

**MINUTES OF THE CITY COUNCIL MEETING
DECEMBER 8, 2015**

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 Don Niles, Gillette Kempf, Deb Wiese and Bruce Uselman

OTHERS PRESENT

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

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 meetings held November 10 & 16 and December 1, 2015

B. Claims as presented for payment:

1. November 01, 2015.....	\$1,009.50
2. November 02, 2015.....	\$799.71
3. November 06, 2015.....	\$114.30
4. November 08, 2015.....	\$74,084.60
5. November 08, 2015.....	\$24,580.45
6. November 02, 2015.....	\$4,944.51
7. November 05, 2015.....	\$1,288.82
8. November 09, 2015.....	\$242,513.40
9. November 09, 2015.....	\$8,197.08
10. November 12, 2015.....	\$1,385.82
11. November 15, 2015.....	\$18,779.52
12. November 16, 2015.....	\$339.19
13. November 19, 2015.....	\$1,897,171.66
14. November 20, 2015.....	\$2,103.04
15. November 08, 2015.....	\$4,224.00
16. November 23, 2015.....	\$273,508.22
17. November 20, 2015.....	\$43,427.00
18. November 22, 2015.....	\$44,888.26
19. November 06, 2015.....	\$3,454.52
20. November 20, 2015.....	\$2,829.86

21. November 23, 2015.....	\$307.73
22. November 29, 2015.....	\$245.84
23. November 30, 2015.....	\$371,359.60
24. November 23, 2015.....	\$6,218.69
25. November 26, 2015.....	\$8,805.33
26. November 16, 2015.....	\$5,317.55
C. City Administrator’s Monthly Report for November 2015	
D. WHRA Meeting Minutes for September 29 & November 14, 2015	
E. Park Advisory Board Meeting November 4, 2015	
F. Police Department Activity Report for November 2015	
G. Fire Department Meeting Minutes for November 7, 2015	
H. Senior Citizens Center Financial Report for November 2015	

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

SE PROJECT SIGNAGE LAYOUT

Brad Swenson reviewed with the City Council that he, Phil Martin, Dan Kovar & Naomi Plautz figured out and approved where the stop signs, yield signs and speed limit signs should go in the SE portion of the project that was completed this summer in order to keep the contractor moving.

Dan Kovar reviewed with the City Council and fielded questions about the maps of the signs in SE Project area to make sure they were approved by them.

Brad Swenson commented that the speed limit and truck route signs are not up yet but stated that they have been ordered.

Motion by Kempf, second by Niles to approve signage layout as recommended by Phil Martin, Brad Swenson, Dan Kovar and Naomi Plautz.

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

QUOTES FOR GPS UNIT – PLANNING DEPARTMENT

Dean Uselman reviewed with the City Council that the planning department has budgeted \$10,000 for a GPS Unit to be used along with our city mapping system. Dean obtained a quote from Compass Tools for a Trimble Geo 7X with software and monopole for \$9,881 that would ship from CO and another quote from Frontier Precision for a Trimble Geo 7X with software and monopole for \$9,881 that is in stock. Both quotes are on the state bid. Dean is recommending purchasing from Frontier Precision due to it being available immediately for pickup, which he would do on Thursday while he is in the cities, and it is the same company that Bolten & Menk purchased from.

Deb Wiese asked if the software would interface with Botlen & Menk’s software. Dean Uselman answered that it would.

Motion by Niles, second by Wiese to purchase the Trimble Geo 7X with software and monopole from Frontier Precision for \$9,881 as per Dean's recommendation.

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

CITY BOARD APPOINTMENT – RESOLUTION 12-02-15 PARK ADVISORY BOARD RE-APPOINTMENTS

Brad Swenson informed the City Council that Dean Krogstad and Terry Olson would both like to be re-appointed to the Park Advisory Board. Their terms end on 12-31-15.

Don Niles asked how the process went in the past for re-appointing board members. Brad Swenson explained the process that if Board Members want to be re-appointed that the Council has done that in the past.

Motion by Wiese, second by Kempf to approve Resolution 12-02-15

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

2016 PART TIME EMPLOYEE WAGE ADJUSTMENTS

Brad Swenson distributed a list of part time employees and present wage scales and is recommending increasing the part time employee wages effective January 1, 2016 instead of August 1, 2016. Most of the positions are increased by 3%, some are changed to meet minimum wage levels and some positions will stay the same as present. Brad also recommend increasing the positions with minimum wage changes to be effective January 1, 2106 vs. in August of 2016.

Deb Wiese asked if there is a significant impact by doing this effective January versus August. Brad Swenson answered that he hasn't figured any numbers but a lot of part time are mainly summer help but that last year comments were made about the wage being too low.

Deb Wiese asked how the lifeguard wages were decided on. Eric Robb answered that he called around to other facilities and went just a little above in hopes to keep the lifeguards longer.

Motion by Uselman, second by Wiese to approve changing the minimum wages January 1 versus August 1, 2016 and adopting the new schedule as recommended.

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

EMPLOYEE STEP INCREASE – AARON WHITE – POLICE DEPARTMENT

Brad Swenson stated that Police Chief Naomi Plautz is recommending a step increase from Step 1 at \$20.48 to Step 2 at \$21.41 for Aaron White effective December 13, 2015.

Motion by Niles, second by Wiese to approve the step increase as recommended for Aaron White.

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

CITY FEES AND CHARGES FOR 2016 – RESOLUTION 12-06-15

Brad Swenson reviewed with the City Council Resolution 12-06-15, which would approve fees and charges by the City of Wadena for 2016. There was discussion from the City Council and Department Heads about the licenses and fees in all of the City Departments. Brad reviewed several that he recommends changing and why as well as the ones he doesn't recommend changing and why. Police Chief Naomi Plautz had given her recommendations for the Police Department to Brad and Brad reviewed those as well. Dean Uselman reviewed the fees for the Fire Department's fees. Dean Uselman reviewed the fees for the Planning & Zoning Department's fees and recommendations. Dan Kovar reviewed the Public Works Department's fees and recommendations. Dave Evans reviewed the Electric & Water Department's fees and recommendations and stated that the high pressure sodium security lights were still rented but no longer installed so those will not be eliminated from the fees. Eric Robb reviewed the Wellness Center's fees and recommendations.

Motion by Niles, second by Uselman to approve the city fees and charges for 2016 with the correction to security lights as discussed with Dave.

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

LIQUOR, WINE, BEER & OTHER LICENSE RENEWALS FOR 2016

Brad Swenson reviewed with the City Council a list of 2016 license renewals for City Council authorization for issuance of licenses as follows:

Massage Licenses:

- Kristin Betts Lintner at Brenda's New Image
- Shannon Bowman
- Nicole Ann Dykhoff at Glamour
- Nicole Ladwehr
- Michelle McGrath at Moore Sensational Looks
- Savanna School at Expressions
- Brenda French
- Avery Kelderman

Cigarette Licenses:

- Casey's General Store
- Family Dollar Stores, Inc.
- Holiday Station
- John's Car Care
- Miner's Super One Foods #534

- Orton's Wadena BP
- VFW Elmer Goche Post 3922
- Wadena Liquor Store
- Wal-mart

Exotic Animal:

- Dan & Michelle Kern

On-Sale Beer:

- Pizza Hut – Tennyson Enterprises

Off-Sale Beer:

- Holiday Station
- Miner's Inc. – Wadena Super One Foods #534
- Orton's Wadena BP
- Wal-mart

Liquor License:

- Hagen & Hagen, LLC dba The Uptown
- Charles Strand & Yobani Mechor – Los Jalapenos Authentic Mexican Restaurant
- VFW 3922 dba Elmer Goche Post
- Wadena Bowling Lanes, Inc. dba Wadena Bowling Center
- BPOE Lodge 2386 DBA Wadena Elks Lodge
- Whiskey Creek Saloon, Inc.
- Whitetail Run Golf Course

Pawn Shop:

- PB Pawn Shop

Refuse Hauling:

- Wadena Hide & Fur

Kennel License

- Jody Grossinger
- Wadena County Humane Society

Motion by Niles, Second by Kempf to approve those licenses to be issued contingent upon completion of paperwork.

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

ELECTRIC, WATER & SEWER UTILITY ACCOUNTS WRITE OFF FOR 2015

Brad Swenson reviewed with the City Council a list of electric, water and sewer accounts that he is recommending to have written off of our account receivable for year of 2015. The total

amount of the write offs is \$8,274.28. Brad stated that we keeps trying to collect these, some through Revenue Recapture.

Motion by Wiese, second by Uselman to approve the write off list for the electric, water and sewer accounts for 2015.

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

ACCOUNTS RECEIVABLE & WELLNESS CENTER WRITE OFFS FOR 2015

Brad Swenson reviewed with the City Council the write offs for Accounts Receivable and Wellness Center for 2015. These are for snow removal, lawn mowing, motorist assist and fire calls, etc. Brad stated that the total amount that he recommends to be written off of Accounts Receivable for 2015 is \$3,400.40. Brad also stated that the total amount that he recommends to be written off of the Wellness Center for 2015 is \$1,539.34. Brad again stated that we try our best to collect these, some through Revenue Recapture.

Motion by Niles, second by Uselman to approve the list of Accounts Receivable and Wellness Center write offs for 2015.

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

LIQUOR STORE BAD CHECKS – WRITE OFFS FOR 2015

Brad Swenson reviewed with the City Council the write offs for bad checks at the liquor store for 2015. The total amount of those checks are \$627.35. The City Council questioned Tim Booth about the process for checking writing and if they go through a check processing company. Tim explained the process.

Motion by Wiese, second by Niles to approve liquor store bad checks write offs for 2015.

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

6:00 P.M. TRUTH & TAXATION HEARING

Mayor Deiss opened the Truth & Taxation hearing at 6:03.

Brad Swenson gave a brief overview of the purpose of increasing the tax levy.

Tom Kolden was present and inquired about his 11% increase in property tax on his property.

Motion by Niles, second by Wiese to close the public hearing at 6:15 p.m.

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

2016 TAX LEVY ADOPTION – RESOLUTION 12-03-15

Brad Swenson reviewed Resolution 12-3-15, 2015 Tax Levy for the City of Wadena with the City Council so that they could take action to adopt it.

Motion by Niles, second by Uselman to adopt Resolution 12-3-15.

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

2016 GENERAL FUND & ENTERPRISE FUNDS BUDGET APPROVAL – RESOLUTION 12-04-15 & 12-05-15

Brad Swenson reviewed Resolution 12-04-15 & 12-05-15 with the City Council the proposed changes to the General Fund & Enterprise Funds Budget in 2016

Motion by Kempf, second by Wiese to adopt Resolution 12-04-15 & Resolution 12-05-15.

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

MEETING OPEN TO PUBLIC – 6:30 P.M.

No one present.

RESOLUTION 12-07-15 SUPPORT OF INCREASING LOCAL GOVERNMENT AID IN THE 2016 LEGISLATIVE SESSION

Brad Swenson reviewed Resolution 12-07-15 Support of Increasing Local Government Aid in the 2016 Legislative Session with the City Council.

Motion by Uselman, second by Wiese to adopt Resolution 12-07-15.

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

DEPARTMENT REPORTS

STREET, SEWER & PARKS DEPARTMENTS

Dan Kovar reported that they took ownership of the new pickup yesterday. He also reported that with the recent snow storm 32 private sidewalks were cleaned by the City, 10 vehicles were tagged by police and one vehicle was towed.

Deb Wiese asked if they are contacted to remove the snow. Dan answered that property owners are given 24 hours to remove the snow but 48 hours were given before the snow was cleaned off by the City.

ELECTRIC & WATER DEPARTMENTS

Dave Evans reported that he ordered a Christmas Tree for the BN Park.

LIQUOR STORE

Tim Booth reported that he picked up extra holiday bulbs to decorate the bushes outside the store and he hung decorations up inside the store.

WDA/PLANNING & ZONING/FIRE DEPARTMENT

Dean Uselman reported that he has been meeting with a few people on different projects and that some are big and some are small.

Dean Uselman reported that they will be advertising for the K-Line Project at the end of the month.

Dean Uselman reported that the Fire Department Bingo had a good turnout.

POLICE DEPARTMENT

Police Chief Naomi Plautz was not present.

WELLNESS CENTER

Eric Robb reported that things are going well. He also reported that 3 televisions have been installed that will advertise different activities going on and ads from businesses. One located in the lobby and 2 located in the fitness area.

CITY ADMINISTRATOR

Brad Swenson wished everyone a Merry Christmas and a Happy New Year.

Brad Swenson reminded the City Council that the Christmas party is Friday, December 11, 2015.

Brad Swenson also remind the City Council that the MnDOT Open House at the Community Center will be held December 14, 2015 from 5 – 7 p.m. at the Wellness Center.

COUNCIL REPORTS

Gillette Kempf commented that the City looks beautiful with all the winter decorations displayed. She also added that she has had a couple residents tell to her they would like to see the lights and pendants to stay up longer.

Gillette Kempf commented on how beautiful the SE side of town looks with the completion of the SE Project.

Gillette Kempf wished everyone a Very Merry Christmas and stated that it has been a fun year working with them and also thanked everyone for patience and instruction.

Deb Wiese thanked everyone for making the City so attractive and commented that she would like to see the decorations up longer as well.

Deb Wiese commented that she was looking forward to the ATV Ordinance meeting tomorrow.

Bruce Uselman commended the Ministerial Assn on the Nativity Scene issue getting resolved.

Bruce Uselman thanked the Department Heads and Administration for all their hard work on the SE Project and wished everyone a Merry Christmas.

Don Niles reported that Naomi Plautz has asked Christine Krell to be on the Dog Ordinance Committee and that they will possibly have their first meeting early in 2016.

MAYOR'S REPORT

Mayor George Deiss stated that the Ministerial Assn did a wonderful job with the Lighting of the Nativity Scene and that approximately 70-80 people attended. He also added that the lighted Nativity Scene will be displayed in front of Pemberton Law Office.

Mayor George Deiss reported that he did 2 interviews today with WDAY & FOX 9 News about the Nativity Scene issue.

Mayor George Deiss informed everyone that he received an email from Mahube today looking for Bell Ringer Volunteers.

Mayor George Deiss thanked the Department Heads and Brad for all their hard work and wished everyone a Merry Christmas and a Happy New Year.

ADJOURNMENT

Motion was made by Kempf, second by Niles to adjourn at 6:35 p.m.

Bradley A. Swenson
City Administrator

George Deiss
Mayor