

**City of Wadena
Regular City Council Minutes
Tuesday, February 11, 2020**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, February 11, 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, Jessie Gibbs, Mark Lunde, Wade Miller, and Bruce Uselman

3. Special Order of Business

A. 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. First Reading – Ordinance No. 229, 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 (Second reading and public hearing on March 10, 2020)
4. First Reading – Ordinance No. 230, 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 (Second reading and public hearing on March 10, 2020)
5. First Reading – Ordinance No. 231, 3rd Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 1100990344000 from its Current Zoning Designation to R-1 Residential (Second reading and public hearing on March 10, 2020)
6. First Reading – Ordinance No. 232, 3rd Series: Amending the City of Wadena Zoning Map by Rezoning Otter Tail County Parcel Number 11000990342000 from its Current Zoning Designation to R-1 Residential (Second reading and public hearing on March 10, 2020)
7. Resolution No. 2020-14: Designating Authorized Representative for the City of Wadena as a Member of Missouri Basin Municipal Power Agency d/b/a Missouri River Energy Services

8. Resolution No. 2020-15: Designating Authorized Representative for the City of Wadena as a Member of Western Minnesota Municipal Power Agency (WMPMA)
 9. Action Memorandum 20-12: Approve the 2020 Election Judges
 10. Action Memorandum 20-13: Statement of Outcome of Closed Session held on January 14, 2020, Concerning the Performance of an Employee Subject to the City Council's Authority
- B. Approval of Minutes
1. City Council meeting minutes:
 - a. January 14, 2020, Special Meeting
 - b. January 14, 2020, Regular Meeting
 - c. January 27, 2020, Special Meeting
 - d. January 28, 2020, Special Meeting
 - e. January 29, 2020, Special 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, Gibbs, Lunde, Miller, Uselman
Opposed:	None

5. Public Hearing

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 Attorney Jeff Pederson expanded on the Development Agreement.

City Administrator Janette Bower expanded on the service territory acquisition costs with a proposal to split costs 50/50 between the TCHC and City of Wadena.

Joel Beiswenger, President & CEO at Tri-County Healthcare:

- Spoke of portions of the agreement which were previously agreed upon as well as disagreed on; and
- Requested a cap on the agreement of \$50,000 for 10 years.

Mayor George Deiss expanded on Section 3.5 and clarified TCHC's request for \$5,000 cap per year for 10 years resulting in a maximum amount for the 10-year agreement of \$50,000.

Main motion: Approve amended Action Memorandum 19-125 with a cap on TCHC's portion of \$5,000 per year for 10 years

Moved by:	Lunde
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Lunde, Miller
Opposed:	Gibbs, Uselman

Main motion: Ordinance No. 226, 3rd Series, contingent upon the development agreement getting signed.

Moved by:	Lunde
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Lunde, Miller
Opposed:	Gibbs, Uselman

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: Adopt Ordinance No. 227, 3rd Series

Moved by:	Miller
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Gibbs, Lunde, Miller, Uselman
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: Adopt Resolution No. 2019-48

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

7. New Business

Item A – Action Memorandum 20-10: Authorize Engaging McGann, Shea, Carnival, Straughn, and Lamb as Legal Representation for Electric Service Territory Matters

City Administrator Janette Bower stated more legal representation on this subject would be beneficial to the city and this firm specializes in this area of law.

Main motion: Approve Action Memorandum 20-10

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

Item B – Action Memorandum 20-11: Approve the Fifth Amendment to the Water Tower Lease Agreement with New Cingular Wireless PCS, LLC and the City of Wadena

Utility Superintendent David Evans:

- Stated New Cingular Wireless PCS, LLC was previously AT&T;
- Stated the lease amount of \$35,000 was down slightly this year;
- Expanded on inflationary added to a long-term contract; and
- Recommended approval.

Main motion: Approve Action Memorandum No. 2020-11

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

Item C – Action Memorandum 20-14: Authorize Purchasing a 2020 Dodge 1500 from Mike Motors for the Utilities Department

Utilities Superintendent David Evans:

- Stated the Utility Department trucks have been on a twenty-year cycle; and
- Expanded on details of the model he recommended.

Main motion: Adopt Action Memorandum 20-14

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

Item D – Action Memorandum 20-15: Approve Entering into a Professional Services Agreement with Short Elliott Hendrickson, Inc., to Provide Architectural, Engineering and Professional Services for the 2020 Wadena Airport Crack Seal – Runway, Taxiway and Apron Project

City Administrator Janette Bower expanded on plans for crack seal on runway, taxiway and apron.

Main motion: Approve Action Memorandum 20-15

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

Item E – Action Memorandum 20-16: Approve Entering into a Proposal with Bolton & Menk to Provide a Wastewater Capital Improvement Plan

Public Works Director Dan Kovar expanded on the need for a capital improvement plan and stated \$29,600 was budgeted.

Main motion: Approve Action Memorandum 20-16

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

Item F – Action Memorandum 20-17: Approve the Wadena Fire Department Relief Association’s Request to Increase the Relief’s Pension Benefits

Shawn Swenson and Matt Rousslang expanded on their request for 14.1% or \$3,200 per year of service to the retirement benefits available to all firefighters.

The Council asked questions regarding action if there would be a deficit. The firefighters expanded on methods to resolve any deficit.

Main motion: Approve Action Memorandum 20-17

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

Item G – Action Memorandum 20-18: Authorize Hiring Andrew Browne to Serve as the Fire Department Secretary

Fire Chief Cody Yglesias recommended hiring Andrew Browne to serve as the Fire Department Secretary.

Main motion: Approve Action Memorandum 20-18

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

Item H – Action Memorandum 20-19: Authorize Hiring Matt Rousslang as the Fire Department’s 1st Assistant

Fire Chief Cody Yglesias recommended hiring Matt Rousslang to serve as the Fire Department 1st Assistant.

Main motion: Approve Action Memorandum 20-19

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

Item H – Action Memorandum 20-20: Authorize Hiring Samantha Galbrecht as a Part-time Desk Clerk at the Maslowski Wellness & Research Center

MWRC Director Eric Robb recommended hiring Samantha Galbrecht.

Main motion: Approve Action Memorandum 20-20

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

8. Meeting Open to the Public

Mayor Deiss opened the meeting to the public at 5:49 pm

Bill Knutson, from Pilot's Association, spoke of requesting camping and a campfire at the airport and use of the courtesy car, for the pilots during the Fly In, this formal request will be on the agenda at a future meeting.

9. Department Reports**Item A - Public Works Department**

Public Works Director Dan Kovar expanded on cleaning snow from street corners and making streets wider.

Item B - Utilities Department

Superintendent Dave Evans stated they will begin preconstruction meetings next month for Hwy 10 Project.

Item C - Wadena Development Authority, Planning and Zoning, and Fire Department**1. January 9, 2020, WDA Minutes**

WDA Director Dean Uselman spoke of interested parties in the WDA Retail Incubator Space, previously referred to as the Olson Building.

Planning & Zoning Director Dean Uselman stated the Planning Commission had been updating the zoning code.

Item D - Police Department**1. January Activity Report**

Police Chief Naomi Plautz had nothing to report.

Item E – Fire Department

Fire Chief Cody Yglesias:

- Stated he was working with payroll software;
- Stated he felt City of Wadena staff members have been wonderful to work with; and
- Expanded on car accident/fire calls during the month.

Item F - Wadena Liquor Store**1. January Liquor Store Revenue**

Liquor Store Manager Tim Booth was absent.

Item G - Maslowski Wellness and Research Center**1. January MWRC Revenue**

MWRC Manager Eric Robb:

- Thanked Public Works Department for their snow removal efforts; and
- Expanded on various upcoming rentals of the facility.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Announced the City of Wadena van was transferred to the Maslowski Wellness & Research Center (MWRC);
- Announced MnDOT's Open House for Hwy 10 Project at 4:00 pm on Tuesday, March 17, 2020, at the MWRC; and
- Spoke of bonding money for the Hwy 10 Project involving the Fairgrounds and stated it would be on the next agenda.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller thanked everyone for the efforts on the development agreement with TCHC.

Jessie Gibbs thanked everyone for the efforts on the development agreement with TCHC and spoke of future efforts with Hwy 10 project with MnDOT.

Mark Lunde thanked everyone for the efforts on the development agreement with TCHC.

Item K - Mayor's Report

1. Sourcewell 42nd Annual Meeting of the Representative Assembly

Mayor George Deiss:

- Announced upcoming Sourcewell 42nd Annual meeting of the Representative Assembly on April 15, 2020; and
- Congratulated Janette Bower on her recent International Credential Manager award.

Adjournment

Main motion: Adjourn at 6:10 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor