

**City of Wadena  
Regular City Council Minutes  
Tuesday, December 11, 2018**

**1. Call to Order**

The Wadena City Council held a regular meeting on Tuesday, December 11, 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. Approval of Consent Calendar Items
  - 1. Claims as Presented for Payment
  - 2. City Administrator’s Monthly General Fund Report and Payroll Pay Code Report
  - 3. Resolution No. 12-04-18: Designating the Annual City Elections Polling Place ..
  - 4. Resolution No. 12-08-18: Confirming the Mayor’s Reappointment of Terry Olson and Dean Krogstad to the Park Advisory Board
  - 5. Resolution No. 12-09-18: Confirming the Mayor’s Reappointment of Kyle Davis to the Wadena Development Authority Board
  - 6. Approve the 2019 Write-offs for Bad Checks at the Wadena Liquor Store and Maslowski Wellness and Research Center, Uncollectable Utility Accounts and Miscellaneous Charges
  - 7. Renewal of 2019 3.2 Off Sale Beer Licenses
  - 8. Renewal of 2019 Liquor Licenses
  - 9. Renewal of 2019 Cigarette Licenses
  - 10. Renewal of 2019 Massage Therapy Licenses
  - 11. Renewal of 2019 Commercial Refuse Hauling Licenses
  - 12. Renewal of 2019 Kennel License
  - 13. Statement of Outcome of Closed Session held on November 13, 2018, Regarding the Performance of City Administrator Janette Bower
- B. Approval of Minutes
  - 1. City Council meeting minutes: November 13, 2018
  - 2. Park Board meeting minutes: December 3, 2018

**Main motion: Approve the Consent Calendar and Minutes**

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

**4. Unfinished Business**

**5. New Business**

**Item A – Second Reading – Ordinance No. 224, 3<sup>rd</sup> Series: Amending Chapter 152.28 C-B Central Business District to Allow Retail Gas Stations and Related Convenience Goods Stores as a Conditional Use, Chapter 152.29 C-1 Commercial, to Allow Retail Gas Stations and Related Convenience Goods Stores as a Permitted Use and Chapter 152.30 I-1 Light Industrial, to Allow Gasoline, Fuel, and Oil Bulk Stations, Storage, and Distribution Plants as a Conditional Use**

**Main motion: Adopt Ordinance No. 224, 3<sup>rd</sup> Series**

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

**Item A1 – Approval of Title and Summary Publication of Ordinance No. 224, 3<sup>rd</sup> Series**

**Main motion: Approve the Title and Summary Publication of Ordinance No. 224,3<sup>rd</sup> Series**

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

**Item B - Approve the Sale of Parcel #22-330-0050 to Mark and Camille Stone**

City Administrator Janette Bower

- Stated at one point this parcel had been mistakenly included and recorded in the county records along with the parcel owned by Warner Land Company, LLC. This error was corrected by the county; and
- There were no city utilities on the parcel.

WDA Director Dean Uselman stated this parcel was zoned as industrial.

**Main motion: Approve the sale of Parcel # 22-330-0050**

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

**Item C - Approve the new Full-time Sales Associate/Retail Clerk Position at the Wadena Liquor Store**

City Administrator Janette Bower stated this position was approved at the budget meeting; this formally approved it.

Liquor Store Manager Tim Booth stated it would be nice to have an extra secured position filled by January or February.

**Main motion: Approve the new Full-time Sales Associate/Retail Clerk position**

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

**Item D - Approve the new Desk Clerk 1 Position at the Maslowski Wellness and Research Center**

City Administrator Janette Bower stated this position was approved at the budget meeting; this formally approved it.

Wellness Director Eric Robb stated this was a worthwhile investment.

**Main motion: Approve the new desk clerk position**

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

**Item E - Resolution No. 12-05-18: Approving a Variance from the Conveyance by Metes and Bounds Language Listed in the City of Wadena Code of Ordinances Chapter 151.06 B for Parcel 22-008-2200, Located at 221 Ash Ave NE**

WDA Director Dean Uselman:

- Expanded on the November 28, 2018, Planning Commission public hearing;
- Stated there was no representation from the public;
- Announced no letters in opposition had been received; and
- Stated the Planning Commission recommended approval.

**Main motion: Adopt Resolution No. 12-05-18**

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

**Item F - Resolution No. 12-06-18: Adopting the City of Wadena Purchasing and Federal Procurement Standards Policy**

**Main motion: Adopt Resolution No. 12-06-18**

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

**Item G - Resolution No. 12-07-18: Authorizing the Submission of an Innovative Business Development Infrastructure Application**

Mayor George Diess recommended holding a special meeting on December 18, 2018, for the Innovative Business Development Infrastructure Application.

**Item H - Approve the Mutual Aid/Joint Exercise of Powers Agreement between the Wadena County Sheriff’s Office and the Police Department for the City of Wadena**

**Main motion: Approve the Mutual/Joint Exercise of Powers Agreement**

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

**Item I - Authorize the Hire of Samuel Erickson as the Maslowski Wellness and Research Center Facility Maintenance Coordinator**

- Wellness Director Eric Robb:
- Stated he, City Administrator Janette Bower, and Lisa Anderson interviewed four candidates for the Facility Maintenance Coordinator position; and
  - Recommended hiring current part-time employee Samuel Erickson effective January 2, 2018, at the Start Step of \$18.95.

**Main motion: approve hiring Samuel Erickson**

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

**Item J - Accept a Donation in the amount of \$16,071.03 from Tri County Community Center and Authorize the Purchase of Equipment for the Maslowski Wellness and Research Center**

- Wellness Director Eric Robb:
- Expanded on the donation from Tri County Community Center; and
  - Explained new equipment ordered for the MW&RC.

**Main motion: accept the donation and authorize the equipment purchase**

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

**Item K - Approve the 2019 Part-time Wage Scale**

City Administrator Janette Bower stated the part-time wages remained the same.

**Main motion: Approve the 2019 Part-time Wage Scale**

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

**Item L - Authorize a Step Increase for Utility Maintenance/Water Operator Louis Roggenkamp**

Electric & Water Superintendent Dave Evans recommended a step increase effective January 2, 2019, to Step 3 \$20.83.

**Main motion: approve the step increase for Louis Roggenkamp**

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

**6. Meeting Open to the Public**

Mayor Deiss opened the meeting to the public at 5:25 p.m.

Kent Scheer Highway 10/Picture Us Beautiful (PUB) Committee Update:

- Expanded on the committee;
- Spoke of Hwy 10 & 75 intersection; and
- Commented on ways to make the community more attractive.

City Administrator Janette Bower thanked Kent Scheer for all of his efforts with PUB.

Hilltop Regional Kitchen, Rick Hest, President of the Eagle Bend Senior Center:

- Expanded on his background and how he got involved with Hilltop Regional Kitchen;
- Spoke of surrounding communities and services provided and growth;
- Referred to funding sources; and
- Stated anyone that wants to sign up for services should contact Gracie Meyer, Dining Room Manager, at Humphrey Manor.

**7. Public Hearings****Item A – Public Hearing – Resolution No. 12-01-18: Adopting Improvement No. 58B Miscellaneous Assessments**

Mayor George Deiss opened the Public Hearing.

No one present.

Mayor George Deiss closed the Public Hearing.

**Main motion: Close the public hearing**

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

**Main motion: Adopt Resolution 12-01-18**

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

**Item B – Public Hearing – Resolution No. 12-02-18: Adopting the Final 2019 Tax Levy**

Mayor George Deiss opened the Public Hearing.

No one present.

Mayor George Deiss closed the Public Hearing.

| Main motion: close the public hearing |                                        |
|---------------------------------------|----------------------------------------|
| Moved by:                             | Wiese                                  |
| Seconded by:                          | Uselman                                |
| Action:                               | Motion carried by unanimous voice vote |
| In favor:                             | Deiss, Uselman, Miller, Wiese, Gibbs   |
| Opposed:                              | None                                   |

| Main motion: adopt Resolution No. 12-02-18 |                                        |
|--------------------------------------------|----------------------------------------|
| Moved by:                                  | Gibbs                                  |
| Seconded by:                               | Wiese                                  |
| Action:                                    | Motion carried by unanimous voice vote |
| In favor:                                  | Deiss, Uselman, Miller, Wiese, Gibbs   |
| Opposed:                                   | None                                   |

**Item C – Public Hearing – Resolution No. 12-03-18: Adopting a Budget for the City of Wadena, Minnesota for the Fiscal year beginning January 1, 2019, and ending December 31, 2019**

Mayor George Deiss opened the Public Hearing.

No one present.

Mayor George Deiss closed the Public Hearing.

| Main motion: close the public hearing |                                        |
|---------------------------------------|----------------------------------------|
| Moved by:                             | Uselman                                |
| Seconded by:                          | Wiese                                  |
| Action:                               | Motion carried by unanimous voice vote |
| In favor:                             | Deiss, Uselman, Miller, Wiese, Gibbs   |
| Opposed:                              | None                                   |

| Main motion: adopt Resolution No. 12-03-18 |                                        |
|--------------------------------------------|----------------------------------------|
| Moved by:                                  | Miller                                 |
| Seconded by:                               | Wiese                                  |
| Action:                                    | Motion carried by unanimous voice vote |
| In favor:                                  | Deiss, Uselman, Miller, Wiese, Gibbs   |
| Opposed:                                   | None                                   |

**8. Department Reports**

- Item A –** Street, Sewer, and Parks Departments Superintendent Dan Kovar:
- Stated his crew had been keeping up with hauling and removing snow with the small amount of snow fall; and
  - Announced the SW Skating Rink attendant is scheduled to start in two weeks.

**Item B –** Electric and Water Departments Superintendent Dave Evans stated the blue ring light fixtures will be put up as soon as they get delivered.

**Item C –** Liquor Store Manager Tim Booth exited the meeting at 5:15.

**Item D –**WDA Director Dean Uselman expanded on various ongoing projects in Wadena.

Planning and Zoning Director Dean Uselman reported on ongoing projects.

Fire Department Fire Chief Dean Uselman stated they began maintenance work at the North Fire Hall.

- Item E –** Police Department Police Chief Naomi Plautz:
- Announced Shop with a Hero was Thursday, December 13, 2018 at 4:00;
  - Expanded on Stoneman’s building fire and provided a brief update; and

- Commented on numerous vehicles stolen and theft of contents in residential areas.

**Item F – Wellness Center Manager Eric Robb:**

- Expanded on the yearly B3 audit for sustainability;
- Commented on the upcoming boxing events held the third Saturday of each month at the MW&RC; and
- Spoke of possible and upcoming agenda item with Arvig Communications and using funds from South Country Grant.

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

Mayor George Deiss expanded on three-year membership special for \$500 for new members at Whitetail Run Golf Course.

**Item H –** City Administrator Janette Bower thanked Deb Wiese for her years of service and stated she had enjoyed working with her.

## Item I – Council Reports

**Council Member Bruce Uselman:**

- Thanked Deb Wiese for her years of service and wished her well; and
- Spoke of his attendance at the Coalition of Greater Minnesota Cities in Alexandria;

Council Member Wade Miller thanked Deb Wiese for her years of services.

**Council Member Jessie Gibbs:**

- Wished everyone a Merry Christmas; and
- Thanked Deb Wiese for her years of service and stated it was great working with her.

**Council Member Deb Wiese:**

- Spoke of concerns from a resident about the murals that were taken down;
- Thanked everyone for an enjoyable past four years;
- Wished everyone well on the upcoming projects; and
- Wished everyone a Merry Christmas and a Happy New Year.

**Item J – Mayor George Deiss:**

- Spoke of possible future meetings regarding tobacco issues;
- Expanded on monthly meeting with Mayors;
- Spoke of the Open House for the incoming Governor;
- Thanked Deb Wiese for her years of service and for her point of view on topics;
- Spoke of positive feedback on the Christmas Decorations; and
- Wished everyone a Merry Christmas.

**Main motion: adjourn the meeting at 6:30 p.m.**

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

  
Janette M. Bower, City Administrator

  
George Deiss, Mayor