

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 9, 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 Gillette Kempf, Deb Wiese and Bruce Uselman. Don Niles was absent

OTHERS PRESENT

Brad Swenson, Dan Kovar, Dave Evans, Tim Booth, Dean Uselman, Sharon Domier, Phil Martin from Bolton & Menk and Anna Erickson from Pioneer Journal.

CONSENT CALENDAR

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

A. Minutes of the City Council meetings held January 12 & 28, 2016

B. Claims as presented for payment:

1. January 01, 2016.....	\$6,845.50
2. January 06, 2016.....	\$2,961.88
3. January 07, 2016.....	\$4,770.36
4. January 14, 2016.....	\$71,349.40
5. January 15, 2016.....	\$173,431.77
6. January 15, 2016.....	\$18,497.04
7. January 15, 2016.....	\$269.24
8. January 15, 2016.....	\$9,582.88
9. January 20, 2016.....	\$47,748.00
10. January 20, 2016.....	\$38,810.02
11. January 20, 2016.....	\$1,879.17
12. January 21, 2016.....	\$180.00
13. January 21, 2016.....	\$3,034.71
14. January 22, 2016.....	\$481.31
15. January 22, 2016.....	\$354,111.19
16. January 25, 2016.....	\$2,030.01
17. January 27, 2016.....	\$2,342.80
18. January 28, 2016.....	\$44,692.65
19. January 28, 2016.....	\$480.46
20. January 28, 2016.....	\$3,934.59

- 21. January 29, 2016.....\$238,350.19
- C. City Administrator’s Monthly Report for January 2016
- D. WHRA Meeting Minutes for December 22, 2015
- E. WDA Meeting Minutes for December 10, 2015
- F. Park Advisory Board Meeting February 1, 2016
- G. Library Board Meeting Minutes for November 17,2015
- H. Police Department Activity Report for January 2016
- I. Fire Department Meeting Minutes for January 6 & February 3, 2016
- J. Senior Citizens Center Financial Report for January 2016
- K. CVB Meeting Minutes for January 11, 2016

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

CITY EMPLOYEE YEARS OF SERVICE AWARDS PRESENTATION

Five City Employees were again invited to the Council Meeting to receive their years of service plaques. 10 years for Sam Waln, Nick Grabe, Matthew Rousslang & Darin Lorentz, 15 years for Jason Wright. Mayor Deiss awarded Sam Waln his updated plaque attachment and \$25 Chamber Bucks for recognition of 10 years of service with the Street Department. Mayor Deiss awarded Jason Wright his updated plaque attachment and \$50 Chamber Bucks for recognition of 15 years of service with the Fire Department. The others didn’t attend.

UTV ORDINANCE & RESOLUTIONS REVIEW

Police Chief Naomi Plautz gave an overview of the proposed UTV Ordinance and handed out 2 different maps and resolutions to consider and stated that we need approval of one of the maps of the streets that are and are not eligible for UTV use. One map is less restrictive than the other and would be more beneficial for work purpose use.

Bruce Uselman asked if we will be providing a decal for permits. Naomi answered that we will issue something similar to what is issued for golf carts and there will be a list as well.

Gillette Kempf asked about the definitions of “owner” and “operate” as listed in the Amendment of Ordinance Section 8.30.

Deb Wiese asked if the verbiage listing the vehicles could be consistent throughout the document and if the speed limit verbiage could be revised to posted speed limit in both sections (4) & (6) of section (C) *Operation of Section 3 Operation of Electric Personal Assistive Mobility Devices*.

Motion by Uselman, second by Kempf to adopt ordinance No 203, 3rd Series, Regulating Special Vehicles within the City of Wadena, Minnesota.

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

Motion by Uselman, second by Kempf to adopt Resolution 02-03-16 setting the fee for Special Use Vehicle Permits at \$40.00.

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

Motion by Uselman, second by Kempf to adopt Resolution 02-04-16 Designating City Street Map for Special Use Vehicle.

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

CYBER CAFÉ – DUCK DROP & CRAFT FAIR BLOCK OFF STREET

Gail Vittletoe & Doug Wolf representing the Cyber Café asked the Council if they could block off Aldrich Avenue from Jefferson Street to the Depot driveway from 9:00 am until 2:00 pm, as they did last year with no issues, for the Duck Drop Event on Friday June 17, 2016 in conjunction with June Jubilee. The BN Park will be used for Craft Fair, youth games, food booth and booths set up from area mental health organizations to provide information.

Motion by Wiese, second by Kempf approve blocking off the street for the Duck Drop Event as requested.

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

TEMPORARY LIQUOR LICENSE – ST. ANN’S CHURCH – SPRING FEST EVENT

Brad Swenson stated that everything is in order for an application for a Temporary Liquor License from St. Ann’s Church for their Annual Spring Fest Event on Friday, April 22, 2016.

Motion by Kempf, second by Wiese approve St. Ann’s Temporary Liquor License.

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

MNDOT RIGHT OF ENTRY PERMIT – ELECTRIC PLANT PROPERTY

Brad Swenson gave an overview of MnDOT’s Right of Entry Permit for the Electric Plant’s property for the purpose of environmental drilling, investigating, monitoring, testing, surveying, boring, drilling of monitoring wells and other activities necessary to identify the existence and extend of a release of threat of a release of a hazardous substance, pollutant, or contamination and for soil drilling, investigating, monitoring, testing, surveying, boring, and other activities necessary to perform geotechnical investigations to gather information to be used with the appraisal of the property for the Highway 10 Project proposed for 2018.

Motion by Kempf, second by Uselman to MnDOT’s Right of Entry Permit for the Electric Plant Property.

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

ELECTRIC DEPARTMENT – COMPACT TRACK LOADER BIDS

Dave Evans received 2 quotes for a Compact Track Loader from MN State for \$41,592.00 and from NJPA for \$43,935.14 (reduced to \$41,592.00 after he talked to both NJPA & Bobcat). Dave is recommending purchasing the Bobcat T450 with options and attachments through NJPA by Bobcat Company of West Fargo being delivered and turf tracks installed by Aldrich Tractor of Verndale for a final cost after tax of \$45,733.16. There is \$50,000 budgeted for this item. With the remainder of the budget we will be purchasing a vibrator plow attachment at a later date from a manufacture other than Bobcat as theirs does not go deep enough.

Motion by Uselman, second by Wiese to approve Dave Evan’s recommendation for purchasing the Compact Track Loader and tracks.

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

TODD WADENA COUNTIES – MUTUAL AID AGREEMENT – FIRE DEPARTMENT

Dean Uselman gave an overview of the Mutual Aid Agreement for Todd-Wadena Counties Fire Association. In years past this was only signed once every several years and now it needs to be signed every other year by the City Administrator, Mayor & Fire Chief.

Motion by Wiese, second by Kempf to approve signing the agreement.

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

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

No one present.

EMPLOYEE STEP INCREASE – LEANN MOTCHENBACHER & SHARON DOMIER

Dean Uselman has completed LeAnn Motchenbacher’s yearly evaluation and is recommending a step increase from Step 4 of \$19.64 to Step 5 of \$20.49.

Motion by Kempf, second by Uselman to approve Dean’s recommendation for the step increase for LeAnn Motchenbacher effective 2/1/16.

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

Brad Swenson has completed Sharon Domier’s one year evaluation and is recommending a step increase from Start Step of \$16.53 to Step 1 of \$17.37.

Motion by Uselman, second by Wiese to approve Brad’s recommendation for the step increase for Sharon Domier effective 2/2/16.

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

WDA BOARD APPOINTMENTS – RESOLUTION 02-02-16

Brad Swenson informed the Council that Jeffrey Browne is interested in serving on the WDA Board.

Motion by Uselman, second by Wiese to adopt Resolution 02-02-16 to appoint Jeffrey Browne to the Wadena Development Authority effective February 9, 2016 for a 6 year term expiring on December 31, 2021.

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

SCHEDULE PUBLIC HEARING FOR COMMUNITY CENTER DRIVE PROJECT SPECIAL ASSESSMENT

Brad Swenson stated that Bolton and Menk has finished their Preliminary Engineering Study for the Community Center Drive Project and we need to adopt Resolution 02-01-16 Receiving Feasibility Report and Calling for Hearing on Improvement. The 4 property owners effected by this are the City of Wadena, Wadena Hockey Club, Inc, WDC ISD #2155 School, and Burlington Northern Railroad.

Motion by Uselman, second by Wiese to set the Public Hearing for March 8th during the next City Council Meeting at 5:00 pm.

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

TRANSFER FROM LIQUOR FUND TO GOLF FUND

Brad Swenson stated that we have done this the past few years. Brad is recommending we transfer \$47,565.49 from the Liquor Fund into the Golf Course Fund to bring it into balance.

Motion by Wiese, second by Kempf to approve transferring \$47,565.49 from the Liquor Fund to the Golf Fund for the year 2015.

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

TRANSFER FROM GENERAL FUND TO WELLNESS CENTER

Brad Swenson gave an overview of income and expenses for the Wellness Center and he is recommending transferring \$64,063.46 from the General Fund to the Wellness Center Fund.

Motion by Kempf, second by Wiese to approve transferring \$64,063.46 from the General Fund to the Wellness Center Fund for the year 2015.

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

AIRPORT MAINTENANCE AND OPERATION AGREEMENT & RESOLUTION 02-05-16

Brad Swenson gave an overview of this agreement with MnDOT State Aeronautics and how they pay us for maintenance and operation of the airport and stated he needs authorization to sign the agreement.

Motion by Uselman, second by Wiese to adopt Resolution 02-05-16 Airport Maintenance and Operation Agreement and authorize signing it.

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

NJPA WELLNESS PROGRAM GRANT

Brad Swenson gave an overview of the NJPA Wellness Program Grant for \$1,500 that goes towards health and fitness programs for our employees that are on our health insurance. He reviewed what the money was spent on in 2015. The money left over went towards helping pay for the employee Wellness Center Memberships.

Motion by Kempf, second by Wiese to give authority to apply for the NJPA Wellness Program Grant.

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

DEPARTMENT REPORTS

STREET, SEWER & PARKS DEPARTMENTS

Dan Kovar reported he attended a Waste Water Conference in St. Cloud today that he felt was well worth his time there. He found out that there is Funding available now and in the future for Infrastructure Projects. He also found out that there is a worldwide water issue that is being dealt with.

ELECTRIC & WATER DEPARTMENTS

Dave Evans reported that he received a message regarding a wellhead protection plan that needs to be updated. This process could take about 2 years to complete and the last time it was done was about 10 years ago.

LIQUOR STORE

Tim Booth had nothing to report.

WDA/PLANNING & ZONING/FIRE DEPARTMENT

Dean Uselman reported that bids will be posted tomorrow for the K-Line Bid after 6 years of

working on this. He also stated that the land from the RR still needs to be purchased.

Dean Uselman reported that Planning & Zoning has been quiet with permits. He also commented that they have been reviewing the codes and that they need to complete the Sign Ordinance & Temporary Structure Ordinance but that they are waiting for Jeff Pederson to change some language.

Dean Uselman stated that the Fire Department doesn't have much to report.

POLICE DEPARTMENT

Police Chief Naomi Plautz reported that she was at the Health Fair this past week which had a good turnout.

Police Chief Naomi Plautz reported that the ATV Committee is considering having a Public Input Meeting to talk about recreational use.

WELLNESS CENTER

Eric Robb was not present.

CITY ADMINISTRATOR

Brad Swenson informed the Council that the Board of Review is scheduled for April 21, 2106 at 3:00 pm.

Brad Swenson also reminded the Council that we have at least one more scheduled meeting for the City Code review and asked if anyone has any recommended changes to get them in and adopted before it is finalized.

COUNCIL REPORTS

Bruce Uselman had nothing to report.

Don Niles was not present.

Deb Wiese had nothing to report.

Gillette Kempf reported that they have invited the City of Crosby to join Kitchigami and that she is really enjoying being on this committee.

MAYOR'S REPORT

Mayor George Deiss reported that we received an award certificate for 2014 from Government Financial Officers Award for Excellent in Financial Reporting.

Brad Swenson commented that it takes Lloyd and all the staff's hard work to meet their requirements and they do a very good job so we are able to get this award.

Mayor George Deiss reported that he attended the Monthly Mayors Meeting in Perham along with a few of the Legislators. Our local Legislators are working hard to keep the Local Government Aid in place. Our local Senator is on the tax committee so we have a voice on the senate end of it. He also commented that we did pass our resolution in December or January to support the LGA.

Mayor George Deiss reported that he attended the Winter Festival in the Cities that was hosted by Mayor Coleman where all the Mayors were invited to walk in the parade. The group of Mayors took up a whole block.

ADJOURNMENT

Motion was made by Uselman, second by Wiese to adjourn at 6:10 p.m.

Bradley A. Swenson
City Administrator

George Deiss
Mayor