

**City of Wadena
Regular City Council Minutes
Tuesday, January 12, 2021**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, January 12, 2021. Acting Mayor Uselman 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. Administration of Newly Elected Official Oath of Office

City Administrator Janette Bower performed the oath of office for the re-elected Mayor Deiss and re-elected Council Members Jessie Gibbs and Wade Miller.

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 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. 2021-01: Designating the Wadena Pioneer Journal Newspaper as the Official Newspaper
4. Resolution No. 2021-02: Setting the Date and Time for the 2021 Regular City Council Meetings
5. Resolution No. 2021-03: Appointing Council Member Bruce Uselman as the Acting Mayor
6. Resolution No. 2021-04: Designating the 2021 Official Depositories for City Funds
7. Resolution No. 2021-05: Designating Pederson and Pederson PA as the City's 2021 Criminal and Civil Legal Counsel
8. Resolution No. 2021-06: Confirming the Mayor's Reappoint of Sandy Black and Sara Ross to the Parks Advisory Board
9. Resolution No. 2021-07: Confirming the Mayor's Appointment of Cindy McCollough to the Wadena Development Authority Board
10. Resolution No. 2021-08: Confirming the Mayor's Appointment of Josh Meech to the Housing and Redevelopment Board
11. Resolution No. 2021-09: Designating the Annual City Election Polling Place
12. Action Memorandum 21-06: Approve Renewing Kristen Betts' Massage Therapy Business License
13. Action Memorandum 21-07: Approve Renewing Wadena Elks BPOE Lodge 2386's Liquor License

B. Approval of Minutes

1. City Council meeting minutes:

- a. December 8, 2020, Regular Meeting
- b. December 15, 2020, Special Meeting

Mayor Deiss thanked Bill Stearns for his years of service on the WDA Board and Toby Pierce for his years of service on the HRA Board.

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

5. Unfinished Business

6. New Business

Item A - Action Memorandum 21-01: Authorize Purchasing In-Car and Body Camera Systems from Watchguard

Police Chief Naomi Plautz:

- Stated the in-car and body cameras were budgeted items; and
- Recommended purchasing from Watchguard.

Main motion: Approve Action Memorandum 21-01

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

Item B – Action Memorandum 21-02: Authorize Contractor’s Pay Request No. 5 (Final) to J&J Excavating for the Wadena Business Park Project

Project Manager Phil Martin explained the final pay request process.

Main motion: Approve Action Memorandum 21-02

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

Item C – Action Memorandum 21-03: Authorize Entering into a Professional Services Agreement with Bolton & Menk for Engineering Services Related to the Tri-County Health Care Infrastructure Project

Project Manager Phil Martin expanded on the professional services agreement with Bolton & Menk for engineering services for the Tri-County Health Care Infrastructure Project (TCHC).

City Administrator Janette Bower expanded on the development agreement set up for the City to do a revenue bond, to roll all engineering and related expenses into the bond, then assess TCHC.

TCHC CEO Joel Beiswenger:

- Stated he anticipates USDA funding would be approved in April;
- Spoke of financial institutions risks during COVID-19 pandemic; and
- Stated TCHC will reimburse the City for the engineering services and the development agreement expenses.

Main motion: Approve Action Memorandum 21-03

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

Item D – Action Memorandum 21-04: Authorize Refunding 50% of the Cost of the 2021 Liquor Licenses to the City of Wadena Liquor License Holders

City Administrator Janette Bower:

- Expanded on the cost of the liquor license fees;
- Spoke of other city's refunding 50% of the cost of the liquor license fees due to COVID-19 shutdown and loss of liquor license holders' loss of income; and
- Recommended refunding 50% of the liquor license fees out of the General Fund.

Main motion: Approve Action Memorandum 21-04

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 21-05: Authorize Appropriating a One-Time Purchase Power Cost Refund to the City of Wadena Electric Customers

Utilities Superintendent David Evans:

- Expanded on receiving a one-time refund for purchased power provided to the City in the amount of \$150,771.74; and
- Expanded on the economic impact of COVID-19 resulting in reduced costs for providing power to the City and recommended the City to pass this refund on to our customers by reducing our Kwh energy rate by \$.025 for the month of February.

Main motion: Adopt Action Memorandum 21-05

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 – Resolution No. 2021-10: Entering into an Agreement with the State of Minnesota for the Wadena Access Road Project

City Administrator Janette Bower:

- Expanded on the agreement with the State of Minnesota for the Wadena Access Road Project, which was included in the bonding bill and was a special appropriation to the City of Wadena in the amount of \$1,300,000;
- Stated County Coordinator Ryan Odden was preparing a cooperative agreement between Wadena County, Otter Tail County, Tri-County Health Care, and the City. The agreement stipulates project management/administration, project design/engineering, construction management, cost participation, and future maintenance of the road; and
- Affirmed TCHC CEO Joel Beiswenger understanding that TCHC is responsible for all costs above the \$1.3 million special appropriation.

Main motion: Approve Resolution No. 2021-10

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

7. Meeting Open to the Public

Maria Marthaler:

- Congratulated Mayor George Deiss, Council Members Wade Miller, and Jessie Gibbs on re-election; and
- Thanked Toby Pierce for his years of service on the Housing and Redevelopment Authority Board.

8. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar:

- Spoke of the new wheel loader and new attachments working well; and
- Stated the department continues trimming trees in town for a couple weeks.

Mayor George Deiss stated he received an email from MN Pollution Control Agency stating they received and reviewed the Bio Solids Annual Report for the City of Wadena and the report was well done as received.

Item B - Utilities Department

Superintendent David Evans:

- Stated he will advertise for the open lineman position this month;
- Spoke of taking down Christmas Decorations on the street light poles; and
- Stated Reed Barthel, Joseph Peters and himself attended a very good training session put on by MMUA about distribution system design by webinar.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:

- Expanded on his January 6, 2021, Department Head meeting updates for WDA;
- Stated his office has a new layout of furniture and storage; and

- Spoke of the second round of business assistant grants due to COVID-19.

Planning & Zoning Director Dean Uselman:

- Spoke of upcoming Planning Commission meeting to review the sketch plan for TCHC's plat; and
- Spoke of zoning districts.

Item D - Police Department

1. December Activity Report

Police Chief Naomi Plautz thanked the council for support for in-car and body cameras.

Item E – Fire Department

1. December Activity Report
2. December 2, 2020, minutes
3. January 6, 2021, minutes

Fire Chief Cody Yglesias was not present.

Item F - Wadena Liquor Store

1. December Liquor Store Revenue

Liquor Store Manager Tim Booth spoke of the contributing factors for the \$350,000 increase in total year-end sales for 2021.

City Administrator Janette Bower spoke of the successful audit that was completed by the liquor store employees.

Council Member Bruce Uselman thanked all the liquor store employees for their extra hours and extra work load this past year.

Item G - Maslowski Wellness and Research Center

1. December MWRC Revenue

MWRC Manager Eric Robb:

- Spoke of Wadena County Public Health's upcoming use of the gym for COVID-19 vaccinations in February;
- Commented on high school and junior high students using the facility; and
- Expanded on resurfacing the lap pool in April.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Stated the MWRC was eligible for the second round of funding for business in the county with a maximum amount of \$5,000 but feels a small business could benefit more from those funds;
- Spoke of possible special meeting to hire a public works foreman;
- Announced Eide Bailly will conduct the annual audit the third week in March; and

- Expanded on the TCHC monthly update.

Item J – Council Reports

Bruce Uselman had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Wade Miller had nothing to report.

Item K - Mayor's Report

1. 2021 Committee Assignments

Closed Session

Item A – Pursuant to Minnesota Statute 13D.03 to Consider Strategy for Labor Negotiations and Labor Negotiation Proposals

Main motion: Approve entering into the Police Department Union Contract

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

Main motion: Approve Entering into the Non-Union Agreement

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

Adjournment

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

Moved by:	Miller
Seconded by:	Gibbs
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