

Minutes
City Council
Monday, May 12th, 2025
5 pm

The meeting opened with the recitation of the pledge of allegiance.

Mayor Pitzl called the meeting to order at 5:00 p.m. with council members Amanda Guetter, Chad Altermatt, Roger Baumann, and Mike Remiger present.

Also present were Clerk/Treasurer/Administrator Brandon Baune, City Attorney Matt Novak, Public Works Director Jim Jenniges, EDA Director Pat Eichten, Engineer Matt Miller, Jon Fulton and Tiffany Eichten.

EDA Update – Mr. Eichten provided the EDA update. He noted that Redwood County EDA Director, Grady Holtberg, Joined the meeting to talk all things EDA, specifically the programs available and how we could partner together to achieve the Wabasso EDAs objectives. The main topics covered were housing and daycare. The EDA is writing up sample grants for daycares.

Engineering Report – Mr. Miller provided the engineering report which included the following items:

1. **Sanitary Sewer System** – Mr. Miller noted that Mr. Paving is preparing to come to down to continue work on the project. This work will include gravel, concrete in June and other restoration throughout town. It was noted that paving needs to be done by August 15th per the contract, but contractors are aware of the 125th celebration coming up and hope to have the first layer for sure done by then.
2. **Water Treatment Plant and New Well Project** – Mr. Miller gave a brief overview of the plans for the project. He reiterated that the filter will be down between 6 and 12 weeks. A letter was sent to residents to alert them, and more details will be shared when they become available. Mr. Miller also water to reiterate that the water will remain safe and meet all required health standards.
 - a. **Pay Estimate 1** – Motion by Baumann, second by Guetter to approve Pay Estimate 1 in the amount of \$58,353.75.
Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger - yes
 - b. **Resolution 05-2025 – Resolution of Application** – Motion by Guetter, second by Baumann to approve Resolution 05-2025 for the application to Minnesota PFA for the loan for the Water Treatment Plant Upgrade and New Well.
Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger - yes
 - c. **Resolution 06-2025 – Resolution of Financial Obligations** – Motion by Altermatt, second by Remiger to approve Resolution 06-2025 for financial obligations showing that the city will raise rates accordingly to pay loan on the Water Treatment Plant Upgrade and New Well project.
Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger - yes

3. **GIS Mapping** – Mr. Miller provided an update on the GIS Mapping project the city approved last month. He noted that data collection will begin soon.
4. **Pine street Curt and Gutter** – Mr. Miller noted the plan for the curb and gutter problem on Pine Street is to replace a couple of sections.
5. **Fuel Spill Update** – Mr. Miller noted that they found evidence of a fuel spill near St. Anne's School while digging in that area during the Sewer Rehab Project. He noted that city staff along with engineers from Bolton & Menk met with St. Anne's staff last summer to discuss the possible spill and mitigation options. St. Anne's staff worked with Meadowland Farmers Coop to test and monitor for a leak. They did not find evidence of the fuel barrel leaking at that time. Mr. Miller noted that it could still be a very slow leak which would be difficult to test for. It was a consensus of the council for Mr. Baune to reach out and ask St. Anne's to conduct more tests.

Clerk/Treasurer/Administrator – Mr. Baune provided the CTA Report which included the following items:

1. **125th Celebration Progress** – Mr. Baune noted that additional planning was done and that they were waiting on marketing materials to announce events. He also noted that the marketing material will also help with fundraising.
2. **Clerk's Office Hours** – Mr. Baune noted that he would be out-of-office in the afternoon of Tuesday the 20th, and likely in at noon on Wednesday the 21st. He planned to close the office on the afternoon of Tuesday the 20th. It was the consensus of the council to close the office.

Street Report – Mr. Baune and Mr. Jenniges provided a street report. It was noted that limited street patching has been done due to the projects in town. Patch work to begin again this summer.

Water/Wastewater Report – Mr. Baune and Mr. Jenniges provided the water/wastewater report. It was noted that Mr. Baune had reached out to People Service to begin working on a new contract. The city needs less services from them with Mr. Jenniges having more licenses than when the original contract was negotiated. It is anticipated that the city will be able to save significant money on the contract moving forward. It was also noted that the city will not move forward on the request for water. It was determined that it would put too much stress on the water system, especially with the upgrades happening this summer.

Parks Report – Mr. Baune provided the parks report, including the following topic:

1. **ISD 640, Wabasso Baseball Association and Wabasso Softball Association Lease Agreements** – Mr. Novak provided a history of agreements for the ballfields. Mr. Fulton and Mrs. Eichten were present at the meeting to discuss their concerns with the leases. Each of them expressed concern with the part of the contract that makes the Softball Association and the Baseball Association responsible for mowing during the summer. It was a consensus of the council to have the city mow full-time. It was also a general consensus of the council that the city should take care of all field-related care that they can, only contracting out what items are deemed necessary that they do not have the

ability to do themselves. Any additional work that the lessees feel is necessary should be brought to the attention of the council first.

It was also decided that a spring and fall walkthrough of the fields and facilities should happen.

2. **Drinking Fountain** – During the parks discussion, it was brought up that the drinking fountain in the shelter near the softball field is not properly working and cannot be fixed. It was noted by Mr. Fulton that, if the drinking fountain was replaced with one with a bottle-filler, then ISD 640 would cover half the cost. Mr. Jenniges spoke with Wabasso Plumbing and Heating about the costs of the fountains and they would be \$1,000 or 2,000, respectively. It was a consensus of the council to have Jim order a new fountain with a bottle-filler and installed ASAP.

Consent Agenda – Motion by Altermatt, second by Guetter to add the building permit by the Softball Association to the consent agenda.

Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger – yes

Motion by Guetter, second by Baumann to approve consent agenda as follows:

1. Approve Council Minutes – April 14th, 2025
2. Approve Building Permits for the following:
 - a. Wabasso Lions Club – 1429 Front Street
 - b. Donald Millard – 753 Main Street
 - c. Wabasso Softball Association – May Street
3. Approve St. Anne’s Application for Gambling License for Fall Festival on September 28th
4. Approve Salfer’s Food Center Application for Tobacco License
5. Approve Babble On Bar and Grill Application for On-sale Liquor License

Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger – yes

Other Miscellaneous Items – After approval of the consent agenda and prior to approval of the bills, several miscellaneous items were discussed. They are as follows.

1. **Keys** – The council asked Mr. Baune to make sure the city had keys/access to all buildings, gates, etc on city property, especially the ballfields.
2. **Phone Access** – The council asked Mr. Baune to find out what applications/controls city employees had access to from their phones. It was recommended to keep a list of these for the safety of the city, and that the administrator should have access to each.
3. **Hours Breakout** – The council asked Mr. Baune to break out the hours by employee by location further going forward.
4. **City Spending Limit Policy** – Members of the council voiced concern about general spending and questioned if the city had a spending limit policy. Mr. Baune noted that there was no formal policy but agreed that a policy would assist him with keeping track of the budget. It was the consensus of the council for Mr. Baune to draft a policy for a \$100 spending limit without prior approval on most items.

City Bills – Motion by Remiger, second by Baumann to approve the bills as follows:

General Checking

101 General Fund	\$22,006.85
225 Fire	\$2,947.54
230 Ambulance	\$21,228.89
320 USDA RD Sewer Rehab	\$6,785.00
601 Water	\$9,857.60
602 Sewer	\$5,538.75
603 Refuse (Garbage) Fund	\$5,225.15
604 Stormwater Utility	<u>\$76.00</u>
Total Checks	\$73,665.78

Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger - yes

Motion by Remiger, second by Baumann to adjourn at 6:45 p.m.

Pitzl – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Remiger - yes

Brandon Baune

Clerk/Treasurer Administrator