

**MINUTES OF THE CITY COUNCIL MEETING
JULY 12, 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, Deb Wiese and Gillette Kempf.

OTHERS PRESENT

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

CONSENT CALENDAR

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

A. Minutes of the City Council meeting held June 7 & June 30, 2016

B. Claims as Presented for payment:

1. June 02, 2016.....	\$81,250.85
2. June 03, 2016.....	\$1,459.44
3. June 03, 2016.....	\$7,957.67
4. June 07, 2016.....	\$3,542.06
4. June 10, 2016.....	\$1,053,841.35
5. June 15, 2016.....	\$1,127.99
6. June 15, 2016.....	\$16,954.90
7. June 16, 2016.....	\$43,974.84
8. June 17, 2016.....	\$4,902.55
9. June 20, 2016.....	\$220,180.35
10. June 20, 2016.....	\$44,573.00
11. June 23, 2016.....	\$251,553.92
12. June 23, 2016.....	\$59,016.00
13. June 27, 2016.....	\$752.89

14. June 27, 2016.....	\$3,401.46
15. June 28, 2016.....	\$190.92
16. June 28, 2016.....	\$4,661.50
17. June 28, 2016.....	\$37,900.00
18. June 30, 2016.....	\$47,455.24
19. June 30, 2016.....	\$262,228.86

- C. City Administrator’s Monthly Report for June 2016
- D. WHRA Meeting Minutes for May 24, 2016
- E. WDA Meeting Minutes for May 12, 2016
- F. Park Advisory Board Meeting for July 5, 2016
- G. Police Department Activity Report for June 2016
- H. Fire Department Meeting Minutes for June 1 & July 6 2016
- I. Senior Citizens Center Financial Report for June 2016
- J. CVB Meeting Minutes for April 11 & June 13, 2016

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

CITY 2015 AUDIT REPORT

Jamie Fay, CPA with Eide Bailly in Fargo was present to discuss the 2015 Audit. The liquor store received can unmodified opinion due to no answers for the differences in inventory and what is listed. Jamie also gave a recap on the Executive Summary.

There was discussion about the different ways to check inventory and how often they are checked and how often they should be checked. The City Council asked that this item be placed on a future agenda for discussion on inventory and internal controls at the liquor store.

JOSHUA TABERY – EAGLE SCOUT PROJECT – ENTRANCE SIGNS LANDSCAPING

Joshua Tabery wants to being working on an Eagle Scout Project to do landscaping around our 5 city entrance signs at the end of July/August of 2016. He has been working with Dan Kovar and the Park Board on his plan for this and is looking for Council authorization to proceed. He also asked for a donation to help pay for the scrubs & trees. He is also needing to get wood chips, 5 trees, 12 daylilies, 6 peonies, 275 edgers, compost to put around trees & shrubs, water, miracle grow & round up, gas for transportation of people & supplies, shovels, pick ax, wheel barrow, 8-10 5 gallon buckets, chain for pulling the dead pine tree out, shrub trimmer, couple of clippers, safety glasses and a truck. Estimated cost for all of this is projected to be \$1,150.00.

Deb Wiese thanked Joshua for taking this project on.

Motion by Uselman, second by Niles to approve Joshua Tabery’s proposal as presented and to go ahead with the project.

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

Motion by Uselman, second by Kempf to approve the city paying 50% of the project costs as estimated to come out of the Parks Budget.

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

AIRPORT PAPI LIGHTS & FENCE BIDS & GRANT AGREEMENT & ENGINEERING AGREEMENT

Brad Swenson informed the Council that we have opened bids on both the PAPI Lights and the Fence for the airport. The engineer is recommending that they be awarded contingent upon FAA agreeing to our Grant Application for both of these projects. The Council needs to authorize the application of these grants to FAA and to give approval for the engineering agreement for construction management contingent upon the grant being awarded.

The fence project includes installation of approximately 10,300 feet of airfield perimeter fence and wildlife deterrent fabric skirt on the north, east, and south sides of the Wadena Municipal Airport. This work is considered Phase 1 of the fence installation. Phase 2 is planned for 2017 and will include installation of the perimeter fence on the west side of the airfield. This project is eligible for 90% FAA funding and 5% MnDOT Aeronautics State Funding. The funding proration including the estimated local share for the project: Federal Aviation Administration (FAA) (90%) \$429,969.68, MnDOT Office of Aeronautics (5%) \$23,887.20, City of Wadena (5%) \$23,887.20. For a total of \$477,744.08.

The low bid for the Airfield Perimeter Fence project was from Haataja Contracting, Inc. with a bid of \$407,744.08. Century Fence Company bid \$498,820.00. Peterson Companies bid \$626,879.00. The Engineer's Estimate for the work was \$462,490.00.

The PAPI fence project includes installation of Precision Approach Path Indicators (PAPI) for each runway end at the Wadena Municipal Airport. MnDOT Office of Aeronautics is supplying the PAPI Equipment; the selected contractor will install the PAPIs and supporting electrical components. This project is eligible for 90% FAA funding and 5% MnDOT Aeronautics State funding. However, given that MnDOT Office of Aeronautics is supplying the equipment for the project, the State may elect to consider this as its participation in funding for the project. Therefore, the funding proration below included only FAA participation in funding for the project. Therefore, the funding proration below includes only FAA participation at this time, to provide for approval of the highest local share. (5% match from MnDOT Office of Aeronautics will still be requested through the grant application process.) The funding proration including the estimated local share for the project: Federal Aviation Administration (FAA) (90%) \$135,936.00 and City of Wadena (10%) \$15,104.10. For a total of \$151,041.00.

The low bid came from the only bidder, Holden Electric Co., Inc. for the PAPI lights project at \$111,541.00. The Engineer's Estimate for the work was \$92,450.00.

Proposal for Engineering Services is from SEH for the fence project in the amount of \$39,300 and for the PAPI's Light Project \$21,000 for Construction Observation Services.

Motion by Niles, second by Kempf to approve the grant applications and execute the grant agreement when complete for the fence and the PAPI lights.

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

Motion by Niles, second by Kempf to approve the proposal for engineering services for the fence project contingent upon the grant application getting awarded by FAA.

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

Motion by Niles, second by Wiese to approve constructing the fence contingent upon the grant application getting awarded by FAA.

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

Motion by Niles, second by Uselman to approve the proposal for engineering services for the PAPI lights contingent upon the grant application getting awarded by FAA.

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

Motion by Niles, second by Wiese to award the bid of the PAPI lights to Holden Electric Co, Inc. contingent upon the grant application getting awarded by FAA.

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

MILL & OVERLAY BIDS

Dan Kovar stated that he has received 3 bids for the Mill & Overlay of some city streets, some paving in part of Sunnybrook Park, for the vacant lot across from the VFW & for 11th St SW which would hopefully be shared with Compton Township.

	Ideal Construction	Howard's Driveway	Anderson Brothers
Per square yard	\$3.80	\$1.50	\$4.90
Blacktop milling			
Per ton quote	\$60.00	\$51.00	\$58.65
Overlay paving Alt #1			
Per ton quote	\$60.00	\$51.00	\$58.65
Overlay paving Alt #2			
Per ton quote	\$60.00	\$51.00	\$58.65
Overlay paving Alt #3			

Per ton quote for Opt 1: Sunnybrook Road (North)	\$75.00	\$60.00	\$69.00
Per ton quote for Opt 2: Maki Lot (210 1 st St SE)	\$85.00	\$60.00	\$61.50

These prices were calculated using Howard’s Driveway since he was the low bidder:
 \$51.00 per ton quote overlay paving ALTERNATE #1 for a total of \$23,295.00
 \$51.00 per ton quote overlay paving ALTERNATE #2 for a total of \$41,610.00
 \$51.00 per ton quote overlay paving ALTERNATE #3 for a total of \$57,695.00
 \$60.00 per ton quote for Optional Sunnybrook Road (North) for a total of \$6,297.00
 \$60.00 per ton quote for Optional 2: Maki Lot (210 1st St SE) for a total of \$6,000.00

Dan is recommending to use Howard’s Driveway for Alternate #1, #2 and Optional #1 and #2. He also recommends approving Alternate #3 if Compton Township agrees to the 50% cost share and that agreement has not been reached yet.

Motion by Niles, second by Wiese to approve Alternate #1, #2 and Optional #1 as recommended.

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

Motion by Niles, second by Uselman to approve Alternate #3 contingent upon Compton Township paying 50% of the cost.

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

Brad Swenson reported that there may be a person interesting in purchasing the Maki Lot for a business.

Motion by Niles, second by Kempf to approve paving the Maki Lot Optional 2 contingent upon possibly selling this lot. If lot isn’t sold prior to the time contractor is ready to pave then to go ahead and pave for parking lot.

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

TEMPORARY LIQUOR LICENSE – MS TRAM EVENT

Brad Swenson stated that everything is in place and in order and there are no known past issues for this MS Tram Event. They are looking for a temporary liquor license to be used during this event.

Motion by Wiese, second by Kempf to approve the temporary liquor license to be used on July 22, 2016 for the MS Tram Event.

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

BOLTON & MENK ENGINEERING AGREEMENT – COMMUNITY CENTER DRIVE PROJECT

Brad Swenson reminded the City Council that they awarded the bid at the last meeting and now the agreement between the City and Bolton & Menk for the construction portion of the Community Center Drive Project is ready to be approved.

Motion by Kempf, second by Niles to approve the Engineering Agreement between Bolton & Menk and the City of Wadena for the Community Center Drive Project.

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

R/W ORDINANCE – MORATORIUM ON ABOVE GROUND UTILITY APPLICATION

Jeff Pederson stated that we received an application to put in an above ground antenna type structure next to the library along Hwy 29. He has talked to the League of MN Cities and they stated that a lot of cities have received this same request. There is concerns about health and safety issues and other issues related to this. Jeff is asking the City Council to extend the 60 day rule for another 60 days and to notify this company to that affect. Dean and Brad Swenson have been working with him on this since the Right of Way Ordinance does not cover above ground utilities in the Right of Way. They are asking the City Council to possibly consider putting a moratorium on these type of construction applications for 6 months so that we can develop language for our ordinance to deal with above ground utility construction in the right of way.

Motion by Niles, second by Uselman to authorize Jeff, Dean, Brad & Mayor Deiss to extend this to 60 days and to explain that it is a relatively new and complicated issue to us and that we will be looking at a possible zoning ordinance amendment and to see if a moratorium would be more appropriate.

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

WADENA BUSINESS PARK GRANT APPLICATION PROPOSAL

Dean Uselman made a presentation on behalf of the Wadena Development Authority to request permission and have the City Council pass Resolutions to apply to DEED for two grants for the development of the Wadena Business Park on Highway 71 south.

The first grant would be a redevelopment grant for up to 50% of the cost to renovate the former Buchholz building, most recently used by Twilight Industries. The Building is a dilapidated building in substandard condition and has a private well and sewer system that is no longer functional. The grant proposal would be to renovate the building into a useable incubator space for new businesses. The estimated cost of the renovation is yet to be determined but Dean is estimating between \$80,000 and \$100,000 based on earlier estimates to renovate the building and abate any environmental hazards.

The second grant would be a BDPI grant from DEED to complete the infrastructure of the Business Park. Dean stated that this business park was platted to accommodate new businesses and existing businesses that are on the Highway 10 corridor that will need to relocate as a result of the highway expansion in the summer of 2018. There was a preliminary engineering study completed when the plat was done and more recently Bolton & Menk completed an update of that including possible looping of the water main from the Industrial Park area to other parts of town. The estimated cost of the business park improvements including water, sanitary sewer, storm sewer, curb & gutter, and pavement would be approximately \$1,100,000 and the grant, if approved would pay up to 50%. By developing this infrastructure there would be 12 vacant lots and 3 existing buildings that would be served and available for new development.

There was discussion about what everything would cost, when this project would happen, and payment and loan options. How would the City pay for their improvements be it tax increase, special assessments, price of lots or other options?

Motion by Niles, second by Kempf to approve applying for the Brownfields & Redevelopment Unit Grant as presented with the WDA covering the Grant match.

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

Motion by Niles, second by Wiese to approve applying for the DBPI Grant contingent upon the City getting funding or a loan for our portion of the costs, if not we decline the grant.

Upon voting, Mayor Deiss declared the motion carried. Members voting aye: Kempf, Niles, Wiese, Deiss. Members opposed: Uselman.

FIRE DEPARTMENT TURN OUT GEAR QUOTES

This item has been tabled.

LIBRARY CONSULTANT – COMMITTEE TO REVIEW RFP PROPOSALS

Brad Swenson stated that we received 2 proposals from 2 different consultants and is wondering how to proceed. Renee and Brad are wondering if we should have a committee put together to do the interviewing.

Brad Swenson, Don Niles, Renee Frethem & possibly a Library Board Member will be on this committee.

EMPLOYEE STEP INCREASE – MIKE COTTRELL & LANCE USELMAN

Dan Kovar has completed Wastewater Treatment Foreman Mike Cottrell's yearly evaluation

and is recommending a step increase from Step 3 at \$25.43 to Step 4 at \$26.33 effective July 10, 2016.

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

Police Chief Naomi Plautz is recommending Patrol Officer Lance Uselman's step increase from Step Start at \$20.13 to Step 1 at \$21.09 effective July 26, 2016.

Motion by Niles, second by Kempf to approve Lance Uselman's step increase as recommended by Naomi Plautz contingent upon completing his yearly evaluation.

Upon voting, Mayor Deiss declared the motion carried. Members voting aye: Kempf, Niles, Wiese, Deiss. Abstained: Uselman.

MEETING OPEN TO PUBLIC – 6:30 P.M.

No one present.

CHANGE DATE OF AUGUST COUNCIL MEETING – DUE TO PRIMARY ELECTION

Brad Swenson stated that the August Council Meeting falls on Primary Election Day and it is illegal to have a Public Meeting that day. The August City Council Meeting will be held on August 8, 2016 at 5:00 p.m.

SET DATE FOR GENERAL FUND BUDGET REVIEW

Brad Swenson reminded the Council that we normally adopt our proposed General Fund Budget at the meeting in September so we can set our tax levy. We need 2 meetings. One with the different departments and one with Lloyd and Brad to balance the budget.

Meetings are scheduled for Monday, August 22, 2016 at 5:00 p.m. and Thursday Sept 8, 2016 at 5:00 p.m. with meals provided at 4:30 on both dates for the City Council.

STREET DEPARTMENT – HEAVY EQUIPMENT OPERATOR/MAINTENANCE WORKER HIRING

Dan Kovar stated that the Union requested this position by posted for 10 days for the second time. One applicants came from that however he is going to advertise to fill this position.

QUOTES FOR ELECTRIC UNDERGROUND CUTOVER ELECTRICIAN

Dave Evans has been obtained quotes for a contractor to do some electric underground cutover work removing 20 existing residential overhead services and connect to new underground service lines. Neuerburg Electric, Inc. bid \$9,280. Erickson Electric bid \$5,380. Dailey Electric

bid \$4,128. Dave is recommending to hire the low bidder, Dailey Electric, as he has done work in the City in the past and is a qualified electrician.

Motion by Usleman, second by Niles to accept the low bidder as recommended by Dave Evans.

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

ELECTRIC PLOW BLADE QUOTE FOR NEW TRENCHING MACHINE

Dave Evans informed the Council that he has money left over from the purchase of the track skid loader that was previously purchased as no one had an attachment at that time with the right size. He has obtained a quote of \$7,455.42 for a blade to be used on the new trencher. There is \$4,400 left in the budget from the track skid loader and \$5,000 left in budget for the trailer which he won't be getting.

Motion by Kempf, second by Wiese to approve the purchase of the electric plow blade for the new trenching machine.

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

DEPARTMENT REPORTS

STREET, SEWER & PARKS DEPARTMENTS

Dan Kovar had nothing to report.

ELECTRIC & WATER DEPARTMENTS

Dave Evans reported no outages were reported with the recent storms but there were a few branches on service lines

Mayor George Deiss asked Dave if the lights by Community Center are still in the plans. Dave answered yes.

LIQUOR STORE

Tim Booth was absent

WDA/PLANNING & ZONING/FIRE DEPARTMENT

Dean Uselman reported that the WDA has a number of project going on and in the works.

Dean Uselman reported that Planning & Zoning has been steady with permits and that due to the recent computer virus a lot of documents and templates were lost from their computer.

Dean Uselman reported the Fire Department has been fairly busy with fire calls for weather watching.

POLICE DEPARTMENT

Police Chief Naomi Plautz reported that the signs for the sidewalks have been ordered and should be delivered soon.

WELLNESS CENTER MANAGER

Eric Robb informed the Council that one of the Lifeguards didn't put her truck in park and it rolled into the low area of the berm.

CITY ADMINISTRATOR

Brad Swenson reported we have been advertising for the Airport Manager position and we have only received a couple proposals. One of them wants it as a part-time job. He also informed the council that he will be re-advertising.

Brad Swenson reported that there was a meeting on the warranty issues for the HVAC System and tile floors for the Wellness Center and this issue will be ongoing until resolved.

Brad Swenson reported that he and Dave met with our architect for the electric & water office building and that they have been trying to narrow down the potential sites to 3-5 potential sites. Once we are ready we will review with the City Council.

Brad Swenson reported that so far the recent computer problems due to a virus has cost between \$8,000- \$10,000. He submitted an insurance claim and issue is ongoing.

COUNCIL REPORTS

Bruce Uselman had nothing to report.

Don Niles had nothing to report.

Gillette Kempf reported that the sidewalk on 1st St SW between Bryant & Colfax the curb is starting to crumble.

Deb Wiese had nothing to report.

MAYOR'S REPORT

Mayor George Deiss thanked everyone for all of their hard work.

ADJOURNMENT

Motion was made by Wiese, second by Kempf to adjourn at 7:40 p.m.

Bradley A. Swenson
City Administrator

George Deiss
Mayor