

**City of Wadena
Regular City Council Minutes
Tuesday, February 9, 2021**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, January 12, 2021. Mayor Deiss 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, Mark Lunde, Wade Miller, and Bruce Uselman

3. 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. Action Memorandum 21-10: Authorize Hiring Maslowski Wellness and Research Center Employees
4. Action Memorandum 21-12: Authorize Hiring Emily Uselman as the Fire Marshall
5. Action Memorandum 21-16: Approve the Massage License Submitted by Charity Crosby

B. Approval of Minutes

1. City Council meeting minutes:
 - a. January 12, 2021, Regular Meeting
 - b. January 27, 2021, Special Meeting

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, Lunde, Miller, Uselman
Opposed:	None

4. Unfinished Business

5. New Business

Item A – Katie Heppner, The Economic Alliance – Wadena Housing Study

Katie Heppner expanded on the Wadena housing study.

Item B – Resolution No. 2021-11: Approving a Gambling Site Permit for the Deer Creek Lions Club at Drastic Measures

City Administrator Janette Bower stated the only requirement from the City of Wadena was to approve the Gambling Site Permit, the State of MN would issue the permit.

Wadena Lions Club, Member Steve Techem:

- Stated the Bootleggers Bar and Grill in Deer Creek and Shoreline Bar and Bowl in Battle Lake have recently added Wadena Deer Creek Lions Clubs pull-tabs to their establishments; and
- Expanded on proceeds raised going back into the community.

Main motion: Approve Resolution No. 2021-11

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

Item C – Action Memorandum 21-11: Approve the Wadena Fire Department Relief Association’s Request to Increase the Relief’s Pension Benefits

Shawn Swenson explained Wadena Fire Department Relief Association’s request for an increase from \$3,200 to \$3,400 for the Fire Relief’s Pension benefits, which was currently funded at 114%.

Main motion: Approve Action Memorandum 21-11

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

Item D – Action Memorandum 21-13: Authorize Submitting a FEMA Assistance to Firefighters Grant and Committing to the Required Five Percent Match

Fire Chief Cody Yglesias & Secretary Andrew Browne:

- Expanded on the request to purchase 20 Motorola Portable Two-Way radios thru FEMA Assistance to Firefighters Grant;
- Expanded on the total cost of \$74,165.60 for the radios, the city was responsible for \$3,531.70 (5%), in which FEMA would payout \$70,633.90 (95%) of the amount requested; and
- Spoke of the funds coming out of the General Fund.

Main motion: Approve Action Memorandum 21-13

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

Item E – Action Memorandum 21-14: Approve Entering into Addendum #1 to the Joints Powers Agreement between the Wadena County Sheriff’s Office and the City of Wadena

Police Chief Naomi Plautz expanded on Addendum #1 which included the Police Department’s Watch Guard body camera system, which will be stored and housed in the server, which is owned and maintained by the County. The City of Wadena will continue to be the owner of the data.

Main motion: Adopt Action Memorandum 21-14

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

Item F – Action Memorandum 21-15: Authorize Entering into the Wadena County Information Technology Support Agreement for the Wadena Police Department

Police Chief Naomi Plautz:

- Stated Sourcewell no longer provides IT services; and
- Spoke of restrictions and requirements due to the criminal data access and data practices and Wadena County’s IT Director Dave Hotchkiss and his staff’s familiarity with the programs.

Main motion: Approve Action Memorandum 21-15

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

Item G – Action Memorandum 21-17: Approve Entering into a Professional Services Agreement with SEH for Architectural, Engineering and Professional Services Related to the 2021 SRE Attachment and Relocate & Replace Wind Cone Project at the Wadena Municipal Airport

City Administrator Janette Bower:

- Expanded on the new snow removal equipment and moving the wind cone projects for the next FAA funding cycle; and
- Expanded on the estimated fees and expenses for the professional services portion of \$37,700. The estimated project cost, including the professional services was \$125,000. FAA funds 90% of the costs, MnDOT Aeronautics funds 5%, and the local match (City portion) is 5%. The required match will come from the airport fund. Historically, the City pays the entire cost and receives reimbursement when the project is finished.

Main motion: Approve Action Memorandum 21-17

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

Item G – Authorize Submitting a Sourcewell Community Match Fund Grant for the Wadena Council Chambers Sound System Project

City Administrator Janette Bower:

- Expanded on the immediate need the City was faced with to add equipment to the council chambers in order to hold virtual meetings during the COVID-19 pandemic;
- Explained the current system was intended to serve a small audience and to only have a small amount of audience members as well and for a short time. The system was not intended for long term; and
- Expanded on Sourcewell's Community Match Fund Grant up to \$10,000. The exact amount needed is unknown at this time. This authorizes submission of a grant application and authorizes the City Administrator to sign all documents related to the grant.

Main motion: Approve Action Memorandum 21-18

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

6. Meeting Open to the Public

7. Department Reports

Item A - Public Works Department

Public Works Director Dan Kovar reported the Maintenance Worker job opening closed on February 19, 2021.

Item B - Utilities Department

Superintendent David Evans:

- Reported only a few customers needed to run water to prevent freeze up, mostly customers on the dead ends; and
- Announced the City's electric was now all carbon and emission free.

Mayor George Deiss thanked the electric department for the reduced electric rate during the month of January.

Item C - Wadena Development Authority & Planning and Zoning

WDA Director Dean Uselman:

- Reported the Lead for America two-year fellowship program was moving forward. An application for a grant was submitted to the Initiative Foundation for \$10,000 as approved by the WDA Board. Looking for in-kind housing or an additional \$5,000 through grant funds or donations;
- Reported on 3 owner occupied applications for Small Cities Development Grant Program;
- Announced Taste of Columbia planned to open on Thursday, February 11, 2021; and
- Commented on Katie Heppner's Wadena housing study.

Planning & Zoning Director Dean Uselman spoke of Planning Commission meeting amending the zoning map to adopt A1 Agriculture District in some of the larger unplatted parcels.

Item D - Police Department

1. December Activity Report

Police Chief Naomi Plautz:

- Spoke of large gathering conferences pushed back to the fall of 2021 and smaller gathering trainings have been online and working well; and
- Announced the DARE class started last week.

Item E – Fire Department

1. February 3, 2021, minutes
2. January Activity Report

Fire Chief Cody Yglesias:

- Thanked the Council for approval to appoint Emily Uselman as the Fire Marshal;
- Thanked Andrew Browne for taking on the AFG grant;
- Spoke of his great support staff on the fire department; and
- Announced the new truck will be delivered in approximately 10 days.

Item F - Wadena Liquor Store

1. January Liquor Store Revenue

Liquor Store Manager Tim Booth:

- Expanded on the \$25,000 increase in liquor sales for January; and
- Expanded on customers utilizing the curbside pick-up.

Item G - Maslowski Wellness and Research Center

1. January MWRC Revenue

MWRC Manager Eric Robb:

- Expanded on the increase in the number of kids signed up for swim lessons in February; and
- Expanded on Perham's PACC closing their pool for the summer, which could result in more users at the MWRC.

Item H – Whitetail Run Golf Course

Golf Course Manager Kevin Ross was absent.

Item I - City Administrator

Janette Bower:

- Explained TCHC no longer qualified for TIF;
- Expanded on \$1.3 million bonding bill;
- Expanded on the utility extension project;
- Expanded on the water main project for Greenwood Avenue; and
- Stated the city is not obligated financially by the funding resolutions. The resolutions are required by statute because the facility resides in the city of Wadena.

Project Engineer Phil Martin:

- Expanded on the utility extension project; and
- Expanded on proposals to Wadena County for the water main project for Greenwood Avenue.

Item J – Council Reports

Bruce Uselman had nothing to report.

Wade Miller had nothing to report.

Mark Lunde had nothing to report.

Jessie Gibbs had nothing to report.

Item K - Mayor's Report

George Deiss had nothing to report.

Main motion: move into closed session

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

Closed Session

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

Main motion: Approve the Utilities Union Contract

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

Adjournment

Main motion: Adjourn at 6:29 p.m.

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

Janette M. Bower, City Administrator

George Deiss, Mayor