

**MINUTES OF THE CITY COUNCIL MEETING
SEPTEMBER 13, 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, Tim Booth, Dean Uselman, Sharon Domier, Anna Erickson from the Wadena Pioneer Journal, Phil Martin from Bolton & Menk, Inc., and Council Candidates Toby Pierce & Wade Miller.

CONSENT CALENDAR

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

A. Minutes of the City Council meeting held August 8, 22, 31 & September 8, 2016

B. Claims as Presented for payment:

1. August, 01, 2016.....	\$17,000.00
2. August 01, 2016.....	\$1,768.16
3. August 02, 2016.....	\$1,952.77
4. August 03, 2016.....	\$1,017.17
4. August 05, 2016.....	\$3,091.43
5. August 08, 2016.....	\$139,549.68
6. August 08, 2016.....	\$60.00
7. August 09, 2016.....	\$569.59
8. August 10, 2016.....	\$100.17
9. August 10, 2016.....	\$11.66
10. August 10, 2016.....	\$272.02
11. August 12, 2016.....	\$100.02
12. August 15, 2016.....	\$107,792.96
13. August 15, 2016.....	\$81.17

14. August 16, 2016.....	\$19,118.75
15. August 19, 2016.....	\$8,774.54
16. August 19, 2016.....	\$1,189,112.27
17. August 22, 2016.....	\$4,262.45
18. August 22, 2016.....	\$777.33
19. August 24, 2016.....	\$1,200.45
20. August 25, 2016.....	\$2,118.12
21. August 25, 2016.....	\$2,980.97
22. August 25, 2016.....	\$91.02
23. August 26, 2016.....	\$296,240.39
24. August 29, 2016.....	\$46,928.43
25. August 31, 2016.....	\$572,847.81

- C. City Administrator’s Monthly Report for August 2016
- D. WHRA Meeting Minutes for July 19, 2016
- E. WDA Meeting Minutes for July 14, 2016
- F. Planning & Zoning Meeting Minutes for August 30, 2016
- G. Park Advisory Board Meeting for September 7, 2016
- H. Police Department Activity Report for August 2016
- I. Senior Citizens Center Financial Report for August 2016
- J. CVB Meeting Minutes for August 8, 2016

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

CGMC ANNUAL UPDATE – ELIZABETH WEFEL

Elizabeth Wefel, Senior Attorney for CGMC, handed out information that she reviewed with the City Council. She also went informed them of the upcoming fall conference in Alexandria on November 17 & 18, 2016 and the Legislative Action Day is February 1, 2017 and gave an annual update of CGMC and their top issues in 2016.

Don Niles inquired about the Broadband initiative.

CONDITIONAL USE PERMIT – ASSISTED LIVING FACILITY

Dean Uselman gave an overview of the conditional use permit for the assisted living facility and is looking for City Council approval. Dean also informed that there has been no opposition from the public.

Don Niles asked about who attended, who spoke, who was opposed and who supported this? Dean said that Joel Beiswenger spoke in support.

Don Niles said that David Quincer was in was in favor of this.

Motion by Kempf, second by Niles to adopt Resolution 9-5-01 Approving Conditional use Application of Housing Alternatives.

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

ASSISTED LIVING FACILITY – TAX EXEMPT BONDS SALE – SET PUBLIC HEARING DATE

Brad Swenson informed the City Council that they need to adopt the resolution setting a date for the Public Hearing which would be October 11, 2016 at 6:00 p.m. which is the same date as the Public Hearing for the TIF for this project.

Motion by Niles, second by Uselman to adopt Resolution 09-06-16 calling for a Public hearing regarding a Multifamily Housing Development and granting preliminary approval to the issuance of Revenue Bond to finance the cost thereof (HADC Wadena Project).

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

WELLNESS CENTER HEALTH STUDY REPORT – JOEL BEISWENGER

Joel Beiswenger, CEO of Tri-County Health Care gave an overview of the Wellness Center Health Study Report and stated that this is the 3rd year they have done it.

There are 3 phases for the Maslowski Health Project. Phase 1 of the project is implementing a comprehensive worksite wellness initiative at Tri-County Health Care. Phase 2 expands the wellness research priorities into the Wadena area business community. Phase 3 is the third and final phase that revolves around implementing health interventions through the Maslowski Wellness and Research Center.

The TCHC's health risk status between 2013 and 2016 has improved significantly. In 2013 the low-risk status was 41% and 54% in 2016. In 2013 the moderate-risk status was 51% and 41% in 2016. In 2013 the high-risk status was 8% and 5% in 2016.

Wellness center memberships increased 14.2% from July of 2015 to July of 2016.

Creating a culture of health is the goal for Wadena and the surrounding communities. As the initiation of Phase 3 begins, there is still much work to be done. Some of the work to be done is continued development of TCHC's wellness initiative, continued expansion of area businesses, bring wellness to Bertha businesses, community-wide events é continued promotion and coordination.

MORATORIUM R/W ORDINANCE – ABOVE GROUND UTILITIES – JEFF PEDERSON

Jeff Pederson talked about the application for above ground utility tower for cellular service proposed to be located next to the Wadena City Library and that at a previous City Council

meeting they asked for a 60 day application extension to review and study this. Jeff is recommending that we adopt this ordinance to put in place a moratorium to give us time to study this further.

Bruce Uselman asked if anything is pending and Jeff said he didn't believe so.

Motion by Uselman, second by Niles to approve Ordinance 209, 3rd Series an Interim Ordinance Establishing a 120-day study period and moratorium on the permitted construction or erection of antennas or towers in the City of Wadena.

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

City Council discussed forming a committee to review the ordinance. Planning Commission Board, Dean Uselman, Jeff Pederson, Dave Evans é Dan Kovar will be on this committee.

RYAN JOHNSON é MISSY AMENT – MASSAGE LICENSES

Brad Swenson reviewed Ryan Johnson's Massage License application and stated that the paperwork is in order and the background check is good.

Motion by Wiese, second by Niles to approve Ryan Johnson's Massage License.

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

Brad Swenson reviewed Missy Ament's Massage License application and stated that the paperwork is in order and the background check is good.

Motion by Wiese, second by Niles to approve Missy Ament's Massage License.

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

VINCE HENRICH DRIVEWAY CONCERN

Mayor George Deiss and Phil Martin met with Vince Henrich and this issue was resolved before the meeting.

MEETING OPEN TO PUBLIC – 6:40 PM

Toby Pierce was present to inquire about the communications tower that will be going up next to the library.

COMMUNITY CONCERN FOR YOUTH RESOLUTION

Brad Swenson reviewed with the City Council the Community Concern for Youth Program Resolution of Sponsorship and stated that we have been doing this for many years and that the police recommend it.

Motion by Uselman, second by Kempf to adopt Resolution of Sponsorship #09-07-16 for Community Concern for Youth.

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

ST. ANN'S CARNIVAL – SEPTEMBER 18TH – BLOCK OFF PART OF FRANKLIN AVENUE

Police Chief Naomi Plautz recommends blocking off part of Franklin Ave between 1st St & 2nd St SE for the St. Ann's Carnival on September 18, 2016 for precautionary reasons. The carnival will be in the grassy area this year but the playground for kids is across the street.

Motion by Niles, second by Kempf to block off part of Franklin Avenue for the St. Ann's Carnival.

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

FIRE DEPARTMENT TURN OUT GEAR QUOTES

Dean Uselman has obtained 4 quotes for 20 complete new sets of NFPA approved gear including coat, pants, suspenders, helmet, boots, nomex hood, structure gloves, extrication gloves, (or a combo glove). Fire Safety USA quoted \$56,138.40 for Honeywell brand. CTV Fire Equipment quoted \$63,800 for Honeywell brand. Grand Forks Fire quoted \$55,940.00 for Globe brand. Pomasl Fire Equipment quoted \$59,479.00 for Janesville brand.

Dean Uselman is recommending purchasing the Honeywell brand gear from Fire Safety USA as they are the closest vendor with a past history of excellent service, there are additional features not included on other brands é they are including wheeled travel gear bags at no charge for traveling to schools to protect the gear and keep it together.

Motion by Uselman, second by Niles to authorize the purchase as recommended by Dean Uselman.

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

MINNESOTA FIRE DEPARTMENT – TURN OUT GEAR WASHER/EXTRACTOR – AWARD PROGRAM

Dean Uselman would like to apply for a 90% grant for the Fire Department, which would be 10% cost to the City of \$704.00 that the Fire Relief Association has agreed to pay for a Turn out Gear Washer/Extractor.

Motion by Wiese, second by Kempf to authorize Dean Uselman to apply for the grant.

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

MMUA – 2016/2017 SAFETY MANAGEMENT PROGRAM CONTRACT

Dave Evans gave an overview of the Safety Management Program Contract which has been in place for several years for our safety program for the Electric, Water & Public Works Departments.

Motion by Kempf, second by Niles to approve this contract as recommended by Dave Evans.

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

LIQUOR STORE – QUOTES FOR POINT OF SALE SYSTEM

This items is tabled contingent upon Eide Bailly completing the inventory procedures and internal controls and getting their recommendation and for time for Brad and Lloyd to review proposal for accounting functions for a point of sale system in November.

ORTON TIF DECERTIFICATION

Brad Swenson stated that Orton Oil Company has fulfilled their obligations of TIF and that the final action is to decertify this TIF Project.

Motion by Wiese, second by Niles to adopt Resolution 09-08-16 approving the Decertification of Tax Increment District No. 1-7 of the City of Wadena.

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

GENERAL FUND, PROPOSED TAX LEVY, WHRA & PROPOSED TAX LEVY

The City Council reviewed the General Fund & Proposed Tax Levy, WHRA & WDA Proposed Tax Levies.

Motion made by Niles, second by Uselman to adopt Resolution 9-1-16, Resolution 9-2-16, Resolution 9-3-16 & Resolution 9-4-16.

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

SET DATE FOR PUBLIC MEETING FOR BUDGET & PROPOSED TAX LEVY

Brad Swenson informed the City Council that cities over 500 population are required to hold a public meeting in which the public is allowed to speak on the budget and proposed levy.

Public meeting for Budget & Proposed Tax Levy is set for December 13, 2016 at 6:00 p.m.

WWTP – RECIRCULATION PUMP QUOTES

Dan Kovar explained the need for a new recirculation pump and is requesting from the City

Council to redirect the unused capital in the WWTP to purchase this as a second recirculating pump. He has received one quote from Minnesota Pump Works for a cost of \$14,101.50 which does not include the cost of installation, but that should be minimal and fit within the current maintenance budget.

Motion by Niles, second by Wiese to authorize the purchase of the recirculation pump as Dan Kovar recommends.

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

FIRE DEPARTMENT – FIREMAN RESIGNATION & AUTHORITY TO ADVERTISE

Dean Uselman reported that Firefighter Evan Lachowitz has moved out of the city limits and won't be able to respond within the required time and is resigning his position on the Fire Department effective October 1, 2016

Motion by Uselman, second by Wiese to accept Evan Lachowitz's resignation with regrets and authorize advertising to fill position.

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

SET DATE FOR SPECIAL CITY COUNCIL MEETING – REVIEW CITY CODE

Meeting date set for Tuesday, October 4, 2016 at 5:00 p.m.

SET DATE TO REVIEW ENTERPRISE DEPARTMENT BUDGETS

Meeting date set for Thursday, November 3, 2016 at 4:30 p.m.

NOVEMBER – COUNCIL MEETING RESCHEDULE DUE TO ELECTION DAY

Meeting date set for Tuesday, November 15, 2016 at 5:00 p.m.

DEPARTMENT REPORTS

STREET, SEWER & PARKS DEPARTMENTS

Dan Kovar reported that Howard's Paving will be doing our street and parking lot overlays the last half of September.

Mayor Deiss asked about the storm water concerns in the 2nd St & Irving Avenue SW areas. Dan responded that they will try increasing the rotation of sweeping of the roads.

ELECTRIC & WATER DEPARTMENTS

Dave Evans reported that the Missouri River Energy meeting is Wednesday October 19, 2016 and if anyone wants to attend to let him know.

LIQUOR STORE

Tim Booth had nothing to report.

Deb Wiese commented about a sign she saw posted at the Perham Liquor Store that showed how profits there went back into the community. Tim stated that he would get a picture of what they have and look into doing something similar.

WDA/PLANNING & ZONING/FIRE DEPARTMENT

Dean Uselman reported that there are a lot of projects going on they are progressing well with WDA.

Dean Uselman reported that Planning & Zoning has been busy with a lot of permits, public hearings and amendments to zoning maps.

Dean Uselman reported the Fire Department has been pretty quiet and also informed the City Council that the Open House is October 10 at 5:00 p.m.

POLICE DEPARTMENT

Police Chief Naomi Plautz reminded everyone that the Homecoming Parade is on Friday September 30, 2016 from 2:00-3:00 p.m.

WELLNESS CENTER MANAGER

Eric Robb reported that the system and card access went down last week with the power surge but it only lasted about a day.

CITY ADMINISTRATOR

Brad Swenson reminded the City Council about the LMC Regional Meetings in Fergus Falls on October 12 and in Bemidji on October 11, 2016. If anyone wants to attend to let him know and he could do registrations.

Brad Swenson informed the City Council that the sidewalks é curbing in the SE Project will be getting worked on soon.

COUNCIL REPORTS

Gillette Kempf informed everyone that she didn't file for re-election and also stated that she will be relocating for her husband's job and that her bookstore is for sale.

Deb Wiese had nothing to report.

Don Niles reminded everyone about the Chili Cook Off.

Bruce Uselman commented that Community Center Drive Project is done and looks very good.

MAYOR'S REPORT

Mayor George Deiss reported that he visited with people in the SW area about flooding and asked Phil Martin for some short term ideas to deal with this.

ADJOURNMENT

Motion was made by Uselman, second by Niles to adjourn at 7:35 p.m.

Bradley A. Swenson
City Administrator

George Deiss
Mayor