City of Wadena
Regular City Council Minutes
Tuesday, July 10, 2018

1. Call to Order

The Wadena City Council held a regular meeting on Tuesday, July 10, 2018. Mayor Deiss called the meeting to order at 5:00 p.m.

A. Pledge of Allegiance

2. Roll Call

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

George Deiss	Wade Miller
Deb Wiese	Jessie Gibbs

3. Consent Calendar

A. City Council meeting minutes: June 12, 2018
B. Claims as presented for payment
C. City Administrator's Monthly Report: June 2018
D. WDA meeting minutes: June 14, 2018
E. Police Department Activity Report: June 2018

Main motion: To approve the Consent Calendar

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

4. Unfinished Business

5. New Business

Item A – Resolution No. 07-01-18: Accepting a Land Acquisition Settlement

Eric Montague, MnDOT Real Estate Representative, requested the City Council consider accepting a land acquisition settlement for Parcel 267. The certified appraisal amount was $2,700.

Main motion: To adopt Resolution No. 07-01-18

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

Item B – Resolution No. 07-02-18: Authorizing the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies with the City of Wadena on Behalf of its Police Department

Naomi Plautz, Police Chief, requested the council adopt Resolution No. 07-02-18. Adoption of the resolution allows the Police Department direct access to the State's court data base system, within the parameters of the Master Subscriber Agreement. The access will create greater efficiencies within the Department by allowing immediate access to civil, criminal, administrative, or arbitral proceedings in any federal, state, or local court.

Main motion: To adopt Resolution No. 07-02-18

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

Item C – Resolution No. 07-03-18: Designating the Annual City Elections Polling Place

Janette Bower, City Administrator:
- Explained the Memorial Auditorium was currently under construction and unavailable for the Primary Election;
- Referred to the MN Statute 204B.16; and
- Expanded on the original thought to move the location for just the Primary Election; however, to lesson voter confusion, it was decided to move the location for both the Primary and the General Elections.

Main motion: To adopt Resolution No. 07-03-18

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

Item D – Resolution No. 07-04-18: Recommending City Council Approval of Conditional use Permit for Robert Segovia

Dean Uselman, WDA Director:
- Referred to the Planning Commission Public Hearing held on July 2, 2018, and recommended to the City Council to approve the Conditional Use Permit; and
- Stated there was no opposition.

Main motion: Adopt Resolution No. 07-04-18

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

Item E – Authorize the Placement of a Sidewalk at Sunnybrook Memorial Park

Dave Ludovissie, Memorial Park Group:
- Spoke of the dock at the park;
- Referred to the plan to bequeath the park to the city after completion;
- Expanded on the museum, and requested the Police Department open and close the building;
- Stated there were 70 names to be added to the granite wall;
- Announced one person sent 14 pavers to be added;
- Stated Mark Schmidt Construction would do the concrete work;
- Commented on additional static displays; and
- Announced there will be a fundraiser on September 22, 2018.

Dan Kovar, Public Works Superintendent:
- Stated ADA compliance would not be an issue and spoke of methods to resolve any issues;
- Commented the Public Works Department was willing to assist with dirt removal; and
- Commented there should be no DNR issues with the proximity to the pond and minimal removal of the bank.

Main motion: Authorize the placement of a sidewalk at Sunnybrook Memorial Park

Moved by:	Wiese
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item F – Authorize a Contract with Central Specialties Inc. for 2018 City Street Milling and Bituminous Replacement Project

Dan Kovar, Superintendent
- Referred to the advertised bids;
- Expanded on the four bids received;
  Central Specialties Inc. bid:
  Per square yard blacktop milling - $2.50

Per ton quote overlay paving Alternate #1 - $60.95
Per ton quote overlay paving Alternate #2 - $60.95
Pet ton quote overlay paving Alternate #3 - $60.95

Knife River Corporation – North Central bid:

Per square yard blacktop milling - $6.00
Per ton quote overlay paving Alternate #1 - $65.00
Per ton quote overlay paving Alternate #2 - $75.00
Pet ton quote overlay paving Alternate #3 - $65.00

Howards Driveway bid:

Per square yard blacktop milling - $3.25
Per ton quote overlay paving Alternate #1 - $63.00
Per ton quote overlay paving Alternate #2 - $63.00
Pet ton quote overlay paving Alternate #3 - $63.00

Anderson Brothers Construction Company bid:

Per square yard blacktop milling - $5.00
Per ton quote overlay paving Alternate #1 - $79.00
Per ton quote overlay paving Alternate #2 - $79.00
Pet ton quote overlay paving Alternate #3 - $79.00

Alternate #1:	3rd St. SW from Emerson to Howard outside 12 feet and 3rd St. SW from Dayton to Emerson full width	$47,795.70
Alternate #2:	King Ave. SW from 6th to 7th full width	$13,051.30
Alternate #3:	2nd St. SW from Madison to Olmstead full width	$47,153.10
TOTAL USING CENTRAL SPECIALTIES INC. PRICING		$108,000.10

- Stated in 2018, $126,271.00 was budgeted for street repair, and $9,000 had been planned for crack sealing, leaving $117,271.00 to cover the $108,000.10 overlay. The remaining balance of $9,270.90 was to cover any errors in size or depth calculations in the overlay plan; and
- Recommended using Central Specialties as they were low bid for Alternates #1, #2, and #3.

Main motion: Award the bid to Central Specialties, Inc.

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item G – Authorize a Contract with ML Schmitt Concrete Construction, Inc. for the 2018 City Sidewalk Replacement Project

Dan Kovar, Superintendent

- Referred to the advertised bids;
- Stated he received one bid;
  ML Schmitt Concrete Construction, Inc. bid $7.25 per square foot;
- Spoke of the lump sum project $9,288.00 total;
- Recommended accepting the quote from ML Schmitt Concrete Construction, Inc. for the lump sum of $9,288.00. The 2018 budget only included $3,000.00;
- Expanded on the 2017 projects and budgeted $15,000.00 to install a sidewalk along Colfax Ave SW between 9th St and 10th St; and
- Commented it did not appear the Colfax sidewalk work would be completed this year and the money could be used to offset the additional costs.

Main motion: To hire ML Schmitt Concrete Construction for this project and to use the $15,000 to complete the project

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item H – Authorize a Contract with Peterson Sheet Metal to do Work in the Maslowski Wellness & Research Center Steam Room

Eric Robb, Wellness Center Director:

- Explained the steam room issue due to existing rusting pipe;
- Expanded on the received bids;

Peterson Sheet Metal bid $4,270.00 and includes the replacement of the pipe and tile work.
Ellingson Plumbing, Heating, A/C & Electrical bid $2,950.00 for replacement of the pipe.
- Recommended approval of Peterson Sheet Metal to do the entire project

Main motion: To approve hiring Peterson Sheet Metal for this project

Moved by:	Miller
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item I – Approve the League of Minnesota Cities Liability Coverage Waiver Form

Janette Bower, City Administrator
- Explained the Liability Coverage – Waiver Form; and
- Stated in past years the City "does not waive" the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

Main motion: Approve signing to not waive this form

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item J – Approval of Initiative Foundation Funding

Janette Bower, City Administrator
- Explained each year the Initiative Foundation asks the Council to consider allocating funds to the Initiative Foundation;
- Stated this year they were asking for $3,600.00 in the 2019 budget; and
- Announced the last two years they asked for $3,000.00.

Dave Evans, Electric & Water Department, Superintendent explained that typically the funding comes out of the Electric Fund and that a portion should also come out of the General Fund as it benefits the City as a whole.

Main motion: Approve $3,600 for the Initiative Foundation in the 2019 budget

Moved by:	Miller
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item K – Authorize the Hire of New Employees at the Maslowski Wellness & Research Center and at the Wadena Liquor Store

Tim Booth, Liquor Store Manager recommended hiring Ashley Tuttle & Nicole Ashbaugh as part-time cashiers at the Liquor Store. Both passed the background check.

Main motion: To approve hiring Ashley Tuttle & Nicole Ashbaugh as recommended

Moved by:	Wiese
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Eric Robb, Wellness Center Manager recommended hiring Andrew Albright as a part-time lifeguard. He passed background check.

Main motion: To approve hiring Andrew Albright as recommended

Moved by:	Gibbs
Seconded by:	Wiese
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Item L – Temporary Liquor License - Wadena County Ag Society

Janette Bower, City Administrator

- Stated Wadena County Ag Society applied for a temporary liquor license for the August 19, 2018, Enduro Race; and
- Stated everything was in order and there were no previous issues.

Main motion: To approve the Temporary Liquor License for the Wadena County Ag Society

Moved by:	Gibbs
Seconded by:	Miller
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

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

Item A – Dan Huebsch, Wadena County Youth Diversion Program

Mr. Huebsch, Wadena County Community Concern for Youth (CCY) Director:

- Expanded on previous state funding and cut backs to the Youth Diversion Program;
- Highlighted the program;
- Provided an overview of their upcoming activities; and
- Spoke of previous funding by the City of Wadena.

Steve Commerford, Todd County CCY Director:

- Stated CCY Program previously received a grant from the State of Minnesota Department of Public Safety;
- Announced they had received a grant from Sourcewell; and
- Spoke of upcoming activities.

Naomi Plautz, Police Chief, described the program as an incredible resource to her department.

Item B – Betty Springer, property owner at 307 4th St SE, thanked Janette Bower, City Administrator, and Dan Kovar, Public Works Director, for all their help with the broken sewer line in the street to their property.

7. Department Reports

Item A – Public Works Departments – Dan Kovar, Superintendent, reported he contacted R.L. Larson regarding the broken sewer line in the street by Springer's property, and R.L. Larson will bring in a crew in as soon as possible to resolve the issue.

Item B – Electric and Water Departments – Dave Evans, Superintendent:

- Stated the elementary school was under a big time crunch, and will work on electrical this week; and
- Described County Road 4 project as a difficult project, and voiced concern that it hadn't been started yet. He will contact Ryan Odden, County Engineer for more information.

Item C – Liquor Store – Tim Booth, Manager, reported the new sign is up.

Item D – WDA, Planning and Zoning, and Fire Department - Dean Uselman, Director:

- Stated the Freshwater Education site inspection had been completed and stated the need for a new parcel number;
- Described the Mercury Mosiacs project as coming along nicely;
- Stated Drastic Measures Brewery, Inc. was coming along;
- Stated Planning & Zoning had been busy issuing permits;
- Stated the Fire Department had not been busy; and
- Announced there was a new restaurant opening soon in the old Los Jalapenos building.

Item E – Police Department - Naomi Plautz, Chief of Police, reported that Signs & Designs had finished putting the decals on the windows.

Item F – Wellness Center - Eric Robb, Director, thanked the Council Members for all of the approved updates and said the updates have made for happier members.

Item G – Golf Course – Kevin Ross, Manager, absent.

Item H – City Administrator – Janette Bower:

- Spoke of the letter from Bob Grendahl stating they no longer needed the Triple Net Lease Agreement between the City of Wadena and Partners for a Healthy Wadena Region for the use of the former Burlington Northern Railway Depot in Wadena, and expanded on the initial interest by the Chamber of Commerce;
- Referred to a letter from Craig Folkestad asking for tax relief on the former Fastenal Building which was relocated to 210 Jefferson St. N;
- Provided updates on upcoming meetings with MnDOT for Aeronautics and Hwy 10; and
- Jessie Gibbs inquired about the quiet zone.

Item I – Council Reports

Jessie Gibbs reported he had received some complaints on water collecting on the road after rainfall on 1st St & Dayton Ave SW.

Item J – Mayor's Report – George Deiss:

- Expanded on an email from Kitchigami Regional Library regarding Director Marian Ridge's resignation in 13 months;
- Stated the Wadena County Fair went well;
- Announced the Lions were having their annual BBQ in the park tomorrow; and
- Stated the Airport Fly In went well.

8. Adjournment

Main motion: To adjourn the meeting at 5:55 p.m.

Moved by:	Miller
Seconded by:	Gibbs
Action:	Motion carried by unanimous voice vote
In favor:	All
Opposed:	None

Janette M. Bower, City Administrator

George Deiss, Mayor