City of Wadena
Regular City Council Minutes
Tuesday, October 9, 2018

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, October 9, 2018. 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 Deb Wiese Jessie Gibbs Bruce Uselman

3. Consent Calendar

A. City Council meeting minutes: September 11 & 19, 2018
B. Park Board meeting minutes: September 6, 2018
C. Fire Department meeting minutes: September 5, 2018
D. Claims as presented for payment
E. City Administrator's Monthly Report: September 2018
F. Police Department Activity Report: September 2018

Main motion: Approve the Consent Calendar

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

Elizabeth Wefel, Senior Attorney Lobbyist, Flaherty & Hood:

- Expanded on issues that affect 97 cities throughout MN;
- Stated 2018 was a tough year at the legislature;
- Announced Fall Conference, November 15, 2018, in Alexandria;
- Expanded on the Bonding Bill;
- Stated BDPI Fund went very well;
- Expanded on shortage of childcare statewide; and
- Spoke of the Annexation Laws.

Mayor George Deiss thanked Elizabeth Wefel for her efforts.

4. Unfinished Business

Item A – Resolution No. 09-01-18: Vacating a Portion of Dayton Avenue

Mayor George Deiss:

- Spoke of several phone calls and visits from residents in favor of vacating a portion of Dayton Ave;
- Expanded on additional parking spaces;
- Expanded on tarring the alley and behind Halvorson's house and doing snow removal; and
- Thanked everyone involved for their efforts and comments to get the project completed.

Council Member Bruce Uselman:

- Spoke of several phone calls and visits from residents in favor of vacating a portion of Dayton Ave;
- Stated he would like the south alley enhanced with blacktop; and
- Announced he was in favor of vacating a portion of Dayton Ave.

Council Member Wade Miller expanded on a residents concerns about making Dayton Avenue a two-way street for safety reasons.

Council Member Jessie Gibbs announced he was in favor of vacating a portion of Dayton Ave for additional parking spaces.

Council Member Deb Wiese announced she was in favor of vacating a portion of Dayton Avenue for the safety aspect and she trusts the engineer's plans.

Main motion: Adopt Resolution No. 09-01-18

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

Item B – Resolution No. 09-02-18: Accepting a Planned Alley from Wadena-Deer Creek School District

Main motion: Adopt Resolution No. 09-02-18

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

5. New Business

Item A – Introduction – Ordinance No. 223, 3rd Series: Adopting the 2019 Fee Schedule (Public Hearing on November 13, 2018)

Main motion: Set public hearing for November 13, 2018

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

Item B – Resolution No. 10-01-18: Authorizing Tax Forfeited Properties Located in the City of Wadena to Return to Private Ownership and Reducing Special Assessments on Certain Tax Forfeited Properties

City Administrator Janette Bower:
- Stated reduction of taxes for forfeited properties could bring in more tax base;
- Announced Wadena County would have a tax forfeited sale this fall;
- Stated the reductions were for Improvements #46C Folkestad's East Addition;
- Stated there were other tax forfeited properties with special assessments but didn't recommend to reduce taxes on those because the bonds were not paid in full;
- Stated the MMCDC had $90,000 total to purchase nine lots; and
- Stated the plan was to have no building requirements with the 50% reduction; however, if there was a building requirement an additional 10% would be waived if built within a certain amount of time.

WDA Director Dean Uselman:
- Announced he had worked with Natalie Bly, Real Estate Manager from Midwest Minnesota Community Development Corporation (MMCDC), on speculative housing development for single family resident's construction;
- Stated MMCDC looked at five lots on the SW side of town;
- Stated there will be nine lots in the Folkestad's East Addition which will be tax forfeited;
- Explained MMCDC budgeted for four lots but would like to potentially purchase nine lots in Wadena;
- Expanded on plan to build two different styles and price range homes; and
- Recommended to the City Council to reduce the special assessments on the tax forfeited properties.

Main motion: Adopt Resolution No. 10-01-18 and reduce the special assessments on nine lots by 60% and remaining lots would be reduced 50% with an additional 10% if a single family home was built on the lot within 2 years.

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

Item C – Resolution No. 10-02-18: Directing the City Administrator to Prepare and Assessment and Determination of Costs for Improvement No. 58C Miscellaneous Assessments

City Administrator Janette Bower:
- Stated the Miscellaneous Assessments were done each year for any unpaid sidewalk snow removal, lawn mowing, sweeping, nuisance property Clean-up, fire hydrant maintenance and other miscellaneous charges; and
- Announced the Public Hearing was scheduled for November 13, 2018 at 6:00 p.m. per state statute.

Main motion: Adopt Resolution No. 10-02-18

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

Item D – Resolution No. 10-03-18: Authorizing the Submission of an Innovative Business Development Infrastructure Application

City Administrator Janette Bower announced there was additional funding available through the Innovative Business Development Infrastructure Program.

WDA Director Dean Uselman:
- Expanded on the meeting last week where DEED Representatives were involved;
- Stated the application process was very competitive;
- Expanded on the previous grant criteria requiring an anchor business;
- Stated he had been working with Fastenal and with the Hunke Oil Project;
- Explained having an anchor tenant would strengthen the BDPI Grant Application and DEED had just under $9,000,000 and spoke of being encouraged to submit the application even if there isn't an anchor; and
- Explained DEED grants typically have a two year cycle and stressed the importance of submitting the application soon.

Council Member Deb Wiese inquired about any restrictions if utilized.

Main motion: Adopt Resolution No. 10-03-18

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

Item E – Approve the Commercial Refuse Collection License Application Submitted by AAA Roll-off Service LLC

City Administrator Janette Bower announced everything was in order and background check was completed.

Council Member Bruce Uselman asked about their current customers.

Council Member Jessie Gibbs asked if they would provide recycling services.

Mayor Deiss asked about providing containers or if customers can provide their own.

Glenn Christianson, AAA Roll-Off Service, LLC:
- Stated they had 137 residential customers and 5 commercial customers in Sebeka;
- Stated they would provide services to 200 residential customers and 10 commercial customers in Wadena;
- Stated they would provide recycling services; and
- Stated they prefer to use their own containers but customers may provide their own.

Main motion: Approve refuse collection application for AAA Roll-Off Services, LLC

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

Item F – Authorize the Issuance of a Brewer Off-Sale Intoxicating Liquor License for Drastic Measures Brewing LLC

City Administrator Janette Bower expanded on the Off-Sale Intoxicating Liquor License for Drastic Measures Brewing LLC and beer must be in 64 ounce growlers or the 750 ml bottles.

Mayor George Deiss stated with the Federal License production has to be started before the end of 2018.

Council Member Jessie Gibbs inquired about the potential loss of sales from the Municipal Liquor Store.

Council Member Deb Wiese inquired about whether or not the Municipal Liquor Store could sell Drastic Measures Brewing products.

Main motion: Approve Drastic Measures Brewing LLC Off-Sale Intoxicating Liquor License.

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

Item G – Authorize the Issuance of an On-Sale Brewer's Taproom License and Sunday License for Drastic Measures Brewing LLC

Main motion: Authorize the Issuance of an On-Sale Brewer's Taproom License and Sunday License for Drastic Measures Brewing LLC

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

Item H – Authorize a One-Year Extension to the Audit Services Contract with Eide Bailly

City Administrator Janette Bower asked for a one year extension to the Audit Services Contract with Eide Bailly.

Main motion: Authorize a One-Year Extension to the Audit Services Contract with Eide Bailly

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

Item I – Accept Maslowski Wellness and Research Center Employee Dean Kallevig's Resignation Effective January 15, 2019

Eric Robb informed the City Council that Dean Kallevig submitted a letter of resignation but he was willing to help out until January 15, 2019.

Main motion: Accept Dean Kallevig's resignation with regret and gratitude

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

Item J – Authorize Step Increases for Lisa Anderson, David Waln, and Jeremy Zaic

Eric Robb recommended a step increase from Step 3 at $19.45 to Step 4 at $20.34 for Lisa Anderson effective October 1, 2018.

Main motion: Approve the step increase for Lisa Anderson

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

Dan Kovar recommended a step increase from Step 3 at $20.83 to Step 4 at $21.77 for David Waln effective October 31, 2018.

Main motion: Approve the step increase for David Waln

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

Dan Kovar recommended a step increase from Step 4 at $22.08 to Step 5 at $23.00 for Jeremy Zaic effective October 1, 2018.

Main motion: Approve the step increase for Jeremy Zaic

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

Item K – Authorize the Hire of New Employees at the Maslowski Research and Wellness Center and at the Wadena Liquor Store

Wellness Center Manager Eric Robb recommended to hire part-time desk clerks Paula Albright & Christina Schermerhorn & part-time maintenance Justin Ahrendt.

Main motion: Approve the hires as recommended by Eric Robb

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

Liquor Store Manager Tim Booth recommended to hire part-time desk clerks Tamara Leaderbrand, Anthony Schweitzer & Nicholas Torkkola.

Main motion: Approve the new hires as recommended by Tim Booth

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

6. Meeting Open to the Public – 6:30 p.m.

Mayor Deiss opened the meeting to the public at 6:00 p.m.

7. Department Reports

Item A – Street, Sewer and Parks Departments – Superintendent Dan Kovar announced J & J Excavating had installed the sanitary sewer site box culvert today.

Item B – Electric and Water Departments – Superintendent Dave Evans:

- Stated the open house went very well; and
- Expanded on a call from Todd-Wadena regarding a contingency plan if needed to relocate due to natural disasters and asked if the airport would be available for them to use temporarily.

Item C – Liquor Store – Manager Tim Booth:
- Thanked the Council for approval of part time employees; and
- Stated there were a lot of customers last weekend compared to last year.

Mayor Deiss stated many peopled commented they liked the new sign.

Council Member Jessie Gibbs asked to slow the sign down so it would be easier for traffic to read.

Item D –WDA Director Dean Uselman:
- Thanked the Council for their support and action on the special assessment reduction;
- Stated he had been working with Hunke Oil on the dispensary on the south end of town;
- Announced the loan was closed with Peak Financial Services on behalf of Homecrest for their Robotic Welders; and
- Stated the site visits with Mercury Mosiacs went very well.

Planning and Zoning Director Dean Uselman stated they had been busy with last minute permits.

Fire Department Fire Chief Dean Uselman:
- Stated the Fire Department's Open House turnout was only about one/third of what it normally was due to the weather;
- Announced the Fireman's Bingo will be on November 16, 2018; and
- Announced the Gun Raffle Tickets were available.

Item E – Police Department Police Chief Naomi Plautz:
- Expanded on a patient at Tri County Healthcare who had assaulted a staff member and an officer; and
- Stated there were some security changes resulting from the assault; and
- Announced the State had taken over the ongoing investigation regarding the bike and pickup accident on Highway 10 and there had been only one other accident comparable to this in the past.

Item F – Wellness Center Manager Eric Robb:
- Announced the school's dance team moved their practices to the school gym;
- Stated the tennis team used the gym a couple days; and
- Announced basketball practices will be at the Wellness Center.

Item G – Golf Course Manager Kevin Ross was not present.

Item H – City Administrator Janette Bower:
- Announced the Public Meeting scheduled for 6:00 p.m. on October 16, 2018 for the Library Renovation;
- Announced the Enterprise Budget meeting scheduled for October 23, 2018 at 5:00 p.m.;
- Spoke about forming a committee to help support businesses during construction of Hwy 10 project;
- Stated West Central Telephone was interested in being in Wadena and spoke of the new laws for franchise companies for fiber optic in cities;
- Expanded on draft lease agreement for Chamber of Commerce renting the Depot;
- Announced the CGMC Conference, November 15 and 16, 2018, and asked if anyone was interested in attending;
- Announced the Missouri River meeting October 24, 2018; and
- Expanded on the Bandstand getting on the National Historic Registry.

Item I – Council Reports

Council Member Jessie Gibbs reported the 2nd Annual Zombie Run participants quadrupled from last year and the City of Wadena may be asked to sponsor or help out with future runs.

Council Member Deb Wiese inquired about the bike versus truck accident and if there had been any other previous comparable accidents.

Council Member Bruce Uselman reported he had attended the new Electric Building Open House.

Council Member Wade Miller:

- Reported he had attended the new Electric Building Open House; and
- Stated the Wi-Fi at the bandstand would only be available from 7:00 a.m. until 7:00 p.m. and it was now password protected.

Item J – Mayor George Deiss:

- Announced he attended the Community Dinner which resulted in hearing the excitement about the new improvements happening in Wadena;
- Stated he checked on the entrance signs and didn't find anyone interested in making any changes to the signs;
- Expanded on businesses adopting the signs;
- Spoke of the requested green space; and
- Commended all the Council and Department Heads and Administrator for their dedication.

8. Adjournment

Main motion: To adjourn the meeting

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

Janette M. Bower, City Administrator

George Deiss, Mayor