Mark Lunde had nothing to report.

Item J - Mayor's Report

Mayor George Deiss reported he received an email for all Mayors in Minnesota and Wisconsin about an upcoming opportunity to meet President Trump in August.

8. Adjournment

Main motion: Adjourn at 7:10 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor