

**MINUTES OF THE CITY COUNCIL MEETING
MAY 10, 2016**

CALL TO ORDER

Pursuant to due call and notice thereof, the regular meeting of the City Council was called to order at 5:00 p.m. by Mayor Deiss in the Council Chambers, located in the City Administrative Center.

MEMBERS PRESENT

Mayor George Deiss, Council Members Bruce Uselman, Don Niles and Deb Wiese. Gillette Kempf was absent.

OTHERS PRESENT

Brad Swenson, Dave Evans, Dan Kovar, Naomi Plautz, Dean Uselman, Eric Robb, Sharon Domier and Anna Erickson from the Wadena Pioneer Journal and Phil Martin from Bolton & Menk, Inc.

CONSENT CALENDAR

Motion was made by Niles, second by Wiese to approve the following items on the consent calendar:

A. Minutes of the City Council meeting held April 19, 21 and May 5, 2016

B. Claims as Presented for payment:

1. April 01, 2016.....	\$5,726.19
2. April 04, 2016.....	\$60.00
3. April 07, 2016.....	\$67,196.73
4. April 07, 2016.....	\$105.71
5. April 07, 2016.....	\$2,498.98
6. April 08, 2016.....	\$681.38
7. April 08, 2016.....	\$36,242.36
8. April 08, 2016.....	\$128,366.65
9. April 08, 2016.....	\$6,375.67
10. April 15, 2016.....	\$466.15
11. April 15, 2016.....	\$16,909.49
12. April 15, 2016.....	\$2,983.55
13. April 18, 2016.....	\$94,279.49
14. April 20, 2016.....	\$40,132.00
15. April 21, 2016.....	\$43,987.24

16. April 21, 2016.....	\$294,487.25
17. April 22, 2016.....	\$55.42
18. April 22, 2016.....	\$5,810.95
19. April 25, 2016.....	\$1,964.68
20. April 29, 2016.....	\$149,180.92
21. April 29, 2016.....	6,881.33

C. City Administrator’s Monthly Report for April 2016

D. WHRA Meeting Minutes for March 22, 2016

E. Planning & Zoning Meeting Minutes for May 3, 2016

F. Park Advisory Board Meeting for May 2, 2016

G. Police Department Activity Report for April 2016

H. Senior Citizens Center Financial Report for April 2016

Upon voting Mayor Deiss declared the motion carried, all members voting aye.

VARIANCE JIM & JANE MERICKEL APARTMENTS 7TH ST SW

Dean Uselman stated that the Planning Commission met on this on May 3, 2016 and are recommending approving the variance for Jim & Jane Merickel’s new apartments on 7th St SW and approving Resolution 05-02-16.

Motion by Wiese, second by Uselman to approve resolution 05-02-16 for Jim & Jane Merickel’s variance as recommend.

Upon voting Mayor Deiss declared the motion carried, all members voting aye.

SIDEWALK REMOVAL – MIKE HEIKKILA – KING AVENUE

Dan Kovar received 2 quotes for the cement work on the sidewalk removal at 226 and 302 King Ave SW. Pyramid Construction LLC quoted \$4,011 and M.L. Schmitt Concrete Construction quoted \$6,746. Dan also received approval from the affected property owners to have their sidewalks removed and to allow the curb to be moved out to match the adjacent curbing. They also agreed to pay their share of the driveway replacement which would be \$1,225 for Mike Heikkila and \$350 for John Heltemes. The City of Wadena would be responsible to do the removals, restoration and to pay for the new curbing portion of the expense which would be approximately \$2,436. Dan also stated that Mike Heikkila is requesting to have his portion be assessed to his property.

Brad Swenson explained assessments and what typically gets assessed and that this particular situation isn’t something that would get assessed. Brad also added that when something is a real set back or hardship for a property owner and it is less than \$1,000 we do one year and use the interest rate for that year and if it is over \$1,000 then it gets split 2-3 years depending on the amount. He is suggesting doing this between 2 & 3 years.

Deb Wiese asked about the difference in prices between Heltemes and Heikkila’s.

Bruce Uselman asked Brad for more details.

Motion by Niles to remove curb, accept low bid and to allow Heikkila to have his portion assessed for 2 years at the interest rate for that year.

Motion by Uselman, second by Niles to remove curbing and accept the low bid for the concrete work.

Don Niles asked for Council's thought on not getting a second to the motion.

Bruce feels that due to the size of the project and the cost that the property owners could use a bank for funding rather than putting it on assessments.

Mike Heikkila stated that he is trying to avoid bank loans with higher interest rates and would like to do this project without a bank loan due to his concerns with his debt/income ratio.

Mayor George Deiss voiced the Council's concerns with setting a precedence and opening the door for other property owners wanting to assess any projects to their property as well.

Don Niles mentioned reconsidering this project because this property has been a nuisance property for about 10 years or so and it is nice to see something positive come out of it. He also asked if Bruce would accept a friendly amendment to allow the assessment for 2 years for this project as requested.

Bruce Uselman stated that the motion is a lot like Don's original motion and that instead of amending his motion that he would rescind his motion and second Don's motion as originally stated due to that fact that this is a hardship and emergency situation.

Deb Wiese is abstaining due to her relationship with the property.

Upon voting, Mayor Deiss declared the motion carried. Niles, Uselman, Deiss voting aye. Wiese abstained.

WADENA ASPHALT – LAND PURCHASE PROPOSAL - LANDFILL

Brad Swenson gave an overview of a conditional use permit for a gravel extraction stating that the permit that Wadena Asphalt had is now expired. Wadena Asphalt is proposing to buy a 2.73 acres of land for approximately \$9,000 which is part of the landfill property. They had been leasing this piece of ground for mining of gravel for the last few years and they only have about 1/4 to 1/3 of it left to mine. The City signed a lease agreement with MPCA where they control the land and we can't do anything with it without their approval. That lease has ran out. At the time the MPCA would not let us sell it. They have changed their stance on that and are willing to let us sell that chunk of land. This land has no value to the City and would have no value to a potential property owner as once the mining is complete it will be a big hole in the property full of water. He suggests selling this land to Thomas Marquette with Wadena Asphalt.

Don Niles asked if we could look closer at the asking price of \$9,000.

Dean Uselman stated that he isn't familiar with this piece of property but feels this land isn't going to be desirable to anyone to buy and build a house on and figures it would be a fair market value or close to it.

Brad Swenson stated that there is water on 2 sides of this property and on the 3rd side is where his equipment and office is located.

Motion to Niles, second by Wiese to sell the property to Wadena Asphalt for \$9,000 subject to MPCA approval and the buyer to pay all closing costs.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

AUTHORIZATION TO GO TO BIDS – COMMUNITY CENTER DRIVE PROJECT

Brad Swenson stated that Phil Martin with Bolton & Menk is ready to advertise for bids and the bid opening would be June 2 and be ready to award the bid by the June 7 City Council Meeting. The goal is to have this completed by the time school starts at the end of August.

Phil Martin informed the Council that this has a short time frame to get this project completed.

Deb Wiese asked if all the previous open questions about this have been answered and if all the lingering doubts are cleared up.

Phil Martin stated that they have designed sidewalks along roadway that can be removed before bid award if it is too costly for the school.

Motion by Uselman, second by Niles to approve Resolution 05-01-16 Approving Plans and Specifications and Ordering Advertisement for Bids.

Upon voting, Mayor Deiss declared the resolution passed. All members voting aye.

SEWER LINE REPLACEMENT – CITY ADMIN, POLICE & FIRE BUILDING, SE WARMING HOUSE

Dan Kovar stated that he has obtained 4 quotes to put in a new sewer line for the City Admin building and the Police & Fire building and to put in a new water line for the SE warming house in conjunction with the SE Project. Kyle Brauch quoted \$11,000. Doug's Plumbing Service quoted \$19,900. Brogard Plumbing and Excavating quoted \$21,644.89 & TJ Waln quoted \$39,721. Kyle Brauch Excavating was the low bidder at \$11,000.00 and he is aware of the timelines. Dan is recommending hiring Kyle Brauch Excavating to complete all 3 projects.

Brad Swenson mentioned that Bee Christianson's is concerned with the footings to her house being compromised due to the size of her property. She would like to route her sewer through the Fire Department's parking lot. This could reduce our costs by sharing the trench and possibly some black top work. The company that we award this project to would give her a quote for the amount of her portion. We would have to put together an easement to allow her sewer line to be on City property. She is looking at her options.

Bruce Uselman commented on the difference on the bid amounts from the 4 contractors.

Dan Kovar stated that Kyle Brauch is aware and is ok with his bid.

Niles motioned, seconded by Wiese to authorize hiring Kyle Brauch Excavating for all 3 projects and to approve authorizing Brad to work with Bee Christianson to get the sewer connected on City property if that is her best option.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

SE PROJECT CHANGE ORDERS – REVIEW & APPROVAL

Phil Martin reviewed change orders 12, 13, 14 & 15. Change Order 12 is to delay the sidewalk installation on the west side of the street south of Homecrest Avenue until 2016 and does not change the price of the contract. Change Order 13 is Phase 1 (2015) Project scope change to move Lincoln Avenue work to Phase 2 (2016) construction schedule and does not change the price of the contract. Change Order 14 is Phase 1 (2015) extra work claims and increases the contract price by \$28,827. Change Order 15 City street modifications to utilize Base One Aggregate Stabilizer and decreases the contract by <\$12,477.80>. He also stated that change orders to date reflect an overall decrease in contract price by over <\$20,000>.

Motion by Uselman, second by Wiese to accept Change Orders 12, 13, 14 & 15 as presented.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

STREET DEPARTMENT – HIRING OF HEAVY EQUIPMENT OPERATOR/ MAINTENANCE WORKER

Dan Kovar had previously requested from the City Council to fill the position of the Heavy Equipment Operator/Maintenance Worker. Part of the process after approval to fill this Union position is to post an opening for the position internally. Shawn Swenson is the only one that applied. Dan Kovar is recommending that Shawn Swenson be hired to fill the Heavy Equipment Operator/Maintenance Worker position and feels that he is more than qualified. He is also recommending that he be placed on Step 6 in the pay schedule. He is also looking for authority to fill Shawn's position of Street Maintenance Worker.

Niles motioned, seconded by Uselman to hire Shawn Swenson for this position as Dan Kovar recommends and authorize advertising to fill his Maintenance Worker position effective 5-10-16

10' MOWER QUOTES FOR PARK DEPARTMENT

Dan Kovar stated that he has obtained quotes for a new 10' mower for the Park Department. National IPA quoted \$65,634.38 for Toro 4100 10' mower with factory cab, State Contract quoted \$65,645 for Jacobsen R311T 11" mower with factory cab & State Contract quoted \$65,000. For John Deere 1600 10' mower with aftermarket cab. His recommendation is to purchase the Toro 4100 from National IPA for \$65,634.38. This mower is not the low bid but of the 3 he received he feels this unit would be better for the City since it has the entire deck out front which allows for better visibility and control. This mower is also the only model that can

turn a zero circle which is a huge benefit to us to be able to go around the many trees and obstacles throughout our parks. The budget for this purchase was \$65,000.00 which put this mower \$634.38 over budget.

Motion by Wiese, second by Uselman to approve the purchase of the new 10' mower for the Park Department as Dan Kovar recommends.

Upon voting Mayor Deiss declared the motion carried, all members voting aye.

DNR WELLS ON CITY LAND/AGREEMENT

Dan Kovar stated there is an agreement from the DNR to place a well on the old Halliwill land or the old airport property next to the 33' well that they did last summer in the SE corner of the property. They are wanting to monitor the water levels in the buried aquifer approximately 150' deep because it is likely connected to the City of Wadena's supply as well as a number of irrigators in the area.

Motion by Uselman, second by Niles to approve the DNR Wells on City Land Agreement.

Upon voting, Mayor Deiss declared the motion carried. All members voting aye.

ORDINANCE ON FISHING IN SUNNYBROOK PARK

Brad Swenson put together an ordinance to repeal some outdated language in our existing ordinance concerning fishing in Sunnybrook Park.

Motion by Niles, second by Uselman to adopt Ordinance 205, 3rd Series as presented and to authorize Dan Kovar, Park Supervisor, to remove the old signage at the park that reflects the old ordinance.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

SPLASH PARK REPORT – PARK BOARD

Dan Kovar visited with the council about an idea the Park Advisory Board has about building a splash park where the former outdoor pool was and they would like authority to proceed on with that project. Over 2 years ago the City received a donation of \$20,000 from Louis Hulting. The Wadena Parks Foundation would donate \$10,000. Paper Brothers Foundation would donate up to \$10,000. Brown Foundation, Walter Goedel Foundation & Harrison Foundation hasn't given a firm commitment yet. Dan also stated that the Wadena Park Board is requesting from the City Council to consider allowing them to pursue the construction of a splash park to be located at the site of the former Wadena City outdoor pool. The approximate construction cost would be \$60,000 – 70,000 and an operating cost of approximately \$10,000 annually. The Wadena Park Board feels the total construction cost can be raised through donations and would like to request from the City Council to consider budgeting in the 2017 budget to cover the estimated \$10,000 of operating and maintenance cost.

Brad Swenson stated that he is concerned about the operating costs and the effect this would have on the Wellness Center. He feels that another idea would be to use this money to help pay for additional pieces for the Wellness Center's water feature.

Eric Robb offered his opinion and feels that if we were to do this that it makes sense to put it outside of the Wellness Center outside off of the patio.

Deb Wiese feels that this would be putting back something that what was destroyed by the tornado rather than a full pool. Feels it is a different venue of entertainment.

Dave Evans asked if this system would continually pump water.

Dan Kovar answered that it has a button to push to activate the water for a set period of time.

Dave Evans asked how many hours a day it would run.

Dan Kovar stated that Royalton has a maximum amount of water used per day and that we could do as well.

Bruce Uselman asked if it was going to be fresh water or chlorine.

Dan Kovar answered that it would be fresh water as chlorine is expensive to run.

Bruce Uselman asked if this would replace the wading pool.

Dan Kovar answered that no it wouldn't replace it and that it would be an addition to the wading pool.

Eric Robb mentioned that if we looked at Royalton again and if they used 25,000 gallons of water a day for 4 days would be equivalent to what we have in our lap pool which is 100,000 gallons.

Brad Swenson feels that maybe it could be something to add to the Wellness Center for lower income families. We still have 2 or 3 years of grant funds to help low income people to use the Wellness Center.

Don Niles has mixed feelings. He feels it is tough to gauge numbers and would like to see some hard numbers. He was concerned about spending \$27,000 a year for the costs associated with having an outdoor pool and now the operating costs of approximately \$10,000 a year for a Splash Park.

Deb Wiese mentioned that this project could also do a fundraiser.

Bruce Uselman is concerned about the operating costs and conflicting with the MAS and asked about the Summer Rec budget.

Brad Swenson stated that there is no Summer Rec budget and that the school now provides that. This would be a direct increase from our operating budget.

Mayor George Deiss asked the Council if they would like to see more options and hard numbers for operating costs.

Deb Wiese talked about getting public input to help with this decision.

Motion by Uselman, second by Niles to table this item until the Park Board can gather more information.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

EMPLOYEE STEP INCREASES – DAN KOVAR, NATHAN WARNER, JOSEPH PETERS

Brad Swenson stated that the evaluation committee met last week and they are recommending a step increase for Dan Kovar from Step 2 to Step 3 effective May 5th, 2016.

Motion by Uselman, second by Wiese to approve Dan Kovar’s step increase as recommended.

Don Niles thanked Dan for his good work.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

Police Chief Naomi Plautz stated that this will be Nathan Warner’s 2nd year with us and he is doing a great job. She is recommending a step increase from Step 1 to Step 2 effective May 11, 2016.

Motion by Niles, second by Wiese to approve Nathan Warner’s step increase as recommended.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

Dave Evans stated that Joe Peters, Energy Services Coordinator, is doing a great job and is catching on quickly. He is recommending a step increase from Step 2 to Step 3 effective May 18, 2016.

Motion by Wiese, second by Uselman to approve Joe Peters’ step increase as recommended.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

MEETING OPEN TO THE PUBLIC – 6:30 P.M.

No one present.

ELECTRIC OFFICE BUILDING – ARCHITECT/CONSULTANT SELECTION

Dave Evans, Bruce Uselman and Brad Swenson have interviewed 4 different firms and are recommending to hire SEH Engineering for evaluating the building for size and to identify building sites for relocating the Electric and Water Department office building which is by the

water tower or to build a new office where it is currently located or purchase an existing building in town and remodeling to fit our needs.

Dave Evans stated that all the preliminary design from SEH will be ours to keep even if we decide not to continue with them.

Brad Swenson stated that this will be a fast project. We are hoping to bid out the work by this fall or early next year and be ready to move into this building by next October/November 2017.

Don Niles asked why the most expensive quote is the one we are going with.

Brad Swenson replied that they picked the firm with experience and history and it is hard to compare the different companies that were interviewed. Some companies front load the cost and others do the opposite.

Dave Evans explained that there bid is not a solid bid and that in the end it probably would not be the most expensive firm.

Don Niles likes the idea of getting the Council together to discuss these options once they are completed.

Brad Swenson feels that SEH will be able to lead us to a solution.

Motion by Niles, second by Deiss to enter into agreement with SEH for the first and second phase of the project which will not include Final Design which will cost \$22,500 at this time and miscellaneous costs up to \$500.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

MEMORIAL AUDITORIUM IMPROVEMENTS – CITY SHARE

Brad Swenson reviewed with the Council some quotes that the school has put together for a PA system at the auditorium. They are looking for the city to pay 50% of that cost. Brad believes we agreed to pay 50% of building improvements not furniture and fixtures.

Deb Wiese feels that it would fall under improvement #10 in the agreement between the city and the school.

Bruce Uselman feels that it would fall under improvement #14 and that the school shall furnish and maintain all equipment and supplies necessary to conduct the activities scheduled within Memorial Auditorium.

Motion by Uselman, second by Wiese to wave on projector and sound system and to set up meeting with the School Board to talk about future expenses and update agreement.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

BROADBAND REPORT BY DON NILES

Don Niles gave a report on Broadband Task Force and handed out some information on previous goals set by Legislator for speed for 2015. Their new recommendation is 25 megabytes for downloads and 3 megabytes for uploads. By 2026 the goal is to have all homes with access.

NJPA GRANT – FIRE FIGHTER TRAINING AT WELLNESS CENTER

Dean Uselman gave an overview of the grant application is looking at getting authority to apply for an NJPA Grant which is called Innovative Funding to be regional with other departments in this area to help pay for training of fire fighters at the wellness center.

Motion by Niles, second by Wiese to adopt resolution 05-03-16.

Upon voting, Mayor Deiss declared the resolution adopted. All members voting aye.

JOINT GOVERNANCE MEETING – MAY 17 – 7:00 AM – SET SPECIAL COUNCIL MEETING

Brad Swenson informed the Council that there is an invite out for a joint governance meeting from Ryan Damlo and my concern is that if more than 2 council members are planning to attend we should set that as a special city council meeting.

Deb Wiese feels that 2 Council Members present would be sufficient.

George Deiss & Don Niles will attend this time and for future meetings possibly rotate who attends the meeting.

CVB BYLAWS & AGREEMENT AMENDMENTS FROM CHAMBER OF COMMERCE

Brad stated that the Council approved signing the documents as they were previously presented. Chamber of Commerce reviewed those documents and is proposing a few changes. Brad and Jeff Pederson recommended some changes. Brad reviewed with the Council the recommended changes.

Motion by Wiese, second by Uselman to approve Brad & Jeff's recommendations as presented with a couple of minor changes.

Upon voting, Mayor Deiss declared the motion carried, all members voting aye.

WEST CENTRAL TELEPHONE – FRANCHISE AGREEMENT – WAIVER

Brad Swenson informed the City Council about West Central Telephone extending cable TV, internet & telephone service in the lots by the golf course. They have one person that has expressed interest in their TV service and according to our city ordinance we require a franchise but the city also has a right to waive that requirement. West Central is stating that they only have one interested party and would like to waive that requirement at least temporarily until such time as they have more customers to justify going through the process of a franchise agreement.

Don Niles is going to abstain from this due to his involvement with the Broadband Board

Motion by Deiss, second by Wiese to waive the Franchise Agreement at this time and address it at a later time.

Upon voting, Mayor Deiss declared the motion carried. Deiss, Uselman, & Wiese voting aye. Niles abstained.

WADENA COUNTY AG SOCIETY – TEMPORARY LIQUOR LICENSES

Brad Swenson stated there are applications for several temporary liquor licenses for the Wadena County Ag Society to be used at the fairgrounds this summer and that everything is in order and not prior issues.

Motion by Wiese, second by Niles to approve the temporary liquor licenses and to list what each event is for.

Upon voting, Mayor Deiss declared the motion carried. All members voting aye.

ENGINEERING AGREEMENT WITH SEH – AIRPORT DEER FENCE PROJECT

Brad Swenson stated that we have received notice from our engineering firm SEH that federal aeronautics is accepting our hazard site visit for the airport and is willing to proceed on with our deer fence project. We need to enter into an engineering agreement with SEH to start working on plans and specifications and get this bid out. Once that is bid then we apply for the grant so we can get this project moving and hopefully get it done this year.

Motion by Niles, second by Uselman to enter into this agreement with SEH.

Upon voting, Mayor Deiss declared the motion carried. All members voting aye.

TEMPORARY STRUCTURE ORDINANCE

Dean Uselman gave a recap as this item was on the agenda about a year ago and was tabled so our attorney could review and comment on a definition that was proposed in the ordinance. That is complete now and needs Council approval.

Motion by Uselman, second by Niles to adopt Ordinance No 195, 3rd Series.

Upon voting, Mayor Deiss declared the Ordinance adopted. All members voting aye.

DEPARTMENT REPORTS

STREET, SEWER & PARKS DEPARTMENTS

Dan Kovar reported that the 3rd and final basketball hoop is getting installed in Tapley Park from the Backcourt Club.

ELECTRIC & WATER DEPARTMENTS

Dave Evans has nothing to report.

LIQUOR STORE

Tim Booth was not present.

WDA/PLANNING & ZONING/FIRE DEPARTMENT

Dean Uselman reported that the WDA has been quite busy with a lot of projects and that Jim Kramer has been volunteering a lot of time. He also stated that the upcoming WDA Board Meeting this Thursday has a number of items of the agenda.

Dean Uselman stated that they have done several permits in the last 2 weeks with Planning & Zoning.

Dean Uselman reported that the he is looking forward to applying for the grant for the firefighters. He also informed everyone that long time firefighter Ken Theisen from Bluffton passed away.

POLICE DEPARTMENT

Police Chief Naomi Plautz reported that nuisance checks have been done throughout the city and asked the Council how they would like to be informed of them. The Council would like emails sent out monthly.

WELLNESS CENTER MANAGER

Eric Robb reported that he has had several complaints about the summer hours. There is a key card available for anyone wanting to use the facility after hours except for pool use.

CITY ADMINISTRATOR

Brad Swenson reported that he has been working with Renee on getting an RFP for the library projects/additions to hire an architect/consultant.

Brad Swenson gave an update on the SE Project stating that the project is going well, on time with only minor difficulties.

Brad Swenson gave an update on the Leaf River Trail Project which is complete now except for the paper work to close out the grant with the DNR.

Brad Swenson gave an update on FEMA stating that we are finally getting the projects closed out and that we will get a check for about \$500,000 soon for the Electric Projects to close them out. Hopefully by the end of the year the rest of the project will be closed.

COUNCIL REPORTS

Bruce Uselman had nothing to report.

Don Niles reported that the Airport Meeting went exceptionally well and talked about meeting every 3 years looking for new ideas.

Gillette Kempf was not present.

Deb Wiese had nothing to report.

MAYOR'S REPORT

Mayor George Deiss report that last week was busy. He was a speaker at Humphrey Manor with senior residents. The residents were very pleased with how the parks are kept very well. He thanked Dan Kovar for a great job.

Mayor George Deiss reported that the WWTP has received 15 certificates since 1992 and for 2015 they received a Certificate of Commendation.

ADJOURNMENT

Motion was made by Niles, second by Wiese to adjourn at 8:05 p.m.

Bradley A. Swenson
City Administrator

George Deiss
Mayor