

**City of Wabasso  
Regular Meeting  
Monday, July 13, 2020  
Regular Meeting  
6 pm**

1. Pledge of Allegiance
2. Call to order
3. Approve Agenda
4. EDA Update
6. **Public Comment** *Please limit comments to 3 minutes per person. Items brought before the council will be referred for consideration or action as needed. Council may ask questions for clarification, but no council action or discussion will be held at this time.*
  - a. Kristi Lange
7. Matt Novak
8. Clerk-Treas./Administrator
9. Street Report
10. Water/Wastewater Report
11. Park & Rec
12. Street Closure Requests
  - a. Roadhouse
  - b. Big Air Show
13. Consent Agenda
14. Commercial Assessing-County?
15. COVID-19 Funds \$52,211.00 received
  - a. Possible remodel of City Office?
16. City Informational E-mail List
17. Building Permit Process
18. Correspondence
19. Bills
20. Adjourn

**CONSENT AGENDA**

1. Minutes of June 8 meeting and June 10 Emergency Meeting
2. Land Use Permits
3. Temporary 3.2 permit Baune's Catering
4. Resolution Appointing Election Judges
5. Annual Wabasso Area Baseball Association 3.2 permit

All items on this agenda will be approved with one motion unless a council member asks to have an item removed for discussion.

City of Wabasso  
1429 Front Street P O Box 60  
Wabasso MN 56293-0060  
Phone: 507-342-5519 Fax: 507-342-2213

**Application for Closing of City Street Permit**

Street Corner of Front Street from Corner of North St to Main Street Oak to Elm  
Note: attach a route map if more than one street to be used.

Street will be obstructed on the following date(s): 7/7 7/14 7/21 7/28 8/4 8/11 8/18 8/25

From start time 4:30 to ending time 10 pm

The applicant is requesting to temporarily occupy a portion of the street(s) for the following reason:  
Roll In 2020

Name of Organization: Roadhouse

Representative: Diane Arends

Address: 713 Main Street Wabasso

Telephone: 507-829-2385 Fax: 507-342-2192

This permit does not in any way relieve the applicant of liability for damages caused to the street, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims or adjustments shall be the responsibility of the party requesting and signing the permit. It is understood the street is to be restored to its original condition.

The applicant agrees to indemnify, hold harmless and defend the City of Wabasso, its officials, agents, servants, and employees from payment of any sum or sums of money to any persons whomsoever for all attorney fees, costs of investigation, and defense of claims, actions, or suits growing out of injuries, including death, to persons or property damage caused by the applicant and/or the applicants employees act of barricading of the above referenced street(s).

It is further the intent of this agreement to hold the applicant responsible for the payment of any and all claims, suits, or liens due to any negligent act, error or omission by the applicant and/or the applicants employees which may in any way be attributable to or asserted against the City and/or its officials, agents, servants or employees as applicant and/or applicants employees act of barricading the street(s). In addition to holding the City harmless, the applicant defend the city, its officials, agents, servants, and/or employees with council reasonably acceptable to the city and will pay the costs of that defense of any legal action brought, due to acts or actions of the applicant and/or applicants employees.

The applicant also agrees to provide general liability and property insurance in accordance with the following provisions: (A) The insurance shall be a standard liability policy and shall be filed in the City Office. (B) The City

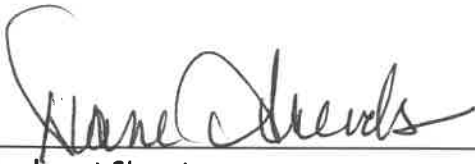
Insurance has been sent  
Amun - 19 Dhs included

shall be named as an additional insured. (C) Unless otherwise provided in writing, signed by the City the limits of the liability shall be as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
<i>Bodily Injury</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Property Damage</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Physical Damage to Property</i>	<i>\$1,500,000.00 each occurrence</i>

- (D) The insurance shall be in full force and effect before any street closure is performed.  
(E) Applicant shall not cancel the insurance until the street closure for which it is required has been completed, and the street reopened. (F) A Certificate of Insurance shall be delivered to the city at least 7 days in advance of the date of the street closure for which the insurance is required. (G) Instructions shall be given by the City to the applicant on correct installation of barricades as outlined in the MN DOT/Temporary Traffic Control Zone Layouts Field Manual.  
(H) In case of an accident, the applicant agrees to contact the City and assist in the completion of an accident investigation report.

7/1/20  
Date

  
Applicant Signature

Diane Arends  
Print Applicant Name

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**Approval by City of Wabasso**

Approval is given to \_\_\_\_\_

To barricade \_\_\_\_\_ as indicated above.

Date \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# COVID-19 Preparedness Plan for Roadhouse Bar & Grill

Roadhouse Bar & Grill is committed to providing a safe and healthy workplace for all our workers [and customers, clients, patrons, guests and visitors]. To ensure we have a safe and healthy workplace, Roadhouse Bar & Grill has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Diane Arends, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Roadhouse Bar & Grill's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Roadhouse Bar & Grill is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: training and implementing our cleaning and disinfecting our establishment by each shift with a detailed cleaning list that must be signed by each employee as well as health training on hand-washing and mask wearing. We also, have an employee log with temperatures and whereabouts listed for 24 hours prior to the work shift. We have a reservation log of all out guests and customers daily with phone numbers. All employees are trained with this plan.

Roadhouse Bar & Grill's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Roadhouse Bar & Grill has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance Restaurants and bars. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;

- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **Roadhouse Bar and Grill keeps an extensive work log daily of workers with their temperature and whereabouts for the prior 24 hours. Workers have been instructed if they have any symptoms or have been exposed to covid-19 not to report to work but call and inform Diane Arends and self-quarantine and be tested.**

**Roadhouse Bar & Grill has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. An employee is excused from work for self-quarantine and testing for 28 days or until cleared by the department of health.** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

**Roadhouse Bar & Grill has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers [and customers, clients, patrons, guests and visitors] in the workplace through the following engineering and administrative controls: **tables have been placed six feet apart in the outside dining areas with a maximum of six people per table. Inside dining is also six people per table, tables are placed six feet apart and only using every other table for occupancy. Workers are encouraged to remain on opposite ends of the facility as often as possible.**

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All

**[customers, clients, patrons, guests and visitors]** to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Source controls are being implemented at our workplaces at all times. **All employees are using facemasks at all times along with frequent hand washing between customers.**

Workers **[and customers, clients, patrons, guests and visitors]** are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers **[and customers, clients, patrons, guests and visitors]** are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## **Drop-off, pick-up and delivery practices and protocol**

All drop off and pick up orders are conducted with facemasks and gloves being worn in a hand-off fashion.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated in writing and verbally to all workers on June 1<sup>st</sup>, 2020, and necessary training was provided. Additional communication and training will be ongoing by both verbally and in writing as the department of health notifies us of changes that must be implemented. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians [and customers, clients, patrons, guests and visitors] about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers [and customers, clients, patrons, guests and visitors]. All workers [and customers, clients, patrons, guests and visitors] will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. Staff is required to fill out cleaning forms daily per shift which supervisors check for completion of duties. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Roadhouse Bar & Grill management and the plan was posted throughout the workplace and made readily available to employees June 1<sup>st</sup>, 2020. It will be updated as necessary by Diane Arends.

Certified by:

**Diane Arends**

**June 1<sup>st</sup> 2020**

**owner/operator**

**PLEASE PRACTICE**

# **SOCIAL DISTANCING**

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**MAINTAIN A 6'  
DISTANCE FROM OTHERS**

**POR FAVOR, MANTENER UNA  
DISTANCIA DE 6 PIES DE LOS DEMÁS**



City of Wabasso  
1429 Front Street P O Box 60  
Wabasso MN 56293-0060  
Phone: 507-342-5519 Fax: 507-342-2213

Application for Closing of City Street Permit

Street <sup>Elm St</sup> ~~Corner of Front Street~~ <sup>from</sup> ~~Street~~ to <sup>to</sup> ~~Corner of~~ North St.

Note: attach a route map if more than one street to be used.

*Also Main St from Oak to Elm St*

Street will be obstructed on the following date(s): 6/2 6/9 6/16 6/30 7/21 7/27 8/11 8/18 2020

From start time 4:30 to ending time 10:00 *(Aug 13th Confederate Railroad) (114 + Elm to North)*

The applicant is requesting to temporarily occupy a portion of the street(s) for the following reason:

Roll-In 2018

Name of Organization: Roadhouse

Representative: Diane Arends

Address: 713 Main Street Wabasso

Telephone: 507-829-2385 Fax: 507-342-2192

This permit does not in any way relieve the applicant of liability for damages caused to the street, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims or adjustments shall be the responsibility of the party requesting and signing the permit. It is understood the street is to be restored to its original condition.

The applicant agrees to indemnify, hold harmless and defend the City of Wabasso, its officials, agents, servants, and employees from payment of any sum or sums of money to any persons whomsoever for all attorney fees, costs of investigation, and defense of claims, actions, or suits growing out of injuries, including death, to persons or property damage caused by the applicant and/or the applicants employees act of barricading of the above referenced street(s).

It is further the intent of this agreement to hold the applicant responsible for the payment of any and all claims, suits, or liens due to any negligent act, error or omission by the applicant and/or the applicants employees which may in any way be attributable to or asserted against the City and/or its officials, agents, servants or employees as applicant and/or applicants employees act of barricading the street(s). In addition to holding the City harmless, the applicant defend the city, its officials, agents, servants, and/or employees with council reasonably acceptable to the city and will pay the costs of that defense of any legal action brought, due to acts or actions of the applicant and/or applicants employees.

The applicant also agrees to provide general liability and property insurance in accordance with the following provisions: (A) The insurance shall be a standard liability policy and shall be filed in the City Office. (B) The City

Insurance has been sent to you.

be named as an additional insured. (C) Unless otherwise provided in writing, signed by the City the limits of liability shall be as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
Bodily Injury	\$1,500,000.00 each occurrence
Property Damage	\$1,500,000.00 each occurrence
Physical Damage to Property	\$1,500,000.00 each occurrence

The insurance shall be in full force and effect before any street closure is performed. Applicant shall not cancel the insurance until the street closure for which it is required has been completed, and the street reopened. (F) A Certificate of Insurance shall be delivered to the city at least 7 days in advance of the date of the street closure for which the insurance is required. (G) Instructions shall be given to the City to the applicant on correct installation of barricades as outlined in the MN DOT/Temporary Traffic Control Zone Layouts Field Manual. In case of an accident, the applicant agrees to contact the City and assist in the completion of an accident investigation report.

11/12/19

[Signature]  
Applicant Signature

Diane Arends  
Print Applicant Name

Approval by City of Wabasso

Approval is given to Road House Bar & Grill

Barricade Corner of Front as indicated above.  
& Elm Street to Corner of North Street

[Signature]  
Mayor

[Signature]  
City Clerk

City of Wabasso  
City Council  
Tuesday, November 12, 2019  
6 pm

The meeting opened with recitation off the Pledge of Allegiance.

Mayor Atkins called the meeting to order with Council Members Steve Burns, Wade McKittrick, Rachel Ingebretson and Carole Remiger present.

Also Present were Holden Baumann, Andrew Haak, Dylan Appel, Pat Eichten, Matt Novak, Paul Plaetz, Mike Remiger and Mary Smith.

The agenda was approved with one addition on a motion by McKittrick, seconded by Burns. Atkins-yes, Burns-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Diane Arends and Roger Baumann appeared before the council to present the plans for the Redwood County Republican Party to hold a fundraising event on Thursday, August 13, 2020. This will include a variety of activities concluding with a concert Thursday evening featuring Confederate Railroad and Hicktown Mafia as the opening act. Diane requested approval of closing Elm Street from Main Street to North Street for this event as well as the closing of the street for the 2020 Roll Ins. Approval was given for the closing of the street on a motion by Ingebretson, seconded by Remiger.

Atkins-yes, Burns-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Matt Novak introduced several examples of a nuisance ordinance to be gone over by the council and decisions made on what to include in the ordinance. Andrew Haak raised several questions regarding cars parked on private property in the short term. A request was made by Dylan Appel for a copy of the model ordinance from the League of Minnesota Cities. It was asked if the city would be discussing this again at the next meeting. Matt Novak responded it will probably be discussed at several meetings.

Matt also spoke to the council on the Storm Water utility letting them know we are trying to put together some figures to help assess costs.

Another topic was brought up to caution the council to be conscious of the open meeting law and possible violations when communicating through e-mail. To send an e-mail to all of the other council members to discuss a topic can violate the open meeting law. Also to send an e-mail to one other council member and in turn send it to another member to discuss the same topic can be considered a serial meeting which is also a violation.

The City Council voted to not waive the statutory tort limits for insurance purposes on a motion by Remiger, seconded by Burns.

Atkins-yes, Burns-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

City of Wabasso  
1429 Front Street P O Box 60  
Wabasso MN 56293-0060  
Phone: 507-342-5519 Fax: 507-342-2213

**Application for Closing of City Street Permit**

\* See red on map

Street Front St <sup>cedar</sup> from \_\_\_\_\_ to \_\_\_\_\_

Note: attach a route map if more than one street to be used.

Street will be obstructed on the following date(s): July 18 (July 19 if weather doesn't allow on the 18th)

From start time 9:00 AM to ending time 10:00 PM

The applicant is requesting to temporarily occupy a portion of the street(s) for the following reason:

Host a free public event with powersports vehicle - safe spectating

Name of Organization: G3 Quad Freestyle INC DBA ATV Big Air Tour

Representative: Derek Guetter

Address: 866 Pine St Wabasso

Telephone: 760 534 3994 Fax: \_\_\_\_\_

This permit does not in any way relieve the applicant of liability for damages caused to the street, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims or adjustments shall be the responsibility of the party requesting and signing the permit. It is understood the street is to be restored to its original condition.

The applicant agrees to indemnify, hold harmless and defend the City of Wabasso, its officials, agents, servants, and employees from payment of any sum or sums of money to any persons whomsoever for all attorney fees, costs of investigation, and defense of claims, actions, or suits growing out of injuries, including death, to persons or property damage caused by the applicant and/or the applicants employees act of barricading of the above referenced street(s).

It is further the intent of this agreement to hold the applicant responsible for the payment of any and all claims, suits, or liens due to any negligent act, error or omission by the applicant and/or the applicants employees which may in any way be attributable to or asserted against the City and/or its officials, agents, servants or employees as applicant and/or applicants employees act of barricading the street(s). In addition to holding the City harmless, the applicant defend the city, its officials, agents, servants, and/or employees with council reasonably acceptable to the city and will pay the costs of that defense of any legal action brought, due to acts or actions of the applicant and/or applicants employees.

The applicant also agrees to provide general liability and property insurance in accordance with the following provisions: (A) The insurance shall be a standard liability policy and shall be filed in the City Office. (B) The City

shall be named as an additional insured. (C) Unless otherwise provided in writing, signed by the City the limits of the liability shall be as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
<i>Bodily Injury</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Property Damage</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Physical Damage to Property</i>	<i>\$1,500,000.00 each occurrence</i>

(D) The insurance shall be in full force and effect before any street closure is performed.

(E) Applicant shall not cancel the insurance until the street closure for which it is required has been completed, and the street reopened. (F) A Certificate of Insurance shall be delivered to the city at least 7 days in advance of the date of the street closure for which the insurance is required. (G) Instructions shall be given by the City to the applicant on correct installation of barricades as outlined in the MN DOT/Temporary Traffic Control Zone Layouts Field Manual.

(H) In case of an accident, the applicant agrees to contact the City and assist in the completion of an accident investigation report.

6/22/20  
Date

  
Applicant Signature

Derek Guetter  
Print Applicant Name

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**Approval by City of Wabasso**

Approval is given to \_\_\_\_\_

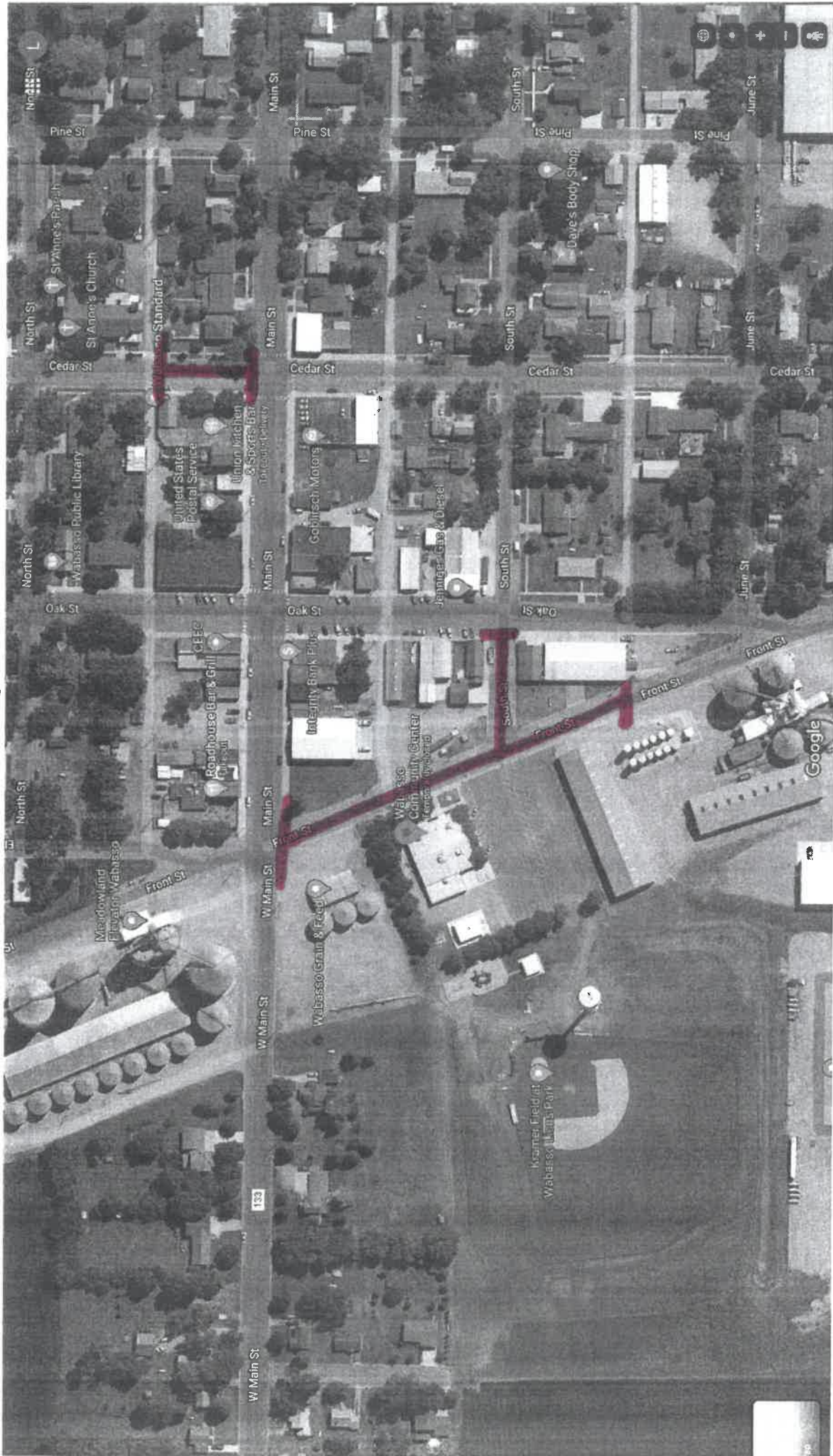
To barricade \_\_\_\_\_ as indicated above.

Date \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

— close street for July 18, 2020 for Big Air Fest.  
(July 19, 2020 (in date))





City of Wabasso  
Regular Meeting  
June 9, 2020  
6 pm

The meeting opened with recitation of the Pledge of Allegiance.

Mayor Carol Atkins called the meeting to order with Council Members Wade McKittrick, Rachel Ingebretson and Carole Remiger present. Steve Burns was unable to attend.

Also present were Pat Eichten, Nathan Kinner, Kristi Lange, Derek Guetter, Matt Novak, Mike Remiger, Paul Plaetz and Mary Smith.

There were five additions to the consent agenda with one addition to the regular agenda. The agenda was approved on a motion by McKittrick, seconded by Remiger. Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Pat Eichten updated the council on the EDA activities. The plat for May Street will need to be approved by the city council and once that is done the city attorney will draw up a proposal for options on additional lots for Serenity Suites. Letters will be going out to current borrowers with information about the EDA's plan to assist during the pandemic. Chad Adams for Southwest Minnesota Housing Partnership presented the board with plans for a duplex. The board suggested some modifications to the plan. A new plan should be ready by the July 1 meeting along with cost and construction figures. The EDA still needs to determine how to finance the project. If everything is in place, the board hopes to start construction this fall.

A motion was made by McKittrick, seconded by Ingebretson to approve the plat of Eastvail Fourth Addition.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Kristi Lange appeared before the board to request the city allow for a farmer's market and homemade and handcrafted items to be sold in the parking lot of the community center. The proposal would be to operate on Sunday afternoon beginning in July until sometime in October. Several questions were raised and the decision at this time was to look at how other markets like this operate around the area. The city will have a definite answer by the next council meeting.

Derek Guetter spoke to the council about putting on a complete show here at the community center on July 18 primarily throughout the parking lot and closing off the street as well. This would be a free event and depends on the state opening activities so something like this can take place. Some of the events would include an ATV show, beer garden, baseball game/food/vendors/fundraising activities for local business and school, exotic car and trucks display, MX VS ATV PS\$ video gaming station, Big Air sandbox (kids play area with toy ATVs and ATV Big Air Merchandise booth and Support Fundraiser. The council gave the approval to go ahead on the condition that large events are approved by the state by that time. If not, a later date may be looked at.

Nathan Kinner presented the audit report. The City is in good financial shape. Nathan pointed out several items in the financial statements. The garbage fund is back in the black after expenses from 2018 were reimbursed in 2019. The general fund shows an increase in fund balance of \$29,006.00 for 2019. Nathan recommended the city make sure to check on the pledged securities on file to be sure there is sufficient coverage preferably monthly. The city needs to see 110% of the balance of cash in the accounts in pledged securities through the bank. The city should make sure there is enough when large sums are expected to be deposited to city accounts. The audit report was accepted as presented on a motion by McKittrick, seconded by Remiger. Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

The Street Report was presented by Mike Remiger. Mike raised a concern about a semi that is frequently parked while loaded on a residential street in town. A letter will need to be sent. There was some discussion regarding snow at the athletic field. The evergreen trees will have the lower branches cut. Weed letters should be sent out as needed. The Clerk informed Mike about a call received from Randy Kuehn to go ahead with mowing his lots as usual. A trailer sitting on the street was discussed. The city attorney requested the clerk forward the ordinance regarding of parking of trailers, buses etc. on city streets.

The Water/Wastewater Report was presented by Paul Plaetz. The dialer at the water plant was fried and had to be replaced. The meters at the sewer plant have been certified. A letter was sent to Jody Werner-Gronli with the information requested. The sewer and water were capped at the two houses taken down. Paul asked if he should have the same amount of sewer lines jetted as he has in the past, which is about 10,000 feet. The council said yes to this.

Carole Remiger gave a report on Park & Rec. The Softball Association is looking at starting girls fast pitch on July 6<sup>th</sup>. The council and city attorney both stated if state guidelines are followed, games may go ahead.

Several issues were raised with the council concerning the COVID-19 pandemic. The Bloodmobile can be held in the Community Center on July 15 if guidelines for protecting workers and donors are followed. The clerk was instructed to ask for a copy of Redd Cross bloodmobile plan to keep everyone safe. Baseball can resume when state issued guidelines permit. The City Clerk informed the council she has ordered a plexiglass screen that can sit on the desk in the office to provide the person working protection as well as people coming into the office. The City Office will remain closed until protective measures are in place. The Clerk informed the council the community center could be open at 50% capacity up to 250 people as of Wednesday. This information was current as of Monday, June 8.

A report of a window possibly being broken by the mower throwing a rock through it will need further investigation before any decision can be made.

The following votes in the May 11 minutes were incorrectly stated: The request to remove a sidewalk on Cedar Street to June Street” **Atkins-no**, Burns-yes, McKittrick-yes, **Ingebretson-abstain**, Remiger -yes; “A vacation policy that would require employees to be paid out their available hours at the end of 2019 and receive their 2020 hours as of January 1 or use their time



up was approved” Atkins-yes, Burns-yes, McKittrick-yes, **Remiger -abstain;** and “A request to close streets for graduation” Atkins-yes, Burns-yes, **Ingebretson-yes,** McKittrick-abstain.

The following items on the consent agenda, with the afore said corrections to the May 11 minutes, were approved on a motion by McKittrick, seconded by Ingebretson.

1. Minutes of May 11 and 20 Meetings

2. Land Use Permits

- |                      |                               |
|----------------------|-------------------------------|
| a. 1003 North Street | expand drive, sidewalk, patio |
| b. 585 South Street  | expand drive                  |
| c. 2017 W Main       | replace driveway              |
| d. 997 North Street  | cement pad                    |
| e. 755 Main Street   | deck                          |
| f. 2027 Perry Street | add covered porch to shed     |
| g. 968 North Street  | fence                         |
| h. 798 Rose Street   | sidewalk added                |
| i. 1455 Elm Street   | patio                         |

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Due to the COVID-19 effect on local bar/restaurants, a motion was made by McKittrick, seconded by Remiger to reduce the cost of the on sale annual liquor license by the equivalent of 2 months on sale license fee or \$150.00.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

Bills in the amount of \$25,939.44 were approved on a motion by Remiger, seconded by Ingebretson.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes.

The council then proceeded to go through examples of possible questions for the interviews to take place the following day for the Clerk/Treasurer-Administrator position.

The meeting adjourned at 9:38 pm.

City of Wabasso  
Special Meeting  
Wednesday, June 10, 2020  
6 pm  
Wabasso Community Center

The meeting opened with recitation of the Pledge of Allegiance.

Mayor Carol Atkins called the meeting to order with Council Members Carole Remiger and Rachel Ingebretson present. Wade McKittrick joined the meeting later by phone. Steve Burns was unable to attend.

Also present were Matt Novak and Mary Smith.

The purpose of the meeting was to review additional resumes for the position of Clerk/Treasurer-Administrator.

The decision was made to reopen the application period until July 1 with the stated goal to have interviews completed and a candidate to approve at the July council meeting.

The meeting adjourned at 6:20 pm.

RESOLUTION # 8  
APPOINTING ELECTION JUDGES  
FOR THE STATE PRIMARY & GENERAL ELECTIONS

WHEREAS, a State Primary Election and General Election will be held on August 11, 2020 and November 3, 2020 respectively; and

WHEREAS, MN Statute 204B.21, subd.2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Wabasso is in a combine polling location sharing election judges with New Avon and Vail Townships; and

WHEREAS, the following City of Wabasso and New Avon and Vail Township residents have agreed to serve as election judges and have met the qualifications established by the State of Minnesota; and

WHEREAS, the following candidates for election judge will be receiving training in June and will be eligible to serve after meeting the qualifications established by the State of Minnesota,

NOW, THEREFORE, BE IT RESOLVED, that the City of Wabasso hereby appoints the following persons to serve as election judges for the Primary and General Elections of 2020, with the understanding that amendments can be made by the clerk to the appointments in order to fill vacancies and meet party splits.

CITY OF WABASSO JUDGES: Head Judge- PJ Bock, Judges- Roger Baumann, Mary Smith and Victoria Palmer.

NEW AVON TOWNSHIP JUDGES: Judges- Russ Ubl and Steve Prokesch.

VAIL TOWNSHIP JUDGES: Candace Sobocinski, Adam Welu, Stan Rohlik, and Matt Plaetz.

ADOPTED this 13th day of July, 2020.

\_\_\_\_\_  
Mayor Carol Atkins

ATTEST:

\_\_\_\_\_  
Mary K Smith, City Clerk

License Fee \$10.00  
License No. 1

3.2 PERCENT MALT LIQUOR  
"Off SALE" LICENSE

City of Wabasso  
County of Redwood

**License is Hereby Granted to  
Baune's Catering  
To Sell at Retail 3.2 Percent Malt Liquors  
For Consumption Off the Premises Located at  
1429 Front Street**

IN THE CITY OF WABASSO, COUNTY OF REDWOOD, STATE OF MINNESOTA, FOR THE  
PERIOD COMMENCING July 18, 2020 to July 19, 2020 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefor and is subject to all the laws of the United States, the laws of the State of Minnesota, the regulations and ordinances of said municipality, and the rules and regulations of the Alcohol and Gambling Enforcement Director, relating to the sale and distribution of 3.2 percent malt liquors, hereby made a part hereof, and subject to revocation according to law for violation thereof. This license is non-transferable.

WITNESS THE GOVERNING BODY OF THE CITY OF WABASSO and the seal thereof this 13<sup>th</sup> day of  
July, 2020.

The City Council of the City of Wabasso

Attest: \_\_\_\_\_  
Mary K Smith, City Clerk

By: \_\_\_\_\_  
Carol Atkins, Mayor

License Fee \$75.00  
License No. 1

3.2 PERCENT MALT LIQUOR  
"ON SALE" LICENSE

City of Wabasso  
County of Redwood

License is Hereby Granted to  
**Wabasso Baseball Association**  
To Sell at Retail 3.2 Percent Malt Liquors  
For Consumption On the Premises Located at  
**Wabasso Baseball Field Complex**  
**1429 Front Street**  
And On The Premises At  
**Frances Manderscheid Field**

IN THE CITY OF WABASSO, COUNTY OF REDWOOD, STATE OF MINNESOTA, FOR THE  
PERIOD COMMENCING July 1, 2020 to June 30, 2021 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefor and is subject to all the laws of the  
United States, the laws of the State of Minnesota, the regulations and ordinances of said municipality, and  
the rules and regulations of the Alcohol and Gambling Enforcement Director, relating to the sale and  
distribution of 3.2 percent malt liquors, hereby made a part hereof, and subject to revocation according to  
law for violation thereof. This license is non-transferable.

WITNESS THE GOVERNING BODY OF THE CITY OF WABASSO and the seal thereof this 30<sup>th</sup> day of  
JUNE, 2020.

Attest: Mary K Smith  
Mary K Smith, City Clerk

The City Council of the City of Wabasso  
By: Carol Atkins  
Carol Atkins, Mayor

## CITY OF WABASSO

### Land Use Permit Info

City Council Approves all Permits at Regular Meetings

1. A land use permit is needed for new structures, additions, fences, patios, decks, sheds, permanent pools, any cement work, etc. if it changes existing dimensions or is newly added to a lot. Remodeling, maintenance or replacement in exactly the same size and shape does not.

2. All Structures need to be 10 feet from each side lot line and the back lot line;  
30 feet from the front lot line or in line with other structures on that block

**\*Note\*** Lot line and street /curb or alley are NOT the same thing- Measuring from a street or alley must be done based on the Right of Way for that street or alley. Alleys are generally 20ft right of way. To estimate where your rear lot line starts, measure 10 feet from the center of the alley. Streets are not all the same width for the right of way. To begin an estimate of where your lot line is again take half of the right of way and measure from approximately the center line to find your lot line. The city should be able to give you information on the width of the right of way.

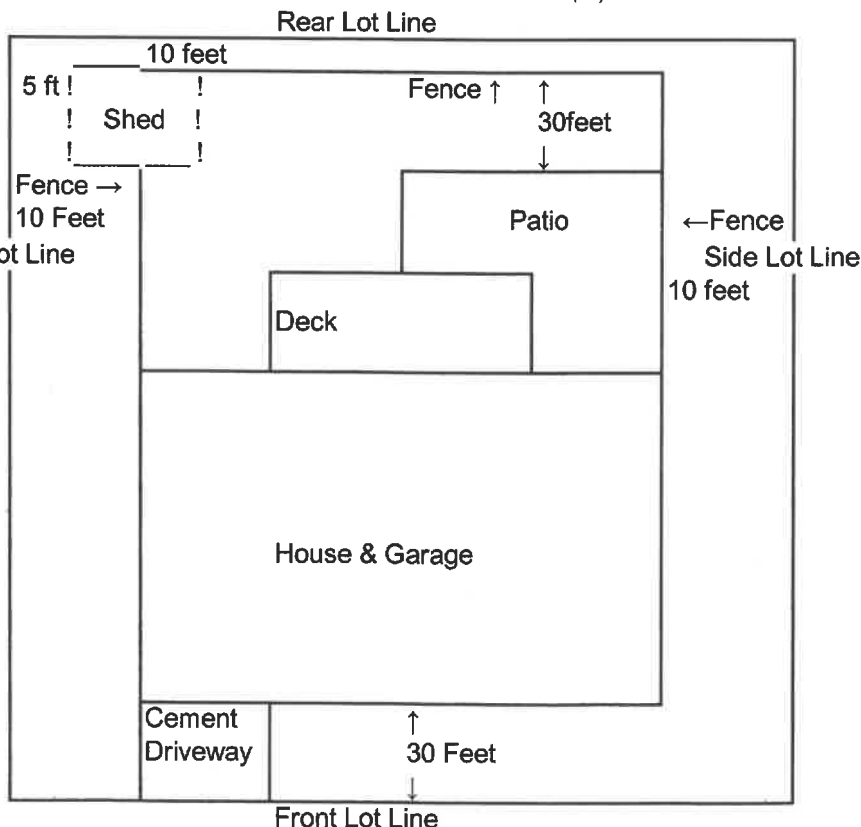
**\*\*Note\*\*** To be sure your measurements are correct, having a survey done is recommended if the pins marking the corners of the lot are not easily found

3. If you will be closer to the side lot line than ten feet, your neighbor must sign a statement this is acceptable

4. For lots located on a corner, the city council will determine which is the front footage of the lot

5. On all Permits show distance from lot lines to structure, type of structure, estimated cost, address, name and in the case of a fence or shed or other structure that will be closer than ten feet to a shared lot line, a signed statement from the neighboring property owner stating that it is acceptable.

Example: Name John Jones  
Address 999 Main Street  
Structure being placed on property Patio & Shed  
Estimated Cost \$3,200



Placing the shed 5 feet from the property line is okay with me

Joe Blow 6/14/12

## **City of Wabasso 2020 Election**

Notice is hereby given the City of Wabasso will be accepting Affidavits of Candidacy at the Wabasso City Office from Tuesday, July 28, 2020 through Tuesday, August 11, 2020 during normal business hours, Monday through Thursday from 7:30 am to Noon and 12:30 pm to 5:00 pm, Friday from 8 am until Noon. The City Office will be open until 5 pm on August 11, 2020. The following seats are up for election this year:

Mayoral seat (2 year term)  
Two Council Member Seats (4 year term)

The elections for these positions will be held Tuesday, November 3, 2020.

Mary K. Smith  
City Clerk

General Checking - \$141,574  
CDs - \$332,115  
NH Savings - \$49,403  
Street Equip Savings - \$26,166  
Park & Rec Savings - \$14,609

**Diane Anderson**

Kinner & Company Ltd  
Certified Public Accountants  
Taxes, QuickBooks & Investments  
[diane@kinner.co](mailto:diane@kinner.co)  
507-342-5126

General Checking of \$141,574 at 12/31/2019 is operating Funds

Park & Rec savings = \$7,300.09 is Lions Club money

CD's                      \$332,115

NH Savings              \$49,403

Street Equip Savings   \$26,166

Total Reserves      \$407,684 at 12/31/2019



# City of Wabasso

## City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 1436							
ARVIG COMMUNICATION SYSTE	AMBULANCE	42153	Ambulance	321	Telephone	\$81.23	1436
Claim Nbr 1436						\$81.23	
Claim Nbr 1437							
BEDFORD INDUSTRIES INC	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$151.63	1437
Claim Nbr 1437						\$151.63	
Claim Nbr 1438							
EXPERT T BILLING	AMBULANCE	42153	Ambulance	306	Service Contract	\$330.00	1438
Claim Nbr 1438						\$330.00	
Claim Nbr 1439							
CENTRACARE HEALTH	AMBULANCE	42153	Ambulance	211	ALS Intercept	\$1,800.00	1439
Claim Nbr 1439						\$1,800.00	
Claim Nbr 1440							
HEIMAN FIRE EQUIPMENT	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$561.24	1440
Claim Nbr 1440						\$561.24	
Claim Nbr 1441							
MEADOWLAND FARMERS CO-OP	AMBULANCE	42153	Ambulance	212	Motor Fuels	\$104.80	1441
Claim Nbr 1441						\$104.80	
Claim Nbr 1442							
VERIZON WIRELESS	AMBULANCE	42153	Ambulance	321	Telephone	\$105.38	1442
Claim Nbr 1442						\$105.38	
Claim Nbr 1443							
VISA	AMBULANCE	42153	Ambulance	325	Fax Service	\$39.99	1443
VISA	AMBULANCE	42153	Ambulance	306	Service Contract	\$325.00	1443
Claim Nbr 1443						\$364.99	
Claim Nbr 1444							
DEPT OF HUMAN SERVICES	AMBULANCE	42153	Ambulance	430	Miscellaneous (GENERAL)	\$425.00	1444
Claim Nbr 1444						\$425.00	
Claim Nbr 1445							
MATHESON TRI-GAS INC	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$103.99	1445
Claim Nbr 1445						\$103.99	



# City of Wabasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 53173						\$42.25	
Claim Nbr 53174							
MVTL LABORATORIES	SEWER FUND	49450	Sewer (GENERAL)	387	Testing	\$102.74	53174
MVTL LABORATORIES	SEWER FUND	49450	Sewer (GENERAL)	387	Testing	\$224.24	53174
Claim Nbr 53174						\$326.98	
Claim Nbr 53175							
NORTHERN BUSINESS PRODUCT	GENERAL FUND	41400	City Clerk	209	Other Office Supplies	\$10.70	53175
Claim Nbr 53175						\$10.70	
Claim Nbr 53176							
NORTHLAND TRUST SERVICES	SEWER FUND	49450	Sewer (GENERAL)	611	Bond Interest	\$1,687.50	53176
NORTHLAND TRUST SERVICES	SEWER FUND	49450	Sewer (GENERAL)	620	Fiscal Agent s Fees	\$395.00	53176
Claim Nbr 53176						\$2,082.50	
Claim Nbr 53177							
NORTHLAND TRUST SERVICES	TIF 1-5 2005A TIF	47210	Interest on Bonds	611	Bond Interest	\$4,665.00	53177
Claim Nbr 53177						\$4,665.00	
Claim Nbr 53178							
NORTHLAND TRUST SERVICES	2013 REFUNDING	47210	Interest on Bonds	611	Bond Interest	\$3,693.75	53178
Claim Nbr 53178						\$3,693.75	
Claim Nbr 53179							
NOVAK LAW	GENERAL FUND	41610	City Attorney	304	Legal Fees	\$4,372.50	53179
NOVAK LAW	GENERAL FUND	41610	City Attorney	304	Legal Fees	\$405.00	53179
Claim Nbr 53179						\$4,777.50	
Claim Nbr 53180							
PAUL PLAETZ	WATER FUND	49400	Water Utilities (GE	321	Telephone	\$12.50	53180
PAUL PLAETZ	SEWER FUND	49450	Sewer (GENERAL)	321	Telephone	\$12.50	53180
PAUL PLAETZ	WATER FUND	49400	Water Utilities (GE	137	Clothing Allowance	\$57.49	53180
PAUL PLAETZ	SEWER FUND	49450	Sewer (GENERAL)	137	Clothing Allowance	\$57.50	53180
Claim Nbr 53180						\$139.99	
Claim Nbr 53181							
QUADIENT FINANCE USA, INC	GENERAL FUND	41400	City Clerk	322	Postage	\$10.00	53181
Claim Nbr 53181						\$10.00	
Claim Nbr 53182							



# City of Wabasso

## City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
REDWOOD TIRE SERVICE, INC Claim Nbr 53182	GENERAL FUND	43100	Hwys, Streets, & R	404	Repairs/Maint Machinery/	\$175.00 \$175.00	53182
Claim Nbr 53183							
REDWOOD CO AUDITOR/TREAS Claim Nbr 53183	GENERAL FUND	49005	CARES Act Expens	210	Operating Supplies (GEN	\$525.36 \$525.36	53183
Claim Nbr 53184							
REDWOOD CO AUDITOR/TREAS Claim Nbr 53184	GENERAL FUND	41550	Assessing	305	Assessor s fees	\$4,232.02 \$4,232.02	53184
Claim Nbr 53185							
REDWOOD GAZETTE & LIVEWIR Claim Nbr 53185	GENERAL FUND	41400	City Clerk	352	General Notices and Pub	\$94.00 \$94.00	53185
Claim Nbr 53186							
R & E SANITATION INC R & E SANITATION INC Claim Nbr 53186	REFUSE (GARBAG REFUSE (GARBAG	49500 49500	Refuse/Garbage ( Refuse/Garbage (	384 384	Refuse/Garbage Disposal Refuse/Garbage Disposal	\$186.58 \$93.29 \$279.87	53186 53186
Claim Nbr 53187							
SOUTHWEST SANITATION, INC Claim Nbr 53187	REFUSE (GARBAG	49500	Refuse/Garbage (	384	Refuse/Garbage Disposal	\$2,372.21 \$2,372.21	53187
Claim Nbr 53188							
VISA VISA VISA Claim Nbr 53188	GENERAL FUND GENERAL FUND GENERAL FUND	49005 49005 41400	CARES Act Expens CARES Act Expens City Clerk	210 210 306	Operating Supplies (GEN Operating Supplies (GEN Service Contract	\$31.83 \$45.28 \$16.09 \$93.20	53188 53188 53188
Claim Nbr 53189							
WABASSO FIRE DEPARTMENT WABASSO FIRE DEPARTMENT WABASSO FIRE DEPARTMENT Claim Nbr 53189	GENERAL FUND GENERAL FUND GENERAL FUND	49310 49000 49310	City Share of Libra Miscellaneous (GE City Share of Libra	720 700 720	Operating Transfers Transfers (GENERAL) Operating Transfers	\$25,512.00 \$664.00 \$24,600.00 \$50,776.00	53189 53189 53189
Claim Nbr 53190							
WABASSO STANDARD WABASSO STANDARD WABASSO STANDARD Claim Nbr 53190	GENERAL FUND GENERAL FUND GENERAL FUND	41420 41420 41400	Recording and Rep Recording and Rep City Clerk	351 351 352	Legal Notices Publishing Legal Notices Publishing General Notices and Pub	\$47.25 \$357.75 \$48.35 \$453.35	53190 53190 53190

## City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 53191							
WHITE RABBIT TECHNICAL SERV	GENERAL FUND	41400	City Clerk	306	Service Contract	\$119.70	53191
Claim Nbr 53191						\$119.70	
Claim Nbr 53192							
MATHESON TRI-GAS INC	GENERAL FUND	43110	Street Depart-Sho	217	Other Operating Supplies	\$31.74	53192
Claim Nbr 53192						\$31.74	
						\$135,836.81	

# City of Wabasso

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## Checks for Month

June 2020

**10100 General Begin Mth \$708,200.48**

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	6-2-20U	6/2/2020	\$141.45	6-2-20U	UB	\$708,341.93
Deposit	U6-1-20	6/2/2020	\$576.12	U6-1-20	UB	\$708,918.05
053107	MARCO	6/2/2020	-\$38.75	6-2-20P	redo scan to computer	\$708,879.30
053108	REDWOOD ELECTRIC COOP	6/2/2020	-\$3,978.28	6-2-20P	99865808	\$704,901.02
Deposit	6-3-20U	6/2/2020	\$165.00	6-3-20U	UB	\$705,066.02
053104	Remiger, Mike	6/3/2020	-\$1,538.96	PAY20200111.00		\$703,527.06
053106	Smith, Mary K	6/3/2020	-\$1,403.23	PAY20200111.00		\$702,123.83
053103	Plaetz, Paul	6/3/2020	-\$1,525.59	PAY20200111.00		\$700,598.24
053105	Rothmeier, Julie	6/3/2020	-\$147.81	PAY20200111.00		\$700,450.43
053102	Lensing, Gary J.	6/3/2020	-\$467.19	PAY20200111.00		\$699,983.24
Deposit	6-5-20	6/5/2020	\$1,177.32	6-5-20	UB	\$701,160.56
Deposit	6-5-20U	6/8/2020	\$1,616.47	6-5-20U	UB	\$702,777.03
053112	FLOW MEASUREMENTAND	6/9/2020	-\$550.00	6-8-20P		\$702,227.03
053120	MIKE REMIGER	6/9/2020	-\$25.00	6-8-20P		\$702,202.03
053130	R & E SANITATION INC	6/9/2020	-\$208.53	6-8-20P2		\$701,993.50
053129	QUARNSTROM & DOERING P A	6/9/2020	-\$150.00	6-8-20P2		\$701,843.50
053128	QUALITY FLOW SYSTEMS INC	6/9/2020	-\$1,629.00	6-8-20P		\$700,214.50
053127	QUADIENT FINANCE USA, INC	6/9/2020	-\$299.00	6-8-20P		\$699,915.50
053126	PAUL PLAETZ	6/9/2020	-\$25.00	6-8-20P		\$699,890.50
053125	NORTHERN BUSINESS	6/9/2020	-\$192.31	6-8-20P		\$699,698.19
053124	MVTL LABORATORIES	6/9/2020	-\$205.48	6-8-20P		\$699,492.71
053123	MN RURAL WATER	6/9/2020	-\$320.00	6-8-20P		\$699,172.71
053122	MN DEPT OF HEALTH	6/9/2020	-\$707.00	6-8-20P		\$698,465.71
053121	MN ASSOCIATION OF SMALL	6/9/2020	-\$431.85	6-8-20P		\$698,033.86
053131	SALFER WELDING & MFG	6/9/2020	-\$3,600.00	6-8-20P		\$694,433.86
053119	MEADOWLAND FARMERS CO-OP	6/9/2020	-\$39.87	6-8-20P2	Acct 2275	\$694,393.99
053118	MATHESON TRI-GAS INC	6/9/2020	-\$30.91	6-8-20P2		\$694,363.08
053117	LMCIT BERKLEY RISK	6/9/2020	-\$3,597.00	6-8-20P		\$690,766.08
053116	JOHN DEERE FINANCIAL	6/9/2020	-\$117.84	6-8-20P		\$690,648.24
053115	HAWKINS WATER TREATMENT	6/9/2020	-\$1,261.32	6-8-20P		\$689,386.92
053133	SHERIFF OF REDWOOD	6/9/2020	-\$2,640.00	6-8-20P2		\$686,746.92
053113	GOPHER STATE ONE CALL	6/9/2020	-\$31.50	6-8-20P		\$686,715.42
053134	SOUTHWEST SANITATION, INC	6/9/2020	-\$2,372.21	6-8-20P2		\$684,343.21
053111	BAUNE PLUMBING & HEATING	6/9/2020	-\$549.32	6-8-20P		\$683,793.89
053110	ARVIG COMMUNICATION	6/9/2020	-\$1,376.55	6-8-20P2		\$682,417.34
053109	ANDERSON ELECTRIC	6/9/2020	-\$1,634.53	6-8-20P	siren	\$680,782.81
Deposit	6-9-20U	6/9/2020	\$1,601.53	6-9-20U	UB	\$682,384.34
Deposit	6-8-20U	6/9/2020	\$2,043.14	6-8-20U	UB	\$684,427.48
053114	GRAMSTAD LUMBER	6/9/2020	-\$174.24	6-8-20P		\$684,253.24
053135	TEAM LABORATORY	6/9/2020	-\$915.00	6-8-20P		\$683,338.24
053136	USA BLUEBOOK	6/9/2020	-\$454.65	6-8-20P		\$682,883.59
053132	SHARE CORPORATION	6/9/2020	-\$138.24	6-8-20P2		\$682,745.35
053137	VICTOR HIRSCH LEGION POST	6/9/2020	-\$20.00	6-8-20P		\$682,725.35
053138	VISA	6/9/2020	-\$72.10	6-8-20P2	Zoom access	\$682,653.25
053139	WABASSO DIESEL SERVICE	6/9/2020	-\$10.37	6-8-20P		\$682,642.88
Deposit	060920REC	6/9/2020	\$295,881.48	060920REC	Property taxes	\$978,524.36
Deposit	6-10-20U	6/11/2020	\$2,015.78	6-10-20U	UB	\$980,540.14
Deposit	6-11-20U	6/11/2020	\$1,185.86	6-11-20U	UB	\$981,726.00
Deposit	6-12-20U	6/12/2020	\$714.86	6-12-20U	UB	\$982,440.86
Deposit	6-15-20U	6/15/2020	\$1,463.08	6-15-20U	UB	\$983,903.94
053150	AFLAC	6/16/2020	-\$61.02	061620PAY		\$983,842.92
Deposit	6-17-20U	6/16/2020	\$1,491.05	6-17-20U	UB	\$985,333.97
Deposit	061620REC	6/16/2020	\$1,050.00	061620REC	liquor license reduced on	\$986,383.97
053149	Smith, Mary K	6/17/2020	-\$1,403.23	PAY20200112.00		\$984,980.74
Deposit	20200617UB0	6/17/2020	\$624.62	20200617UB0	UB	\$985,605.36
053148	Rothmeier, Julie	6/17/2020	\$0.00	PAY20200112.00		\$985,605.36
053146	Plaetz, Paul	6/17/2020	-\$1,525.59	PAY20200112.00		\$984,079.77
053143	McKittrick, Wade	6/17/2020	-\$346.31	PAY20200202.00		\$983,733.46
053141	Burns, Steve	6/17/2020	-\$346.31	PAY20200202.00		\$983,387.15

# City of Wabasso

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## Checks for Month

June 2020

10100 General Begin Mth \$708,200.48

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053140	Atkins, Carol	6/17/2020	-\$461.75	PAY20200202.00		\$982,925.40
053144	Remiger, Carole	6/17/2020	-\$369.40	PAY20200202.00		\$982,556.00
053142	Ingebretson, Rachel	6/17/2020	-\$369.40	PAY20200202.00		\$982,186.60
053145	Lensing, Gary J.	6/17/2020	-\$444.70	PAY20200112.00		\$981,741.90
053147	Remiger, Mike	6/17/2020	-\$1,930.08	PAY20200112.00		\$979,811.82
Deposit	6-18-20U	6/18/2020	\$786.16	6-18-20U	UB	\$980,597.98
Deposit	6-18-20U@	6/18/2020	\$150.00	6-18-20U@	UB	\$980,747.98
Deposit	6-19-20U	6/19/2020	\$819.01	6-19-20U	UB	\$981,566.99
Deposit	6-22-20U	6/22/2020	\$1,298.68	6-22-20U	UB	\$982,865.67
Deposit	062220REC	6/22/2020	\$950.00	062220REC	Liquor License	\$983,815.67
Deposit	6-20ACH	6/22/2020	\$7,861.51	6-20ACH	UB	\$991,677.18
Deposit	20200623UB0	6/23/2020	\$2,359.04	20200623UB0	UB	\$994,036.22
Deposit	6-24-20U	6/24/2020	\$388.97	6-24-20U	UB	\$994,425.19
Deposit	6-25-20U	6/25/2020	\$608.24	6-25-20U	UB	\$995,033.43
Deposit	6-26-20U	6/26/2020	\$616.33	6-26-20U	UB	\$995,649.76
Deposit	6-29-20U	6/29/2020	\$1,173.41	6-29-20U	UB	\$996,823.17
Deposit	6-30-20U	6/30/2020	\$418.90	6-30-20U	UB \$997,242.07	
053151	BARGEN INC	6/30/2020	-\$48,260.00	063020PAY	street crack repair	\$948,982.07
053152	GORDON CLARK	6/30/2020	-\$205.56	063020PAY		\$948,776.51
053153	MARCO	6/30/2020	-\$143.75	063020PAY		\$948,632.76
053154	NCPERS GROUP LIFE INS	6/30/2020	-\$16.00	063020PAY		\$948,616.76
053155	REDWOOD ELECTRIC COOP	6/30/2020	-\$3,200.15	063020PAY	Acct # 99865803	\$945,416.61
Deposit	063020REC	6/30/2020	\$305.00	063020REC	dog #11community center 7/18	\$945,721.61
	Deposits	\$329,483.01				
	Checks	-\$91,961.88				
			\$237,521.13			

FILTER: [Cash Act]='10100' and [Period]=6 and [Act Year]='2020'



# City of Wabasso

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## Checks for Month

June 2020

**10102 Fire Checking Begin Mth \$28,701.75**

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
003795	REDWOOD ELECTRIC COOP	6/2/2020	-\$57.60	6-2-20P	99865808	\$28,644.15
003798	MEADOWLAND FARMERS C	6/9/2020	-\$63.46	6-8-20P		\$28,580.69
003797	JENNIGES GAS & DIESEL IN	6/9/2020	-\$69.39	6-8-20P2	tire repair	\$28,511.30
003796	GRAMSTAD LUMBER COMP	6/9/2020	-\$174.24	6-8-20P		\$28,337.06
Deposit	061120REC	6/11/2020	\$750.00	061120REC		\$29,087.06
Deposit	061820REC	6/18/2020	\$750.00	061820REC	fire call	\$29,837.06
Deposit	062520REC	6/25/2020	\$500.00	062520REC		\$30,337.06
003799	REDWOOD ELECTRIC COOP	6/30/2020	-\$42.60	063020PAY	Acct # 99865808	\$30,294.46
Deposits		\$2,000.00				
Checks		-\$407.29				
			\$1,592.71			

FILTER: [Cash Act]='10102' and [Period]=6 and [Act Year]='2020'

# City of Wabasso

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## Checks for Month

June 2020

1 Ambulance Checking Begin Mth \$75,586.14

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
001416	REDWOOD ELECTRIC COOP	6/2/2020	-\$69.12	6-2-20P	99865808	\$75,517.02
Deposit	060220REC	6/2/2020	\$594.13	060220REC		\$76,111.15
Deposit	6-5-20AMB	6/2/2020	\$1,061.80	6-5-20AMB		\$77,172.95
001430	HEIMAN FIRE EQUIPMENT	6/9/2020	-\$743.08	6-8-20P		\$76,429.87
001417	ARVIG COMMUNICATION SY	6/9/2020	-\$81.23	6-8-20P		\$76,348.64
001418	CENTRACARE HEALTH	6/9/2020	-\$200.00	6-8-20P		\$76,148.64
001419	DAVID HONETSCHLAGER	6/9/2020	-\$117.00	6-8-20P2	overpayment	\$76,031.64
001421	GRAMSTAD LUMBER COMP	6/9/2020	-\$174.24	6-8-20P		\$75,857.40
001431	MATHESON TRI-GAS INC	6/9/2020	-\$100.92	6-8-20P2		\$75,756.48
001432	MEADOWLAND FARMERS C	6/9/2020	-\$99.70	6-8-20P2	Acct 8657	\$75,656.78
001433	VERIZON WIRELESS	6/9/2020	-\$105.38	6-8-20P		\$75,551.40
001434	VISA	6/9/2020	-\$171.98	6-8-20P2		\$75,379.42
001420	EXPERT T BILLING	6/9/2020	-\$210.00	6-8-20P		\$75,169.42
Deposit	6-12-20AMB	6/12/2020	\$81.55	6-12-20AMB		\$75,250.97
Deposit	061620REC	6/16/2020	\$726.97	061620REC		\$75,977.94
Deposit	6-18-20AMB	6/18/2020	\$3,415.92	6-18-20AMB		\$79,393.86
Deposit	062320REC	6/23/2020	\$1,392.02	062320REC		\$80,785.88
Deposit	062520REC	6/25/2020	\$500.00	062520REC		\$81,285.88
001435	REDWOOD ELECTRIC COOP	6/30/2020	-\$53.25	063020PAY	Acct # 99865808	\$81,232.63
	Deposits	\$7,772.39				
	Checks	-\$2,125.90	\$5,646.49			

FILTER: [Cash Act]='10101' and [Period]=6 and [Act Year]='2020'

Jun-20

Mary K . Smith

DATE	IN	OUT	IN	OUT	COMPTIME		VACATION
					Earned	Used	
6/1/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/2/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/3/2020	7:30 AM	noon	12:30 PM	6:00 PM	1.50		
6/4/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/5/2020	8:00 AM	noon					
6/8/2020	7:30 AM	noon	12:30 PM	5:00 PM	1.875		
	5:45 PM	9:45 PM					
6/9/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/10/2020	7:30 AM	noon	12:30 PM	1:45 PM		2.75	
	5:45 PM	6:15 PM					
6/11/2020	7:30 AM	noon	12:30 PM	1:45 PM			
6/12/2020	8:00 AM	noon					
6/15/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/16/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/17/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/18/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/19/2020	8:00 AM	noon					
6/22/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/23/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/24/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/25/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/26/2020	8:00 AM	noon					
6/29/2020	7:30 AM	noon	12:30 PM	5:00 PM			
6/30/2020	7:30 AM	noon	12:30 PM	5:00 PM			
					3.375	2.750	0.000

Comp 0.625  
Vacation 76.750

Based on 160 vacation as of Jan. 1 2020

Available time off

77.38

## City of Wabasso Building Rental Report

[illegible]

## **Farmers Market Memorandum**

TO: Wabasso City Council

At the June City Council Meeting a request was made for the City of Wabasso to provide space for a Farmers Market. This memo presents options for the City to consider that would enable a Farmers Market to open in Wabasso in a short time frame.

### **Option 1: Use Private Land**

One of the options that appears to be favored by some communities is for Farmers Markets to set themselves up on private land, instead of city land. For example, in Lamberton, Marshall, and New Ulm, the Farmers Markets are located on privately owned land. This removes the need for any specific city policies, insurance, or other action to approve the Market. It also allows private owners in town to potentially be benefitted. The downside is, obviously, if the Market is unable to locate a place to have their market. However, after speaking with some local business owners it seems the Farmers Market may be able to find locations on private land in Wabasso.

### **Option 2: Use the Current Community Center Rental Agreement**

This option would permit the City to rent out the Community Center parking lot, following the existing guidelines and application, without making any changes. The downside, obviously, is that the cost is probably prohibitive for a Farmers Market.

### **Option 3: Create a Community Center Parking Lot Special Event Rental**

The City could create a new category of rental for the Community Center, in which people could rent out specific outdoor space in the parking lot. The City would require an application and rental agreement, precisely as they currently do, but the renter would specify the area to be used within the parking lot, the hours of usage, and the fees could be reduced or eliminated, to make it palatable to the Farmers Market. The City would rent to only one person, group, or entity at a time. This approach would subject those entities to a first-come, first-served basis. It would also open the door to flea markets, fundraisers, and other entities requesting usage.

If this approach is taken, I recommend using the existing application and rental agreement with the relevant changes (specify the location, reduce the price, set hours). I would also recommend only making this rental option available on certain days (for example, only one day per week), which would help prevent the possibility of constant use.

### **Other Considerations:**

Hypothetically the City could find a reason to treat Farmers Markets differently from other activities. If such a finding were made, it would allow giving permission to Farmers Markets and not other groups. However, in order to accomplish this, a genuine fact-finding effort would need to be carried out, and the results of that would need to establish the benefits of Farmers Markets for Wabasso. Without that, it could be considered an arbitrary benefit conferred on Farmers Markets, which may open the City up to challenges.

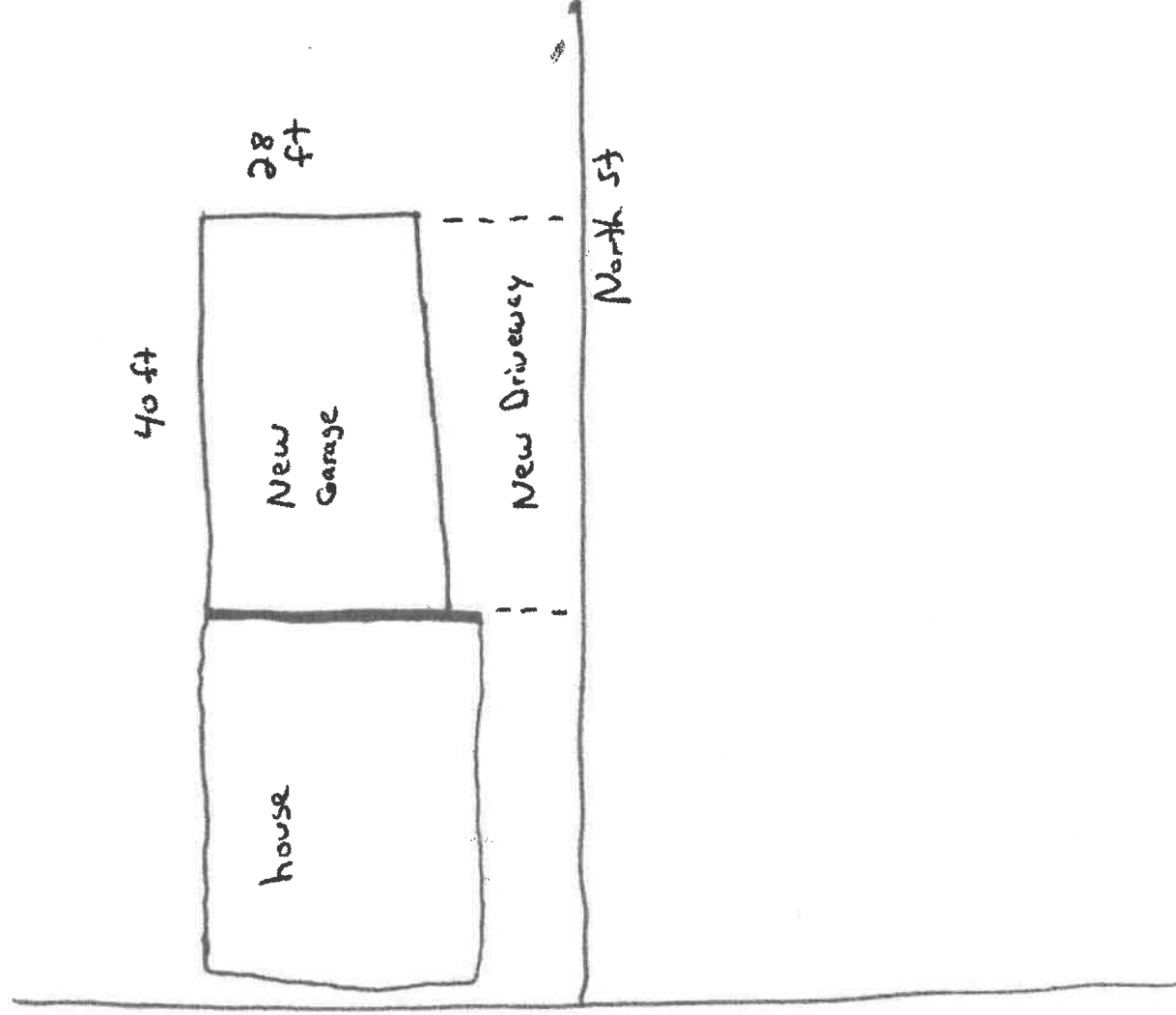
Dana Miller

Garage 28x40

\$35,000 (E)

1450 Elm St.

↑ North



Elm  
St

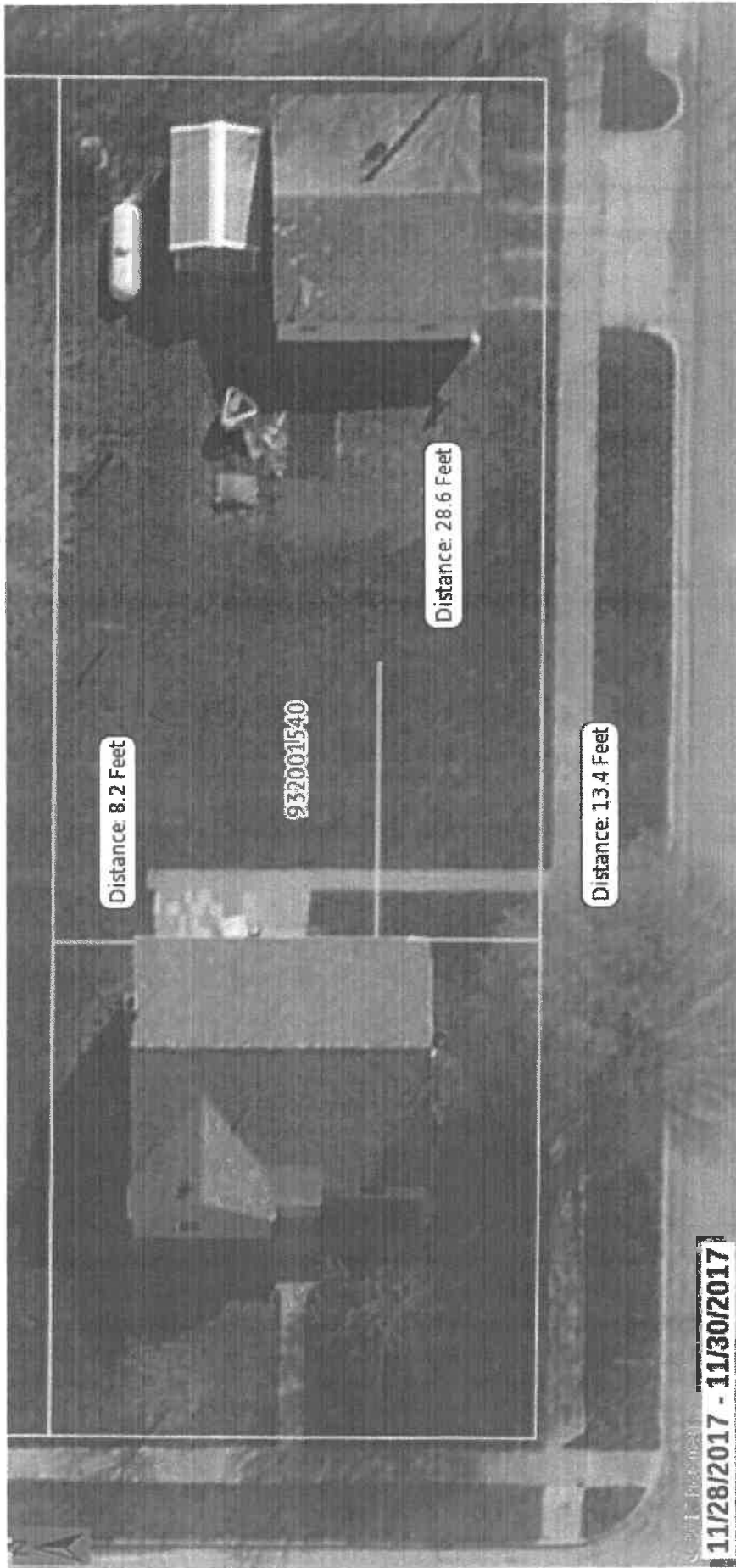
House is 30 ft. wide

Garage will be 28 ft.

North wall will be even  
with north of house.

South wall will be 2  
feet less than the  
house wall.

New driveway & curb  
will be replaced by  
Altermatt Construction



11/28/2017 - 11/30/2017

## **RESOLUTION No. 9**

**Whereas** The City of Wabasso desires that the Eastvail Fourth Addition be platted; and

**Whereas** The City Council, having reviewed the plat drawing provided by the City Engineers; and

**Whereas** The Plat Drawing does accurately portray the desired addition; and

**Whereas** certain corrections to the dedication shall be required, but in all other respect the proposed plat meets the required and desired specifications;

### **THEREFORE BE IT RESOLVED:**

1. That the Eastvail Fourth Addition Plat be approved, adopted and ordered as drawn; and
2. That the City Engineer be directed to complete a final plat for submission to the County Recorded, upon appropriate signatures, including corrections to the dedication if any be needed; and
3. That the City Clerk be authorized to sign the dedication of the final plat upon receipt from the City Engineer.

Approved this 13<sup>th</sup> day of July, 2020

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Mayor

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City Clerk



## City of Wabasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 53192							
ANDERSON ELECTRIC	GENERAL FUND	42500	Civil Defense	430	Miscellaneous (GENERAL)	\$908.50	53192
Claim Nbr 53192						\$908.50	
Claim Nbr 53193							
BAUNE PLUMBING & HEATING	WATER FUND	49400	Water Utilities (GE	404	Repairs/Maint Machinery/	\$199.59	53193
Claim Nbr 53193						\$199.59	
Claim Nbr 53194							
CORE & MAIN LP	WATER FUND	49400	Water Utilities (GE	227	Utility Maint Supplies	\$278.15	53194
Claim Nbr 53194						\$278.15	
Claim Nbr 53195							
INDEPENDENT	GENERAL FUND	41400	City Clerk	352	General Notices and Pub	\$261.13	53195
Claim Nbr 53195						\$261.13	
Claim Nbr 53196							
MVTL LABORATORIES	WATER FUND	49400	Water Utilities (GE	387	Testing	\$25.00	53196
Claim Nbr 53196						\$25.00	
Claim Nbr 53197							
TEAM LABORATORY CHEMICAL	GENERAL FUND	43100	Hwys, Streets, & R	216	Chemicals and Chem Pro	\$630.00	53197
TEAM LABORATORY CHEMICAL	SEWER FUND	49450	Sewer (GENERAL)	216	Chemicals and Chem Pro	\$1,320.50	53197
Claim Nbr 53197						\$1,950.50	
						\$3,622.87	



## WABASSO BIG AIR FEST

July 18, 2020 (Back up date July 19, 2020 incase of weather)

Event Time – 5pm – 9pm

Set up time – 8am

Main Event Showtime – 7pm – 8pm

Loadout/cleanup – 9:30pm

Final removal of all tables/supplies – Sunday Noon

Wabasso City Contact – Mary

Wabasso Mayor – Carrol Atkins

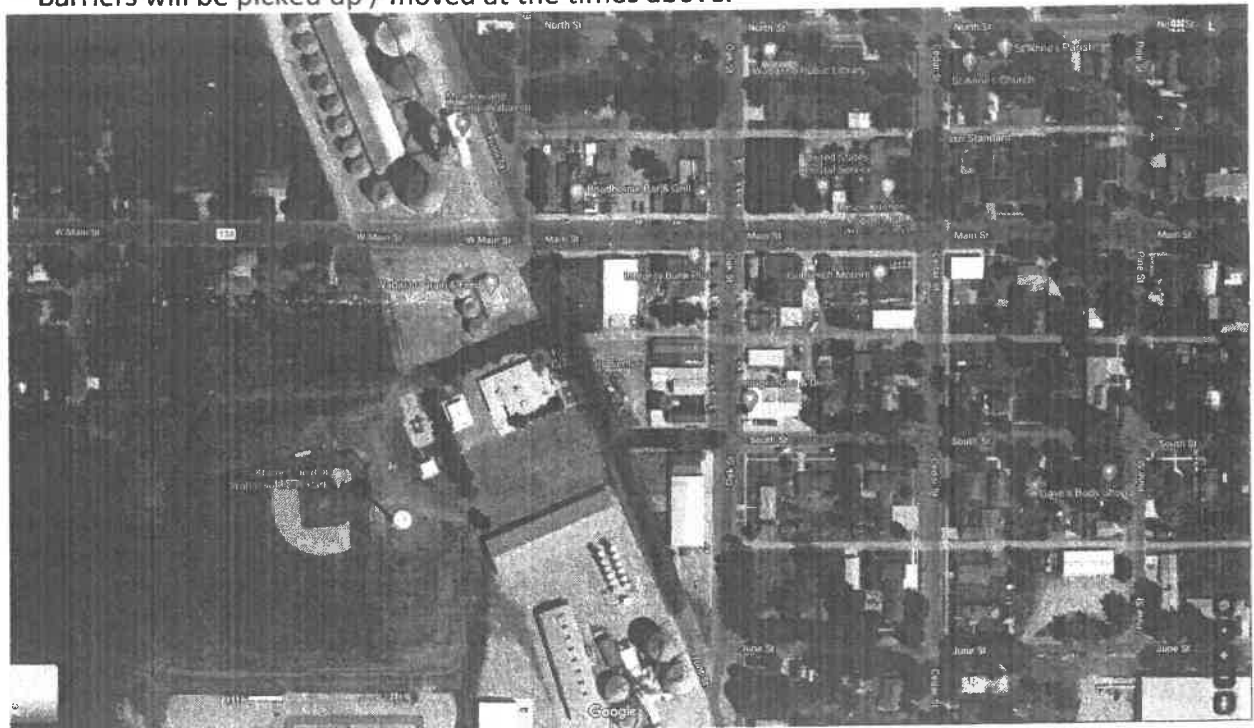
### STREET CLOSING PLAN

Close off some of Front, South St Street & Cedar Street (See Map Below, Areas marked in Red)

Closing Times – Front & South street (8am – 10pm)

- Cedar Street (2pm – 12pm)

**\*\*Barriers will be picked up / moved at the times above.**



## **COMMUNITY CENTER HIRE PLAN – CITY OF WABASSO / LIONS**

Amenities we would like to use

- Parking Lot, Kids Park, Space around the venue
- Indoor bathrooms
- Outdoor bar serving area
- Tables & Chairs
- Any fencing the Lions / Community Center have available
- Power (Indoor & Outdoor)
- Portable Bleachers (if any are available)

## **WABASSO BIG AIR FEST SCHEDULE OF EVENTS**

Saturday, July 18, 2020

8:00 AM	START SET UP
5:00 PM	Big Air Fest Gates & Sandbox Open
5:30 PM – 5:45 PM	ATV 101 Pre-Show with Derek Guetter
6:00 PM – 7:00 PM	G3 Productions ATV Movie & Giveaways
7:00 PM – 8:00 PM	ATV Big Air Tour Show
8:00 PM	Post Show Meet & Greet
8:30 PM	Butter 2 ATV Film Premiere
9:00 PM	After Party for guests 21+ at Union Kitchen
10:00 PM	EVENT PACK UP

## **INSURANCE**

Event, Liability Insurance provided by ***G3 Quad Freestyle INC DBA ATV Big Air Tour & Sports Specialty Insurance***. Certificate will be issued as soon as we get a copy.

## **COVID-19 Plan**

- We have advertised our COVID-19 plan on our Facebook and Website event pages to inform guests of the guidelines in place by the CDC
  - We will be doing Radio Ad's with KLGR to advertise for the event and plan on including a disclaimer about Covid19
  - We have signs made to put around the event area with our Covid-19 Plan to inform guests to keep social distancing & washing hands
  - Hand Sanitizer and 4 sanitize sink stations will be available at locations throughout the event
  - Tables, Seating etc will be placed 6 feet apart
  - The area that we choose for the event (Front St, South St & Community Center) will allow for social distancing – the show will also be able to be seen and heard from quite a distance away and from either direction.
- 
- To allow for more people and stay within the Social Distancing guidelines, Diane explained that you can have different areas that allow for 250 people. For example,

Vendor Section – 250 People  
Standing Section – 250 People  
Beer Garden section– 250 people  
Food seating Section – 250 people  
Kids Section – 250 people  
ATV UTV Parking Section – 250 People  
VIP Section – 250 People  
Social Distance section – 250 people

**\*\*See MAP on next page for sections Foot Print\*\***

## **FOOD & ALCOHOL PLAN**

We are partnering with Brian Baune (Highway 68 & Baunes Catering) for the BBQ Pork & Alcohol. They have a covid plan to serve food and beverage with have limited physical contact with patrons.

