

City of Wabasso
City Council
Monday, December 13, 2021
6pm

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

Mayor Atkins called the meeting to order with Council members Steve Burns, Roger Baumann, Jeff Olson and Brad Salfer present.

Clerk/Treasurer/Administrator Larry Thompson, Street Maintenance Supervisor Jim Jenniges, City Attorney Matt Novak, EDA President PAT Eichten, City Engineer David Palm, Richard Schlemmer and Kevin Johanneck were present.

Motion by Salfer, second by Baumann to approve the agenda with the following changes:

1. Add discussion of Cedar Street improvements and other engineering items under streets.
2. Remove Budget Adjustments from the Consent Agenda.

Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

Mayor Akin opened the annual **Truth in Taxation hearing**. Mr. Thompson presented an overview of the budget. (For a complete summary see the December 6, 2021 meeting.) The only change made to the proposed budget was adding \$2,500.00 to the City Library Support from the General Fund and reducing the Overhead Door improvement to the General Fund Public Works Shop by \$2,500.00 Mayor Atkins opened the hearing for public comment. There being no public comments Mayor Atkins closed the hearing.

Motion by Olson, second by Baumann to adopt **Resolution No. 25-2021** Approving the 2022 Operating Budget and certifying the 2021 property taxes payable 2022 levy.

Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

Motion by Olson, second by Burns to adopt **Resolution No. 26-2021** approving the 2022 employee salaries as noted in the adopt 2022 Operating Budget.

Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

EDA Report. EDA Board President Pat Eichten reported as follows:

1. Board reviewed the duplex plans and are being finalized. 4 Plex not being considered at this time due to insufficient cost savings over a duplex.
2. Pending lot sale in Eastvail Fourth Addition.
3. Board reviewed the survey results and plan to follow up with one on one interviews.
4. Treasurer's report. no delinquent loan payments.

Clerk/Treasurer/Administrator's report.

1. **Leslie/Richard Schlemmer building permit** update. Mr. Schlemmer felt there was a misunderstanding between him, and the former Clerk/Treasurer and he understood a permit for removing sidewalk or installing the driveway was not required. After discussion, the council directed Mr. Thompson to send a letter to Leslie Schlemmer (owner) indicating the driveway would be approved and fine would be waived if the sidewalk was replaced before August 2022. The Council directed the staff to prepare an amendment to the building ordinance clarifying that replacement of driveways and fences do not require a permit if the size remains the same.

Street Report.

1. Motion by Burns, second by Salfer to combine the two **overhead doors** at the city shop into one at a bid price from Jeff Heiling Construction for \$17,500.00. Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.
2. Motion by Olson, second by Burns to purchase a **snow blower** from Kibble Equipment for \$16,500.00 and directing city staff to sell the old blower. Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.
3. Mr. Jenniges reported that **snow removal** was going well and that we was going to look for alternative means to haul snow as the city dump truck was too small – possibly contract with area farmers.

Cedar Street/LRIP Update. City Engineer David Palm updated the council noting as follows:

1. It appeared all of the sidewalk would need to be removed as it was either substandard or did not meet ADA requirements.
2. Recommended the street section be reduced from 47' to 41' by moving the east curbline to the west and removing the jog on the west curb line in the downtown area. The Council agreed with the change provided it did not jeopardize safety and the grant was not reduced by the costs savings.
3. Several trees would need to be removed.
4. Moving the east sidewalk would allow a sidewalk to be installed at the school parking lot.

Engineering Report:

1. It appeared the USDA would approve funding for the Sewer Rehab project in April/May 2022.
2. Mr. Palm is working with staff on the assessment policy.
3. Mr. Palm is preparing a preliminary engineering report on the Tennis Court parking lot improvement.
4. Mr. Palm is working with Mr. Thompson on the master plan for the Highway 68 corridor.

Utilities Superintendent Report.

1. **PeopleServices Contract.** Motion by Olson, second by Salfer to approve the PeopleServices, Inc. agreement. Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.
2. **Maintenance worker update.** Two candidates have applied. Clerk is discussing placement with an employment service company. Deadline for applications is December 17th. Council agreed that staff should interview the candidates and report back.

Park Maintenance Agreements – The council discussed the draft Park Lease/Maintenance Agreement with the school district and letters of understanding and intent with the baseball and softball associations. Mr. Novak indicated he had some things he would like to change and could discuss with the clerk. The matter was tabled until Mr. Thompson could meet with the attorney and further discuss the items with the school and associations.

Consent Agenda. Motion by Olson, Second by Burns to approve the consent agenda as follows:

1. Adopt **Resolution No. 27-2022** setting 2022 Holiday schedule
2. Approve **Commercial Club Fireworks Display** (Retroactive to 12/3/21)
3. Adopt **Resolution No. 28-2022** Approving 2022 Service Agreement – Redwood County Sheriff
4. Approve **Clerk/Treasurer/Administrator Vacation** – 12/23/21 and 12/27/21
5. **Resolution No. 29-2022** Combining Bank Accounts and Approving Interfund Transfers
6. Approve **Minutes –11/8/21** Regular and 12/2/21 Special (Budget Workshop)
7. **City Liability Coverage – Do Not Waive Monetary Limits** on Tort Liability

Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

Community Center Renovations. Mr. Olson presented a summary of the renovations as follows:

1. Available Funds - \$175,000 (City - \$150,000; Lion's - \$25,000 (\$12,000 from City Account
2. Interior painting - \$6,517
3. New wainscoting - \$12,333
4. Epoxy flooring - \$37,150
5. Room dividers - \$44,890
6. Tables and chairs - \$31,344
7. Remaining Funds - \$42,866

Comments:

1. Durability of epoxy flooring and warranty
2. Colors (Council reviewed and selected samples)
3. Lions will be donating funds.
4. Doorway between Room D and B will not be enlarged.
5. Mr. Olson stated with the Lion's donation and elimination of the door improvements there appeared to be approximately \$43,000 available for additional improvements. He is getting quotes on AV, locks and security cameras and ceiling panels.
6. Council agreed the Community Center should be closed to rentals from February 12, 2022 through March 18, 2023 for renovations. Rentals after March 18, 2022 will be for combined A, B and C at the rental fee of Roo A until the room dividers are installed.
7. Consensus the improvement should be ordered as proposed.

Correspondence. The Council received the following correspondence.

1. November 2021 Sheriff's report (revised format)
2. November 2021 Library Board minutes.
3. Minnesota Department of Health Water System Report

Library Board Appointment. Motion by Olson, Second by Burns to appoint Hannah Clark to the Library Board.
Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

Bills. Motion by Burns, second by Salfer to approve the bills as follows:

- General Checking:
- General Fund \$ 24,112.85
- Water Fund \$ 93,820.66
- Sewer Fund \$ 24,066.45
- Refuse \$ 5,394.22
- Total \$147,394.18

Ambulance Checking: \$ 2,752.45

Fire Checking: \$ 1,191.36

TOTAL: \$151,337.99

Atkins – yes; Burns – yes; Baumann – yes; Olson – yes; Salfer – yes.

Larry Thompson
City Clerk/Treasurer/Administrator