

Minutes
City Council
Monday, December 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 Jeff Olsen, Roger Baumann, Chad Altermatt and Amanda Guetter present.

Also present were Clerk/Treasurer/Administrator Brandon Baune, Public Works Director Jim Jenniges, Maintenance Worker Josh Hoffenkamp, City Engineers Matthew Miller and David Palm, and City Attorney Matt Novak.

The agenda was approved with one change. The November 13, 2023 minutes were removed for correction on the approval of the bills.

EDA Update – Mr. Baune noted that the EDA did not have a quorum so there was no further update.

Engineering Report – Mr. Palm and Mr. Miller provided the engineering report.

1. Sewer Rehab Project – Mr. Miller gave an update on the application with RD. It was his recommendation to award the bid contingent on official word from RD on the additional funds.
Motion by Olson, second by Baumann to award bid contingent funding from RD.
Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.
2. Water Treatment Plant – The final list of projects was released, and the city continues to be within the funding range. Funding would be a 50/50 split between grants and loans.
Motion by Olson, second by Altermatt to approve phase 1 of the engineering scope of work for the Water Treatment Plant Rehab and New Well Project in the amount not to exceed of \$160,000.
Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.
3. Front Street Application – It was noted by Mr. Miller that the Front Street application was completed and sent out.
4. Lead Service Lines – Mr. Miller noted that October 2024 was the deadline for cities to have their led service line inventories completed. Funding from the Department of Health will be used and Bolton and Menk has been named as the contractor on the project.
5. TD&I Sewer Line Expense – Motion by Guetter, second by Baumann to pay Baune Plumbing and Heating in the amount of \$1,667.22 for sewer lines hit by TD&I while installing fiber optic lines.
Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

Clerk/Treasurer/Administrator -

1. **Personnel Policy** – Mr. Baune noted that the packet included an updated personnel policy, as well as a sheet presented last month explaining the three options the council could choose from. Each of these options would comply with the new ESST law passed by the state of Minnesota and could be administered by the city with Banyon software. Mr. Olson also noted a new policy by the states prohibits employers from asking for their current salary, so this needs to be removed from our employment applications. Motion by Guetter, second by Olson to approve option number three for Sick and Safe Time for all city employees including ambulance and fire.
Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

It was noted by Mr. Novak that the council should also approve the personal with the addition of the new ESST so that it is effective the first of the year. The other change is the updated drug and alcohol policy.

Motion by Olson, second by Guetter to approve updated personnel policy with the ESST and drug and alcohol update.

Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

2. **Tobacco Ordinance** – Mr. Novak gave a brief overview of the changes to the Tobacco Ordinance and why it is being updated. Going forward, those with a tobacco license, or someone who wants to apply for a tobacco license in the city of Wabasso will apply to the city on an annual basis. Brandon is working on a short application form for the city. Motion by Olson, second by Altermatt to approve updated Ordinance 244.
Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

Street Report – Mr. Jenniges and Mr. Baune provided the street report.

1. Mr. Baune updated the council on the city's responsibility for trimming the trees along main street in town. The county provided documentation proving the city was responsible for maintaining tree limb height over county streets that run through town. A quote from Brown Tree Service was also provided; however, Mr. Jenniges noted that they would likely not be able to provide the service until next spring. Motion by Olson, second by Guetter to approve quote from Brown Tree Service in the amount of \$1,326.76 for trimming threes along main street per Redwood County's request.
2. Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

Water/Wastewater Report - Mr. Jenniges provided the water/wastewater report.

1. Mr. Jenniges noted that he is getting chemicals dialed in. He is waiting on a water analysis which should give us some guidance on how we are doing. Also, manganese and iron is being taken out. Mr. Baune also noted that people had complained about pink water over the weekend. This was likely due to priming the pump after changing a bulk tank and overfed it. Most people were close to the water plant. Mr. Jenniges also noted that we can pump about 150,000 gallons before manganese gets through, meaning we may have to backwash every day. This highlights the need for the automatic backwash system.

2. There was a discussion on continued issues with black water. Mr. Jenniges believes the issues primarily lie within the private lines. He is continuing to find out ways we can get into our sewer system as well as how the private lines can be better cleaned out.
3. Valve being replaced in the storage area which is covered by snow in the winter.

Parks Report – Mr. Jenniges and Mr. Baumann gave the parks report.

1. The roof still needs to be tinned before electrical work can be completed.
2. Fence by bus garage is still not fixed from snow piled up by school last winter. Brandon should contact LMC about submitting a claim on fence to have fixed next spring.

Community Center Fees – It was noted by Mr. Baumann that there were complaints from a non-profit about being charged for using the community center. Mr. Baune noted an amendment to the fees structure was passed sometime in 2022 to charge non-profits half price, while local government entities should pay no fee. Mr. Novak recommended adding a exception for de minimis events, giving the clerk the discretion for what is de minimis. Mr. Baune to have this added to the policy for approval at the January meeting. Motion by Guetter, second by Baumann to add a de minimis exception to the community center policy.

Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

2024 Budget – Mr. Baune noted the budget was nearly ready, the biggest issue was finding money to finish the three sides of the community center in 2024. One suggestion was asking the Lions and Legion for donations. They have been graciously given to the city in the past, and they may be interested unless they have already committed funds to next year. Between this and pulling from other places, should come up with the amount needed. The council asked Mr. Baune to speak with the Lions and Legion prior to the truth-in-taxation hearing to see if they would help come up with the money needed. He will make sure the budget is fully balanced prior to this meeting.

Consent Agenda – Motion by Olson, second by Baumann to approve consent agenda as follows:

1. Approve Council Minutes – November 27, 2023 Special Meeting
2. Approve Banyon Data System’s Proposal for the Paya Module
3. Approve Resolution 25-2023 – Accepting Donations Received for the Ambulance, Fire Department and Library
4. Approve Resolution 26-2023 – Establishing 2024 Salaries

Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

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

General Checking

101 General Fund	\$82,364.71
225 Fire	\$270.00
230 Ambulance	\$4,885.73
319 Cedar Street Improvements	\$57,132.28
320 USDA RD Sewer Rehab	\$32,600.00

601 Water	\$7,768.44
602 Sewer	\$9,495.22
603 Sanitation	<u>\$3,074.33</u>
Total Checks	\$197,590.71

Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

Motion by Olson, second by Baumann to adjourn at 6:25 p.m.

Atkins – yes; Guetter – yes, Altermatt – yes, Baumann – yes, Olson – yes.

Brandon Baune
Clerk/Treasurer/Administrator