

**City of Wadena
Regular City Council Minutes
Tuesday, June 12, 2018**

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, June 12, 2018. Mayor Deiss called the meeting to order at 5 pm.

A. Pledge of Allegiance

2. Roll Call

Comprising a quorum of the City Council, the following members were present:

George Deiss	Bruce Uselman	Wade Miller
Deb Wiese	Jessie Gibbs	

3. Consent Calendar

- A. City Council meeting minutes: May 1, May 8, May 29, and June 1, 2018
- B. Claims as presented for payment
- C. City Administrator's Monthly Report: May 2018
- D. Wadena Housing and Redevelopment Authority meeting minutes: April 24, 2018
- E. Wadena Development Authority: May 10 and May 15, 2018
- F. Library Board meeting minutes: March 20, 2018
- G. Park Advisory Board meeting minutes: June 4, 2018
- H. Police Department Activity Report: May 2018
- I. Fire Department meeting minutes: May 2, 2018

Main motion: to approve the Consent Calendar

Moved by:	Miller
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote.
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

4. Unfinished Business

5. New Business

Item A – Ben Keppers, Eagle Scout – Landscape Project at Sunnybrook Park Burch Shelter

Ben Keppers, Eagle Scout:

- Expanded on his proposed project; and
- Stated the plan included moving rocks, replacing wood chips, removing dead trees and plants, replacing wood beams, new sign, repaint some of the walls and brick, add dirt, plants, and flowers.

Main motion: To allow Mr. Keppers to proceed with the Burch Shelter Project

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote.
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item B – Public Hearing: Wellhead Protection Plan Adoption

Mayor Deiss opened the public hearing. The following persons testified:

George Minerich, Planner, Department of Health:

- Spoke of the Wellhead Protection Plan; and
- Referred to the comments made by a resident.

Mayor Deiss closed the public hearing.

Main motion: To adopt Resolution No. 06-01-18

Moved by:	Uselman
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote.
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item C – 2017 City Audit Review – Eide Bailly

Luke Evenson, CPA & Audit Manager, Eide Bailly:

- Provided an overview of the audit; and
- Stated the City received a clean, unmodified opinion.

Main motion: To adopt the audit

Moved by:	Wiese
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote.
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item D – Jim Kraemer – Questioning of City Policy

Jim Kraemer, Volunteer, Economic Development:

- Expanded on the new brewery and the City’s policy regarding utility deposits;
- Stated the deposit policy interfered with economic development; and
- Commented that the brewery’s investors were solid business owners and stated a deposit was not needed.

City Administrator, Brad Swenson:

- Referred to the City’s policy;
- Stated he had met with Mr. Kraemer and explained the necessary documents to waive the deposit;
- Emphasized the Administrator did not have the ability to waive the deposit;
- Spoke of the City Council’s ability to waive the deposit; and
- Cautioned the City Council against waiving the deposit stating the process could become arbitrary.

Council Member Wiese:

- Spoke in support of waiving the deposit;
- Voiced her support of new businesses coming into town; and
- Stated her belief each new business should be evaluated to determine the need for a deposit.

Mayor Deiss stated the city policy should be followed.

Council Member Gibbs suggested the business submit a letter of guarantee from the investors to the City.

Craig Folkestad stated the deposits should be waived for new businesses.

Michael Craig stated he would like the City Council to take some risks regarding new businesses.

Council Member Uselman stated the new businesses should be supported, just as the existing businesses should be supported as well.

Council Member Miller stated he would like to see a proof of good credit from the investors.

Main motion: To waive the required deposit with proof of good credit	
Moved by:	Wiese
Seconded by:	Gibbs
Action:	Motion carried by 4-1 voice vote.
In favor:	Deiss, Miller, Wiese, Gibbs
Opposed:	Uselman

Item E – Agreement with Bolton & Menk – CSAH 4 Project Sewer and Water Inspection and Design

Phil Martin, Project Engineer, Bolton & Menk expanded on the agreement and project.

Main motion: To approve the agreement with Bolton & Menk	
Moved by:	Uselman
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote.
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item F – MIF Loan – Buckwheat Growers

Dean Uselman, Development Authority Director, stated that the WDA Board recommends approval of the MIF Loan.

Main motion: To approve MIF Loan	
Moved by:	Wiese
Seconded by:	Uselman
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item G – Storm Ponds Fence Quotes

Dan Kovar, Superintendent, Public Works Department:

- Stated he had sent out the RFP; and
- Received the following three bids:
 1. Oberg Fence \$35,898
 2. Century Fence Company \$41,655
 3. American Fence Company \$52,424

Council Member Gibbs:

- Spoke in favor of doing all three projects at once;
- Recommended removal of barbed wire fence; and
- Suggested using the PFA money to finish the balance of the work.

Main motion: To proceed with all three projects excluding the barbed wire fence

Moved by: Gibbs
Seconded by: Wiese
Action: Motion carried by unanimous voice vote
In favor: Deiss, Uselman, Miller, Wiese, Gibbs
Opposed: None

Item H – Stump Grinding Bids Approval

Dan Kovar, Superintendent, Public Works Department:

- Stated he had sent out eight bid requests and received one bid; and
- Recommend using Carr’s Tree Service from July 1, 2018 through December 31, 2019.

Main motion: To hire Carr’s Tree Service from July 1, 2018 through December 31, 2019

Moved by: Uselman
Seconded by: Miller
Action: Motion carried by unanimous voice vote
In favor: Deiss, Uselman, Miller, Wiese, Gibbs
Opposed: None

Item I – Electric Utilities Building Project Quotes for Miscellaneous Items

Dave Evans, Superintendent, Electric & Water Department:

- Stated he had received bids from Fastenal, Uline & Mid America for shelving, tables & scrubbers; and
- Recommended purchasing from Fastenal.

Main motion: To approve purchasing from Fastenal

Moved by: Wiese
Seconded by: Gibbs
Action: Motion carried by unanimous voice vote
In favor: Deiss, Uselman, Miller, Wiese, Gibbs
Opposed: None

Item J – Appoint Election Judges for August 14, 2018, Primary Election and November 6, 2018, General Election

Main motion: To approve the election judges for Primary Election & General Election

Moved by: Uselman
Seconded by: Wiese
Action: Motion carried by unanimous voice vote
In favor: Deiss, Uselman, Miller, Wiese, Gibbs
Opposed: None

Item K – Tri-County Health Care – Permission to Block off Street for Block Party on July 17, 2018

Naomi Plautz, Police Chief:

- Expanded on the Duck Drop Event from noon – 8 pm; and
- Reported there had been no prior incidents with previous years.

Main motion: To approve blocking off the street on July 17, 2018

Moved by: Wiese
Seconded by: Miller
Action: Motion carried by unanimous voice vote
In favor: Deiss, Uselman, Miller, Wiese, Gibbs
Opposed: None

Item L – Employee Step Increase – Linda Olson, Liquor Store

Tim Booth, Manager, Liquor Store, recommended a step increase from Step 1 \$17.48 to Step 2 \$18.28 effective June 11, 2018.

Main motion: To approve the step increase

Moved by:	Uselman
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item M – Wellness Center – Hire Part-time Employees

Eric Robb, Manager, Wellness Center, recommended hiring the following part-time lifeguards pending the passing the lifeguard course & background checks: Annika Frost, Harley Worst, Nate Burckhard, Lucas Hinos, Sarah Barrett, Hanna Hinman.

Main motion: To approve hiring part-time employees

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

Item N – Police Department – Hire Part-time Employee

Naomi Plautz, Police Chief recommended hiring Cole Yungbauer as part-time Police Officer.

Main motion: To approve hiring part-time employees

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None

6. Meeting Open to the Public – 6:30 pm

Phil Martin, Project Manager, Bolton & Menk informed the City Council that the Hemlock Ave Project would start next week.

7. Department Reports

Item A – Street, Sewer and Parks Departments – Dan Kovar, Superintendent, reported last week the department tagged yards with tall grass and next week they will start mowing those yards.

Item B – Electric and Water Departments – Dave Evans, Superintendent, reported they had completed their in-service training for the Digger Derrick truck that was ordered over a year ago.

Item C – Liquor Store – Tim Booth, Manager, reported the new sign was up and would get connected to electricity on June 13, 2018.

Item D – Wadena Development Authority, Planning and Zoning, and Fire Department – Dean Uselman, Director:

- Welcomed Janette Bower as the new City Administrator;
- Thanked Brad Swenson for his dedication and for his years of service as the City Administrator;
- Reported Mercury Mosiac's had informed the other communities they were considering, they plan to open a store in Wadena;
- Reported that the Planning and Zoning had been very busy issuing permits; and
- Reported the Fire Department had received a \$2,000 contribution from Todd Wadena Electric Cooperative to go towards a thermal imaging camera.

Item E – Police Department – Naomi Plautz, Police Chief, reported she had attended ALICE (Alert, Lockdown, Inform, Counter & Evacuate) training in Staples and that once she is certified she will be able to train others.

Item F – Wellness Center – Eric Robb, Wellness Center Director, reported that the tile work for the showers and therapy room was still being worked on.

Item G – Golf Course – Kevin Ross, Manager

- Reported the Depot is already booked out for two years for graduation parties;
- Reported a group of 40 people were coming in July; and
- Reported a group of 10-12 people from Menahga will come every Tuesday to golf.

Item H – City Administrator, Janette Bower, stated she is thankful that Brad Swenson was available as she transitions into her position.

Item I – City Council Reports

Council Member Gibbs reported he would eventually like to see updated maps for Black’s Grove.

Council Member Wiese welcomed Janette Bower as the new City Administrator.

Council Member Uselman:

- Thanked City Administrator Janette Bower for sending out an email; and
- Inquired about the move in date at the new electrical building.

Council Member Miller

- Welcomed Janette Bower as the new City Administrator; and
- Thanked Brad Swenson for his years of service as the City Administrator.

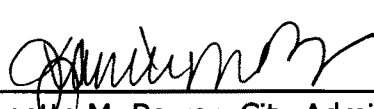
Item J – Mayor’s Report – George Deiss

- Reminded everyone about the upcoming June Jubilee event;
- Thanked all city staff for keeping the city looking good; and
- Reminded everyone of Brad Swenson’s retirement party on June 21, 2018.

8. Adjournment

Main motion: To adjourn the meeting

Moved by:	Uselman
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	Deiss, Uselman, Miller, Wiese, Gibbs
Opposed:	None



Janette M. Bower, City Administrator



George Deiss, Mayor