

Minutes  
City Council  
Monday, September 11th, 2023  
5 pm

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

Mayor Atkins called the meeting to order with Council members Amanda Guetter, Jeff Olsen and Roger Baumann present.

Also present were Clerk/Treasurer/Administrator Brandon Baune, Public Works Director Jim Jenniges, Maintenance Worker Josh Hoffenkamp, City Engineers David Palm and Matthew Miller, City Attorney Matt Novak, EDA Director Pat Eichten, Jim Salfer, Nick and Anna Guetter and Michelle Fennern

**EDA Update** – Mr. Eichten presented the EDA update to the council from the previous EDA meeting. He gave an update on where things are with the Bock lot, daycare discussion, Baune Spotlight, RADC Bill, and 5-Plex. A. Guetter recommended keeping on top of the important items for the 5-plex and report back next month on the progress.

**Public Comment** – The council took public comment from 3 people.

1. Nick Jr. and Ann Guetter – Nick Guetter requested to remove the sidewalk on his property. The sidewalk does not continue further down the street, and it is in very poor condition. He would plan to nicely see the area with grass. Motion by Guetter, second by Olson to allow Nick Jr. and Ann Guetter to remove sidewalk subject to reseeding with grass.  
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes  
Nick Jr. also brought up larger sewer bill from watering new shrubs. The council agreed not to refund any part of the bill from watering shrubs as this would be unfair to other residents.
2. Jim Salfer wanted to discuss and gain approval of permit for a shed. Mr. Salfer had a copy of the permit with him, and the council agreed to add it to the consent agenda.

**Clerk/Treasurer/Administrator.**

1. **Dan Mathiowetz – Request for Hearing** – Jeff made a motion, second by Guetter, to authorize Brandon to appoint 3 people for utility panel for hearing.  
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
2. **Board of Adjustment** - Motion by Olson, second by Guetter to appoint Brad Salfer to the Board of Adjustment.  
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
3. **Employee Drug Policy** – Mr. Novak presented a brief update on the update to the Employee Drug Policy. Ne noted there was not much to add this month as he is waiting on further guidance from the state. Mr. Novak will provide another update next month.

**Street Report** – Mr. Jenniges presented the street report.

1. It was noted by Mr. Jenniges that street patching will begin sometime this month.
2. Mr. Jenniges presented a quote from Hitchdoc for \$2,172.26 for a new chute for snowblower. Motion by Olson, second by Baumann to approve quote from Hitchdoc in the amount of \$2,172.26.  
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
3. Mr. Jenniges also presented a quote from UtilityLogic for locating equipment. He explained why this equipment is necessary and how it will save the city time and money in the future. He also explained that the equipment had other needs such as cell service and we also need to make sure it would be compatible with mapping software Bolton and Menk use. Mr. Jenniges will work on these items and bring a new quote to the council at a later meeting.
4. Mr. Jenniges noted a lack of street signage along Cedar Street and asked the council for input. Mr. Olson requested Mr. Jenniges to stop by sometime so they could walk down Cedar Street to discuss signs needed.

**Water/Wastewater Report** – Mr. Jenniges presented the water/wastewater report.

1. Mr. Jenniges noted that everything was OK with the wastewater at this time.
2. Mr. Jenniges noted that the new media was in at the water plant. He also noted that there are additional steps to be taken before the process is fully complete. The council noted that they would like a notice to the public to go out when we feel the water should be back to normal so the public can notify us if they are still seeing issues.
3. Mr. Jenniges also noted that we have issues with our pumps at the water plant and that a booster would be necessary before they could be taken offline. Mr. Jenniges is working on a quote and will bring it to the council at a future meeting.
4. Mr. Jenniges noted that the baseball field was still getting watered without a meter and asked the council for direction. It was decided that Mr. Novak would send a letter to Baune's Plumbing and Heating and the Baseball Association informing them that this needed to be resolved.

**Parks Report-** The following issues were presented regarding parks:

1. A lot of garbage is being left around the fields after games. Mr. Baune was asked by the council to review the letter of intent and remind parties that the garbage needs to be picked up after every event.
2. Frericks Construction has been working on gutters and other work at the water plant.
3. There are further reports of vandalism in the bathrooms at the parks. It was recommended by Mr. Olson that Mr. Jenniges look into the cost and feasibility of placing cameras in the parks to stop the vandalism. Mr. Jenniges will report his findings at a later meeting.

**Library Land Lease** - A copy of the updated Library Land Lease was provided to the council. Motion by Olson, second by Baumann to approve the updated Library Land Lease.  
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

**Library Land Lease Award of Bid** – There were 5 total bids, with the highest of \$50,204 from Karl Guetter. Motion by Guetter, second by Olson to approve the bid of \$50,204 to Karl Guetter.

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

**Engineering Report** – Mr. Palm provided and presented the Engineering Report

1. **USDA-RD (sewer rehab project)** – Mr. Palm went over timeline of events for the assessment noting they would be open for bidding the project on the 26<sup>th</sup> of October, with notices in the paper on the 21<sup>st</sup> and 28<sup>th</sup> of October
2. **Cedar St Estimate #5** – Mr. Palm spoke briefly about Pay Estimate #5 that would be found on the consent agenda.
3. **Patching and Ramping** – Mr. Palm reiterated that patching will be happening soon, and crews will also ramp areas onto the sidewalk at this time.

At this time, Mayor Atkins recognized A. Guetter as acting mayor due to conflict of interest regarding Cedar Street Assessment.

4. **Resolution Declaring Costs to be assessed and terms of assessment and ordering preparation of assessment role** – Mr. Palm went through the final assessment roll paperwork. He recommended that the council go ahead and approve the next couple of resolutions. Motion by Olson, second by Baumann to approve Resolution No. 18-2023 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments- Cedar Street LRIP Improvements SAP 064-594-003.  
Guetter – yes; Baumann – yes; Olson – yes
5. **Resolution Setting Hearing for Proposed Assessments** – Motion by Olson, second by Baumann to approve Resolution No. 19-2023 Setting Hearing for Proposed Assessments-Cedar Street LRIP Improvements SAP 064-594-003.  
Guetter – yes; Baumann – yes; Olson – yes

At this time, acting major A Guetter recognized Mayor Atkins again as Mayor.

**Community Center Improvements** – Mr. Olson explained included quote from Bierl Construction and how it differed from also included quote from Redwood Building Center. The council agreed that this was a much better way of updating the community center. He also mentioned that Bierl Construction was not available until spring to begin the project should we approve it. Motion by Guetter, second by Baumann to approve the quote from Bierl Construction, LLC in the amount of \$38,960.15 for the improvement of the front, outside portion of the community center.

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**Consent Agenda** – Motion by Olson, second by Guetter to approve consent agenda with the following addition (in red):

1. Approve Council Minutes – August 14<sup>th</sup>, 2023.
2. Approve Assess Service Agreement Between City of Wabasso and Redwood County
3. Cedar Street Project – Approve Pay Estimate No. 5 - \$274,489.70
4. Approve Mr. Baune's vacation and updated Clerk's hours.
5. **Approve Building Permit:**  
**A. Jim Salfer Shed and Fire Pit**

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

General Checking

101 General Fund	\$24,665.10
225 Fire	\$111.54
230 Ambulance	\$8,180.33
319 Cedar Street Improvements	\$27,497.50
320 USDA RD Sewer Rehab	\$30,713.50
601 Water	\$9,874.42
602 Sewer	\$11,066.84
603 Sanitation	<u>\$727.44</u>
Total Checks	112,836.67

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

**Special Meeting – Approving Preliminary Levy** - Mr. Baune requested the council approve a special meeting to review the first-draft budget and to approve the preliminary levy which needs to be done by the 29<sup>th</sup> of September. The council agreed to meet Wednesday, September 27<sup>th</sup> at 5:30 p.m.

Motion by Olson, second by Baumann to adjourn at 6:35 p.m.

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

Brandon Baune  
Clerk/Treasurer/Administrator