

**City of Wadena
Regular City Council Minutes
Tuesday, January 14, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, January 14, 2020. 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, Mark Lunde, and Bruce Uselman

3. Special Order of Business

- A. Officer Aaron Schiller – Wadena Heart Saver Award
- B. Officer Nick Grabe – Wadena Heart Saver Award

4. 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 is 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. 2020-01: Designating the Wadena Pioneer Journal as the City's Official Newspaper
- 4. Resolution No. 2020-02: Setting the Date and Time for the 2020 Regular City Council Meetings
- 5. Resolution No. 2020-03: Appointing Council Member Uselman as the Acting Mayor
- 6. Resolution No. 2020-04: Designating the 2020 Official Depositories for City Funds
- 7. Resolution No. 2020-05: Designating Pederson and Pederson PA as the City's 2020 Criminal and Civic Legal Counsel
- 8. Resolution No. 2020-08: Confirming the Mayor's Reappointment of Rosemary Kostrzewski to the Housing and Redevelopment Authority Board
- 9. Resolution No. 2020-09: Confirming the Mayor's Reappointment of Jake Heppner, Sandie Rentz, and Karen Wallgren to the Library Board
- 10. Resolution No. 2020-10: Confirming the Mayor's Reappointment of Dean Kallevig and Marlin Martin to the Planning Commission
- 11. Action Memorandum 20-01: Approve Renewing Kristen Betts' Massage Therapy Business License
- 12. Action Memorandum 20-02: Acknowledging the Changes Made by Minnesota Municipal Utilities Association (MMUA) to the MMUA Drug & Alcohol Testing Consortium Compliance Guide

13. Action Memorandum 20-03: Acknowledging the Minnesota Public Utilities Commission Docket No. E999/PR-20-09 Regarding Cogeneration and Small Power Production Tariff and Interconnection Agreement
14. Action Memorandum 20-04: Approve the Mayor's Submission of a Sourcewell Ballot Electing City Administrator Janette Bower as a Sourcewell Ex-Officio Chief Executive Officer
15. Action Memorandum 20-08: Approve a Temporary Liquor License for the Wadena Chamber of Commerce

B. Approval of Minutes

1. City Council meeting minutes:
 - a. December 10, 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, Lunde
Opposed:	None

5. Public Hearing

Item A - Resolution No. 2020-06: Declaring Slum and Blighted Area

Mayor George Deiss opened the Public Hearing at 5:04 pm.

WDA Director Dean Uselman:

- Expanded on the City of Wadena contracting with Central Minnesota Housing Partnership to apply for a Community Development Block Grant Program, for low-to-moderate income homeowners, in areas of Wadena with the most need;
- Expanded on survey, by CMHP, which identified target areas; and
- Spoke of requirements for the Community Development Block Grant Program.

Ed Zimny, Program Manager with Central Minnesota Housing Partnership:

- Spoke of 16 counties in central Minnesota that CMHP covers;
- Spoke of six grants currently in operation;
- Expanded on different areas of the program: owner occupied, single-family rental, multi-family rental, and commercial property owners;
- Stated owner occupied and commercial properties owners are limited to target areas;
- Stated the single-family rental and multi-family rental properties areas are city wide;
- Expanded on the process to receive grant funding;
- Stated a portion of the grant was to cover the administrative costs;
- Expanded on the timeline for the grants;
- Spoke of the Conflict of Interest Form, due to WDA Director Dean Uselman owning rental properties in town; and
- Stated the Citizen Participation Plan gives citizens the opportunity to speak about concerns they may have.

Kyle Davis:

- Stated he provides rental properties to several low-income families; and
- Stated he hopes the Council votes in favor of the program.

Michelle Waln:

- Stated she feels all programs are geared towards low-income housing; and
- Stated she would like to see this available in our community.

Main motion: Close Public Hearing at 5:13 pm

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

Council Member Wade Miller stated the income qualification level was set by CMHP.

Main motion: Adopt Resolution No. 2020-06

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

Item B - Resolution No. 2020-07: Authorizing the City's Submission of an Application for Community Development Block Grant Funding

Mayor George Deiss opened the Public Hearing at 5:16 pm.

WDA Director Dean Uselman:

- Expanded on the program and contract previously authorized by the City Council with CMHP to submit a pre-application to MN DEED for a Small City Grant to among other things address slum and blight in Wadena for \$1,198,488;
- Expanded on designating and committing funds locally to leverage the grant dollars;
- Stated the approximate grant application would be for \$690,000;
- Stated the WDA Board authorized up to \$50,000 for commercial and rental property loans to leverage the grant funds on January 9, 2020;
- Stated the WHRA Board authorized a \$5,000 grant to qualifying owner occupied projects;
- Requested the City Council approve and commit to a \$5,000 grant from the City Residential Fix-up Loan Funds, which has a balance just over \$50,000, a \$25,000 commitment from the Residential Fix-up Loan Fund for 1% interest loan to rental properties, and a commitment of \$50,000 in 1% interest loans for qualifying commercial and multi-family rental rehab projects; and
- Stated the total local leverage amount would be \$135,000, of that \$80,000 would come from the City Fix-Up Loan Funds, \$75,000 of that would be 1% loans the property owners, \$50,000 would be loans from WDA to property owners, \$5,000 would be a grant from WHRA to qualified SFR.

Ed Zimny, Program Manager with Central Minnesota Housing Partnership:

- Spoke of 18 units of the multi-family rentals; and
- Spoke of survey mailed out determining income eligibility to tenants of rental properties.

Main motion: Close Public Hearing at 5:28 pm

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

Main motion: Adopt Resolution No. 2020-07

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

6. Unfinished Business**Item A - Ordinance No. 226, 3rd Series: Annexing Land Located in Compton Township, Otter Tail County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subdivision 2(3), Permitting Annexation by Ordinance****1. Action Memorandum 19-125: Authorize Entering into a Development Agreement with Tri-County Healthcare for the TCHC Utility Extension Project**

City Administrator Janette Bower gave a statement and an explanation of the development agreement with Tri-County Healthcare.

Joel Beiswenger, President & CEO at Tri-County Healthcare, expanded on the development agreement with Tri-County Healthcare.

Mayor George Deiss expanded on discrepancy in the development agreement.

Main motion: Postpone this item to a future meeting

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

Item B - Ordinance No. 227, 3rd Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 11000010003000 from its Current Residential Zoning Designation to C-1 Commercial**Main motion: Postpone this item to a future meeting**

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

Item C - Resolution No. 2019-48: Approving a Conditional Use Permit to Construct a Medical Center and Related Activities in a C-1 (Commercial) Zoning District as Required in the City of Wadena Code of Ordinances Chapter 152.07 A – 4 for Parcel 11000010003000, Located at 63835 Hwy 10 Wadena, Minnesota

Main motion: Postpone this item to a future meeting

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

Item D - Action Memorandum 19-124: Approve the 2020 City of Wadena Employee Wellness Program

Police Chief Naomi Plautz:

- Expanded on the following four benefits of the City of Wadena Wellness Program:
 1. City contributions in the amount of \$2,000 towards the Wellness Program (this amount is broken down by each department and is budgeted in the 2020 budget);
 2. Free use of the Golf Course and carts for an annual golf outing;
 3. Free use of the MAS for an annual wellness kickoff event, for all employees to be able to use the facility free of charge, provide information and to promote wellness; and
 4. Employees are allowed up to 8 hours per month to workout at the MAS during their regularly scheduled workday, employees must agree to and meet the following conditions:
 - Workout times must be scheduled and approved by the employee's Department Head/Supervisor. In order to ensure the least amount of disruption to workflow, it is suggested the employee utilize the first or last hour of the workday.
 - Employee must be a MAS member, either by a monthly membership or by purchasing a day pass for each participation day.
 - When the employee takes his or her hour at the MAS, the employee is required to go to the MAS. The type of workout and equipment the employee chooses is up to the employee.
 - The employee must actively participate in the Health Partner Wellness Portal.
 - Any abuse of this incentive will result in suspension of the employee's ability to work out during his or her regularly scheduled workday.

Main motion: Approve the amended program, excluding #4

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

7. New Business

Item A – Resolution No. 2020-11: Approving the Contract for Administrative Services with Missouri Basin Municipal Power Agency dba Missouri River Energy Services, Western Area Power Administration and the City of Wadena

Utility Superintendent David Evans expanded on the contract for administrative services.

Main motion: Adopt Resolution No. 2020-11

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

Item B – Resolution No. 2020-12: Amending the Wadena Municipal Electric Services Rules and Regulations Policy

City Administrator Janette Bower expanded on changes and updates to the policy.

Utility Superintendent David Evans expanded on the clerical changes and the language to reflect the new AMI System.

Main motion: Adopt Resolution No. 2020-12

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

Item C – Action Memorandum 20-05: Approve the Mercury Mosaics & Tile Inc. City-Funded Minnesota Investment Fund Loan

WDA Director Dean Uselman stated the WDA Board approved the loan request for financing and recommended the council to approve \$150,000 Mn Investment Loan Fund to leverage the \$600,000 New Market Tax Credit loan with Midwest Minnesota Community Development Corporation of Detroit Lakes.

Main motion: Adopt Action Memorandum 20-05

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

Item D – Action Memorandum 20-06: Authorize Hiring Firefighters

City Administrator Janette Bower stated Fire Chief Cody Yglesias recommends hiring Jeremy Zaic as a new firefighter.

Main motion: Approve Action Memorandum 20-06

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

Item E – Action Memorandum 20-07: Authorize Purchasing a 2020 Police Squad Car

Police Chief Naomi Plautz obtained quotes for budgeted item 2020 squad car from Mills Ford Baxter and Park Rapids Ford and recommended purchasing from Mills Ford Baxter using the hybrid lease program for \$33,127 less trade-in of \$4,000 approximately.

Main motion: Approve Action Memorandum 20-07

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

Item F – Action Memorandum 20-09: Authorize Entering into a Professional Services Contract with Bolton & Menk for the BN Park Depot Sanitary Sewer Services Reroute

Dan Kovar, Public Works Director expanded on rerouting the sanitary sewer services and requested to enter into a professional service contract with Bolton & Menk for \$9,700 to determine the best method to resolve the issue.

Main motion: Approve Action Memorandum 20-09

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

8. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 6:22 pm.

9. Department Reports

Item A - Public Works Department

1. January 6, 2019 Park Board Minutes

Public Works Director Dan Kovar expanded on snow removal efforts.

Item B - Utilities Department

Superintendent Dave Evans:

- Stated he applied for and received a \$4,500 Clean Energy Resources Grant to cover labor costs to install an electric car charging station, which will be located on city property by Super One;
- Stated he sent out a bill stuffer to residents giving them the option to buy 30% more green energy to make them 100% green; and
- Spoke of service territory acquisition for Tri-County Healthcare and stated he feels its important to the city for them to use all utilities offered.

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

1. December 12, 2019, WDA Minutes

WDA Director Dean Uselman:

- Thanked the Council for support on Mercury Mosaics' project;
- Spoke of lease with Merickel's property for Mercury Mosaics;
- Expanded on Mercury Mosaics' goal to be operational by the end of March or beginning of April;
- Stated Alex Glass will come up with a plan for the stained-glass window with protective window covering for the WDA store front;
- Stated he was working with several downtown businesses on promotions to get more customers in the stores; and
- Stated he was working on year end reports for next month's meeting.

Planning & Zoning Director Dean Uselman:

- Expanded on McDonald's remaining open during their remodeling project next summer;
- Stated at the next Planning Commission meeting, the Commissioners will have a zoning district to consider for an annexation for two parcels of land adjacent to Oakridge Addition; and
- Expanded on updating the comprehensive plan and potentially creating new zoning districts in Wadena.

Item D - Police Department

1. December Activity Report

Police Chief Naomi Plautz:

- Invited the council to the kickoff for the wellness event; and
- Gave kudos to the liquor store manager for passing the compliance checks by asking for driver's license from the underage buyers.

Item E - Wadena Liquor Store

1. December Liquor Store Revenue

Manager Tim Booth expanded on the end of the year total sales.

Item F - Maslowski Wellness and Research Center

1. December MWRC Revenue

Manager Eric Robb was absent.

Item G – Whitetail Run Golf Course

Manager Kevin Ross was absent.

Item H - City Administrator

Janette Bower spoke of upcoming special meeting for the annexation process for Tri-County Healthcare.

Item I – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Jessie Gibbs was absent.

Mark Lunde had nothing to report.

Item J - Mayor's Report

Mayor George Deiss:

- Expanded on signing the proclamation supporting Rotary's initiative to end human trafficking and declaring the month of January as National Human Trafficking Awareness and Prevention Month and January 11, 2020, as National Human Trafficking Awareness Day;
- Spoke of Wadena School Choice Week January 26 thru February 1, 2020;
- Spoke of applying for an interest free loan to help with renovations for the library; and
- Spoke of the possibility of adding city sales tax to help raise money for specific properties.

Main motion: Move into closed session at 6:40 p.m.

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

10. Closed Session

11. Adjournment

Main motion: Adjourn at 7:32 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor